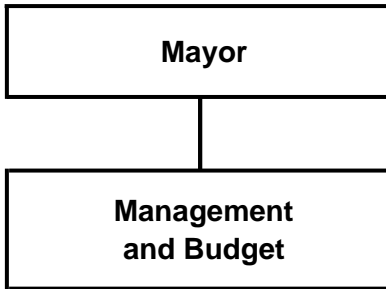


Management and Budget



Office of Management and Budget

Description

The mission of the Office of Management and Budget 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

Management and Budget Department Summary

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
Direct Cost by Division				
Management & Budget	787,455	912,499	843,933	<7.51%>
Direct Cost Total	787,455	912,499	843,933	<7.51%>
Intragovernmental Charges				
Charges by Other Departments	57,963	79,713	88,037	10.44%
Charges to Other Departments	(845,114)	(991,802)	(931,970)	<6.03%>
Function Cost Total	304	410	-	<100.00%>
Program Generated Revenue	(304)	-	-	
Net Cost Total	-	410	-	<100.00%>
Direct Cost by Category				
Personnel	733,866	849,525	705,959	<16.90%>
Supplies	2,153	2,805	2,805	-
Travel	386	-	-	-
Contractual/Other Services	47,125	60,169	135,169	124.65%
Debt Service/Depreciation	-	-	-	-
Equipment, Furnishings	3,924	-	-	-
Direct Cost Total	787,455	912,499	843,933	<7.51%>
Position Summary as Budgeted				
Full-Time	7	6	5	
Part-Time	-	1	1	
Position Total	7	7	6	

Management and Budget Reconciliation from 2011 Revised Budget to 2012 Approved Budget

	Direct Costs	Positions		
		FT	PT	T
2011 Revised Budget	912,499	6	1	-
2011 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2011				
- Salary and benefits adjustments	(22,022)	-	-	-
2011 Continuation Level	890,477	6	1	-
2012 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
2012 Proposed Budget Changes				
- Leave cash-out adjustment	(27,015)	-	-	-
- Delete funded but vacant Administrative Officer position	(94,529)	(1)	-	-
- Adjust professional services to include software maintenance and Central Services Cost Allocation Plan	75,000	-	-	-
2012 S Revisions/Assembly Amendments/Mayor Vetoes				
- None	-	-	-	-
2012 Approved Budget	843,933	5	1	-

Management and Budget
Division Summary
Management & Budget
 (Dept ID # 1951)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
Direct Cost by Category				
Salaries and Benefits	733,866	849,525	705,959	<16.90%>
Supplies	2,153	2,805	2,805	-
Travel	386	-	-	
Contractual/Other Services	47,125	60,169	135,169	124.65%
Equipment, Furnishings	3,924	-	-	
Manageable Direct Cost Total	787,455	912,499	843,933	<7.51%>
Debt Service, Depreciation	-	-	-	
Direct Cost Total	787,455	912,499	843,933	<7.51%>
Revenue by Fund				
Fund 101 - Areawide General	304	-	-	
Revenue Total	304	-	-	

Positions as Budgeted

	2010 Revised		2011 Revised		2012 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	-	-
Budget Analyst II	4	-	3	1	3	1
Executive Assistant I	1	-	1	-	1	-
Mgmt & Budget Director	1	-	1	-	1	-
Positions as Budgeted Total	7	-	6	1	5	1

Management and Budget

Division Detail

Management & Budget

(Dept ID # 1951)

	2010 Actuals	2011 Revised	2012 Approved	12 v 11 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	457,751	525,159	443,026	<15.64%>
1201 - Overtime	6,799	6,990	6,990	-
1301 - Leave/Holiday Accruals	38,811	35,133	7,890	<77.54%>
1401 - Benefits	230,505	282,243	248,053	<12.11%>
Salaries and Benefits Total	733,866	849,525	705,959	<16.90%>
Supplies	2,153	2,805	2,805	-
Travel	386	-	-	-
Contractual/Other Services	47,125	60,169	135,169	124.65%
Equipment, Furnishings	3,924	-	-	-
Manageable Direct Cost Total	787,455	912,499	843,933	<7.51%>
Debt Service, Depreciation	-	-	-	-
Direct Cost Total	787,455	912,499	843,933	<7.51%>
Intra-Governmental Charges				
Charges By Other Departments	57,963	79,713	88,037	10.44%
Charges To Other Departments	(845,114)	(991,802)	(931,970)	<6.03%>
Program Generated Revenue				
9499 - Reimbursed Cost	304	-	-	-
Program Generated Revenue Total	304	-	-	-
Net Cost				
Manageable Direct Cost	787,455	912,499	843,933	<7.51%>
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	57,963	79,713	88,037	10.44%
Charges To Other Departments	(845,114)	(991,802)	(931,970)	<6.03%>
Program Generated Revenue	(304)	-	-	-
Net Cost Total	-	410	-	<100.00%>

Anchorage: Performance. Value. Results

Office of Management and 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
- 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 2012.

Office of Management and Budget will submit 2012 approved budget to GFOA for evaluation in meeting Distinguished Budget Presentation criteria.

Measure #2: Percent of department-prepared Assembly documents rejected due to formatting and accounting errors.
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**Number and Percent of Incorrect
Assembly Documents Submitted to PACE**

2011 - Third Quarter

Department	Submitted	Correctly Prepared	Returned to Dept to Fix	% Incorrect
AWWU	3	2	1	33%
Community Development	5	4	1	20%
Finance	3	2	1	33%
Fire	3	2	1	33%
Health & Human Services	23	21	2	9%
Management & Budget	7	6	1	14%
Parks and Recreation	6	5	1	17%
Port	2	1	1	50%
Public Transportation	8	6	2	25%
Public Works	6	5	1	17%
Real Estate Services	12	7	5	42%

Year to Date Change in Percent of Rejected PACE Documents

Department	1st Qtr # Rec'd	1st Qtr # Rej'd	1st Qtr % Rej'd	2nd Qtr # Rec'd	2nd Qtr # Rej'd	2nd Qtr % Rej'd	3rd Qtr # Rec'd	3rd Qtr # Rej'd	3rd Qtr % Rej'd
AWWU	1	0	0%	2	1	50%	3	1	33%
Chief Fiscal Officer	7	0	0%	0	0	0%	0	0	0%
Community Development	4	1	25%	8	0	0%	5	1	20%
Employee Relations	2	0	0%	2	1	50%	4	0	0%
Finance	1	0	0%	3	0	0%	3	1	33%
Fire	6	4	67%	0	0	0%	3	1	0%
Health	6	2	33%	5	3	60%	23	2	9%
Information Technology	0	0	0%	1	0	0%	0	0	0%
Legal	2	0	0%	1	0	0%	1	0	0%
Library	2	2	100%	1	0	0%	5	0	0%
Management & Budget	1	0	0%	14	1	7%	7	1	14%
Mayor	0	0	0%	2	1	50%	0	0	0%
Merrill Field	0	0	0%	1	0	0%	1	0	0%
Municipal Light & Power	0	0	0%	0	0	0%	0	0	0%
Municipal Manager	5	0	0%	2	0	0%	3	0	0%
Parks & Recreation	2	1	50%	5	0	0%	6	1	17%
Police	4	2	50%	8	3	38%	5	0	0%
Port	1	0	0%	0	0	0%	2	1	0%
Public Transportation	10	6	60%	0	0	0%	8	2	0%
Public Works	15	4	27%	9	3	33%	9	1	11%
Purchasing	0	0	0%	0	0	0%	2	0	0%
Real Estate	6	3	50%	5	1	20%	12	5	42%
Totals	75	25	33%	69	14	20%	102	14	14%

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

Departments	Data Reported	No Data	(reason)
Community Development	x		
Development Services	x		
Planning	x		
Employee Relations	x		
Finance			
Controller	x		
Property Appraisal	x		
Public Finance	x		
Treasury	x		
Fire	x		
Health & Human Services	x		
Information Technology	x		
Internal Audit	x		
Library	x		
Management & Budget	x		
Merrill Field Airport	x		
Municipal Attorney	x		
Municipal Manager	x		
Emergency Mgmt	x		
Risk Management	x		
Transportation Inspection	x		
Parks & Recreation	x		
Police	x		
Port	x		
Public Transportation	x		
Public Works	x		
Maintenance & Operations	x		
Project Mgmt & Engineering	x		
Traffic	x		
Purchasing		x	PVR s are being reevaluated
Real Estate	x		
Heritage Land Bank	x		
Solid Waste Services		x	no response received

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

Question #1: Please rate the following aspects of OMB's work:

	Strongly Agree or Agree	Neutral	Disagree or Strongly Disagree
OMB clearly communicates directions, expectations, and timelines	45.5%	27.3%	27.3%
Turnaround time on documents is timely	50.0%	31.8%	18.1%
OMB team is very knowledgeable and helpful	69.7%	20.9%	9.3%
Responsiveness to questions or issues in handled quickly and efficiently	60.5%	20.9%	18.6%

Question #2: Overall, how do you rate the quality of services OMB provides?

Excellent or Good	48.9%
Adequate	37.2%
Poor	14.0%

Question #3: Overall, is OMB's performance . . .

Getting better / much better	37.2%
Staying at about the same level	55.8%
Getting worse / much worse	7.0%

Survey taken July 2010; 44 respondents; responses were anonymous

Next survey to be taken in 2012 1st quarter

Measure #5: Change in departments' understanding of Intragovernmental Charges (IGCs).

Data will be reported in 1st quarter of 2013.

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