
OFFICE OF MANAGEMENT AND BUDGET

Chief Fiscal Officer

**Office of Management
and Budget
1951**

**Community Capital
Coordinator
1952**

2005 Resource Plan

Department: Office of Management and Budget

Division	Financial Summary		Personnel Summary							
	2004	2005	2004 Revised				2005 Approved			
	Revised	Approved	FT	PT	Temp	Total	FT	PT	Temp	Total
Office of Management & Budget	918,080	973,720	8			8	8			8
Community Relations		87,640	0			0	1			1
Operating Cost	918,080	1,061,360	8	0	0	8	9	0	0	9
Add Debt Service	0	0								
Direct Organization Cost	918,080	1,061,360								
Charges From/(To) Others, excluding charges from overhead units	(62,730)	(231,130)								
Function Cost	855,350	830,230								
Less Program Revenues	0	0								
Net Program Cost	855,350	830,230								

2005 Resource Costs by Category

Division	Personal Services	Supplies	Other Services *	Capital Outlay	Total Direct Cost
Office of Management & Budget	803,730	5,010	168,780	1,200	978,720
Community Relations	85,930	500	(290)	1,500	87,640
Operating Cost	889,660	5,510	168,490	2,700	1,066,360
Less Vacancy Factor	(5,000)	0	0	0	(5,000)
Add Debt Service					0
Total Direct Organization Cost	884,660	5,510	168,490	2,700	1,061,360

* Travel budgeted by this department within the Other Services category is \$4,000

RECONCILIATION FROM 2004 REVISED BUDGET TO 2005 APPROVED BUDGET
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DEPARTMENT: OFFICE OF MANAGEMENT AND BUDGET

	<u>DIRECT COSTS</u>	<u>POSITIONS</u>		
		<u>FT</u>	<u>PT</u>	<u>T</u>
2004 REVISED BUDGET:	\$ 918,080	8		
2004 ONE-TIME REQUIREMENTS:				
- None				
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
DEBT SERVICE CHANGES:				
CHANGES IN EXISTING PROGRAMS FOR 2005:				
- Salaries and benefits adjustment	57,960			
- Community Capital Coordinator	88,960	1		
CONTINUATION LEVEL FOR 2005:	<u>\$ 1,065,000</u>	<u>9</u>	<u>0</u>	<u>0</u>
TRANSFERS (TO)/FROM OTHER AGENCIES:				
- None				
2005 PROGRAMMATIC CHANGES:				
- Procurement savings	(2,750)			
- Health care savings	(9,250)			
2005 PROPOSED BUDGET:	<u>\$ 1,053,000</u>	<u>9</u>	<u>0</u>	<u>0</u>
2005 AMENDMENTS:				
- Adjust vacancy factor to align with vacancy methodology	8,360			
2005 APPROVED BUDGET:	<u><u>\$ 1,061,360</u></u>	<u><u>9</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

DEPARTMENT: OFFICE-MGMNT & BUDGET DIVISION: OFFICE-MGMNT & BUDGET
 PROGRAM: Municipal Budgeting

PURPOSE:

Plan fiscal and operational requirements, prepare, evaluate, implement and manage the Municipal budgets, and coordinate State and Federal grant assistance.

2004 PERFORMANCES:

- Prepared fiscal projections and impact data to facilitate informed general government/utility operating and capital budget decisions.
- Assisted in development of general government operating/capital budgets.
- Began researching a replacement for the current computerized budget preparation system.
- Monitored and maintained the Intragovernmental Charge System (IGC) for fairness and accuracy.
- Prepared the Central Services Plan and Indirect Cost Proposals to support IGC's to grants and Federal/State contracts.
- Began researching ways to simplify the Municipal IGC system.
- Monitored user fees and related charges to ensure fee policy requirements are met.
- Developed a legislative program to best meet the needs of the Municipality.

2005 PERFORMANCE OBJECTIVES:

- Continue to support general government and utility operating and capital budgets by preparing fiscal projections and impact data to facilitate informed decisions.
- Assist in development of general government operating/capital budgets.
- Continue research and development of a replacement for the current budget preparation system.
- Monitor and maintain the Intragovernmental Charge System (IGC) for fairness and accuracy.
- Prepare the Central Services Plan and the Indirect Cost Proposals to support IGC's to grants and Federal/State contracts.
- Continue research and development of a more simplified Muni IGC system.
- Monitor user fees and related charges to ensure fee policy requirements are met.
- Develop a legislative program which will best meet the needs of the Municipality.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	9	0	0	8	0	0	9	0	0
PERSONAL SERVICES	\$	713,670		\$	740,630		\$	884,660	
SUPPLIES		2,760			5,010			5,510	
OTHER SERVICES		23,570			171,240			168,490	
CAPITAL OUTLAY		70			1,200			2,700	
TOTAL DIRECT COST:	\$	740,070		\$	918,080		\$	1,061,360	

3 SERVICE LEVELS ARE FUNDED FOR THE DEPARTMENT. THIS PROGRAM HAS LEVELS:
 1, 2, 3

DEPARTMENT: OFFICE-MGMNT & BUDGET DIVISION: OFFICE-MGMNT & BUDGET
 PROGRAM: Management Services

PURPOSE:

Provide tools and assistance to increase efficiency and effectiveness of MOA operations; help organizations better understand and meet public expectations through the design and delivery of timely, cost-effective, appropriate services; research relevant local government management trends.

2004 PERFORMANCES:

- Continued a General Government-wide program of performance measurement.
- Provided management analysis services to Municipal leadership as needed.
- Conducted and administered management reviews as required.

2005 PERFORMANCE OBJECTIVES:

- Continue a General Government-wide program of performance measurement.
- Provide management analysis services to Municipal leadership as needed.
- Conduct and administer management reviews as requested.

RESOURCES:

	2003 REVISED			2004 REVISED			2005 BUDGET		
	FT	PT	T	FT	PT	T	FT	PT	T
PERSONNEL:	0	0	0	0	0	0	0	0	0

TOTAL DIRECT COST:	\$		0	\$		0	\$		0
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WORK MEASURES:

- Short-term management analysis projects			0			0			0
- Medium-term management analysis projects			0			0			0
- Long-term multi-year management analysis projects			0			0			0

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

DEPT: 16 -OFFICE-MGMNT & BUDGET

DEPT RANK	BUDGET UNIT/ PROGRAM	SL CODE	SVC LVL
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1	1951-OFFICE-MGMNT & BUDGET 0547-Municipal Budgeting	CB	1	Prepare and maintain operating and capital budgets. Coordinate utility
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	budget preparation. Produce a 6-year
	TAX SUPPORT		2	fiscal plan and capital improvement
	IGC SUPPORT			program. Maintain grant budgets.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
8	0	0	798,730	5,010	18,780	0	1,200	823,720

2	1952-COMMUNITY RELATIONS 0547-Municipal Budgeting		1	Liaison between community and MOA
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	regarding capital projects. Insure
	IGC SUPPORT		1	needs of community are being met.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
1	0	0	85,930	500	290-	0	1,500	87,640

3	1951-OFFICE-MGMNT & BUDGET 0547-Municipal Budgeting		2	Provide funds for the development of
	SOURCE OF FUNDS, THIS SVC LEVEL:		OF	a new budget prep system to replace
	TAX SUPPORT		2	the 20-year-old outdated system.

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
0	0	0	0	0	150,000	0	0	150,000

SUBTOTAL OF FUNDED SERVICE LEVELS, OFFICE-MGMNT & BUDGET

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
9	0	0	884,660	5,510	168,490	0	2,700	1,061,360

----- DEPARTMENT OF OFFICE-MGMNT & BUDGET						FUNDING LINE	-----	
.							1,061,360	

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2005 DEPARTMENT RANKING

PAGE 2

DEPT: 16 -OFFICE-MGMNT & BUDGET

DEPT	BUDGET UNIT/	SL	SVC
RANK	PROGRAM	CODE	LVL

TOTALS FOR DEPARTMENT OF OFFICE-MGMNT & BUDGET , FUNDED AND UNFUNDED

PERSONNEL			PERSONAL		OTHER	DEBT	CAPITAL	
FT	PT	T	SERVICE	SUPPLIES	SERVICES	SERVICE	OUTLAY	TOTAL
9	0	0	884,660	5,510	168,490	0	2,700	1,061,360