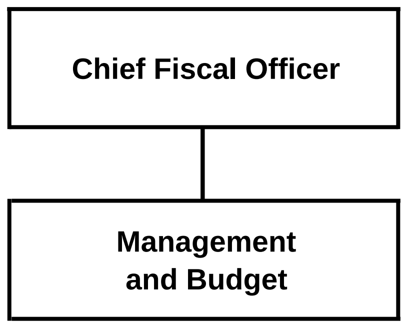
Municipality of Anchorage

Office of Management and Budget

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

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

Vision:  **Exemplary Municipal Operations**

Management and Budget Department
- Implement the Mayor's "Performance. Value. Results" performance-based management initiative

Management and Budget
Department Summary

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Division				
Management & Budget	774,768	843,933	768,218	<8.97%>
Direct Cost Total	**774,768**	**843,933**	**768,218**	**<8.97%>**
Intragovernmental Charges				
Charges by Other Departments	65,640	67,868	232,352	242.36%
Charges to Other Departments	(838,408)	(911,802)	(928,742)	1.86%
Function Cost Total	**2,000**	**(1)**	**71,828**	**<7195423.45 %>**
Net Cost Total	**2,000**	**(1)**	**71,828**	**<7195423.45 %>**
Direct Cost by Category				
Personnel	680,907	705,959	630,244	<10.73%>
Supplies	1,129	2,805	2,805	-
Travel	-	-	-	-
Contractual/OtherServices	92,270	135,169	135,169	-
Debt Service/Depreciation	-	-	-	-
Equipment, Furnishings	462	-	-	-
Direct Cost Total	**774,768**	**843,933**	**768,218**	**<8.97%>**
Position Summary as Budgeted				
Full-Time	6	5	5	
Part-Time	1	1	1	
Position Total	**7**	**6**	**6**	

Office of Management and Budget
Reconciliation from 2012 Revised Budget to 2013 Approved Budget

	Direct Costs	Positions FT	Positions PT	Positions T
2012 Revised Budget	843,933	5	1	-
2012 One-Time Requirements				
- None	-	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
Debt Service Changes				
- None	-	-	-	-
Changes in Existing Programs/Funding for 2013				
- Salary and benefits adjustments	42,797	-	-	-
- Reverse allocation to Mayor Department for Program and Policy Director	25,568	-	-	-
2013 Continuation Level	**912,298**	**5**	**1**	**-**
2013 One-Time Requirements				
- Increase vacancy factor to reflect vacant director position.	(144,080)	-	-	-
Transfers (to)/from Other Agencies				
- None	-	-	-	-
2013 Proposed Budget Changes				
- None	-	-	-	-
2013 S Revisions and Amendments				
- None	-	-	-	-
2013 Approved Budget	**768,218**	**5**	**1**	**-**

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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits	680,907	705,959	630,244	<10.73%>
Supplies	1,129	2,805	2,805	-
Travel	-	-	-	
Contractual/Other Services	92,270	135,169	135,169	-
Equipment, Furnishings	462	-	-	
Manageable Direct Cost Total	**774,768**	**843,933**	**768,218**	**<8.97%>**
Debt Service, Depreciation	-	-	-	
Direct Cost Total	**774,768**	**843,933**	**768,218**	**<8.97%>**

Positions as Budgeted

	2011 Revised		2012 Revised		2013 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	-	-	-	-
Budget Analyst II	3	1	3	1	2	1
Director	1	-	1	-	1	-
Executive Assistant I	1	-	1	-	-	-
Executive Assistant II	-	-	-	-	1	-
Public Finance Manager	-	-	-	-	1	-
Positions as Budgeted Total	**6**	**1**	**5**	**1**	**5**	**1**

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

	2011 Actuals	2012 Revised	2013 Approved	13 v 12 % Chg
Direct Cost by Category				
Salaries and Benefits				
1101 - Straight Time Labor	340,837	443,026	486,823	9.89%
1201 - Overtime	37,518	6,990	6,990	-
1301 - Leave/Holiday Accruals	67,468	7,890	8,577	8.71%
1401 - Benefits	235,083	248,053	271,933	9.63%
1601 - Vacancy Factor	-	-	(144,080)	-
Salaries and Benefits Total	**680,907**	**705,959**	**630,244**	**<10.73%>**
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Travel	-	-	-	-
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Net Cost Total	**2,000**	**(1)**	**71,828**	**<7195423.45%>**

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
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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 2013.

Office of Management and Budget will submit the 2013 approved budget to GFOA in February for evaluation in meeting Distinguished Budget Presentation criteria.

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	2012 1st Qtr # Rec'd	2012 1st Qtr # Rej'd	2012 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	4th Qtr # Rec'd	4th Qtr # Rej'd	4th Qtr % Rej'd
AWWU	1	0	0%	3	1	33%	4	2	50%	3	2	67%
Chief Fiscal Officer	7	0	0%	1	0	0%	4	0	0%	1	0	0%
Community Development	8	3	38%	7	1	14%	13	4	31%	7	1	14%
Employee Relations	3	0	0%	0	0	0%	0	0	0%	0	0	0%
Finance	2	0	0%	3	0	0%	1	0	0%	0	0	0%
Fire	0	0	0%			0%	4	1	0%	4	2	0%
Health	7	2	29%	9	1	11%	27	9	33%	11	5	45%
Information Technology	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Legal	6	0	0%	1	0	0%	0	0	0%	8	1	13%
Library	9	3	33%	4	2	50%	0	0	0%	10	4	40%
Management & Budget	6	2	33%	11	2	18%	2	0	0%	17	0	0%
Mayor	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Merrill Field	4	0	0%	0	0	0%	1	1	100%	1	0	0%
Municipal Light & Power	0	0	0%	0	0	0%	0	0	0%	4	0	0%
Municipal Manager	5	2	40%	0	0	0%	3	0	0%	2	1	50%
Parks & Recreation	1	0	0%	3	1	33%	1	0	0%	4	1	25%
Police	4	0	0%	4	0	0%	4	1	25%	8	3	38%
Port	2	1	50%	1	0	0%	3	1	33%	0	0	0%
Public Transportation	6	3	50%	0	0	0%	0	0	0%	16	4	0%
Public Works	14	3	21%	14	4	29%	15	7	47%	11	3	27%
Purchasing	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Real Estate	11	0	0%	14	2	14%	16	7	44%	5	0	0%
Solid Waste Services	1	0	0%	0	0	0%	0	0	0%	0	0	0%
Totals	97	19	20%	75	14	19%	98	33	34%	112	27	24%

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

Departments	Total Measures	Data Reported	No Data	% Data Reported	Date
Anchorage Water & Wastewater	10	10	0	100.00%	2/6/2013
Community Development	3	3	0	100.00%	2/11/2013
Development Services	26	26	0	100.00%	2/11/2013
Planning	11	11	0	100.00%	2/11/2013
Employee Relations	11	11	0	100.00%	2/5/2013
Equal Rights Commission	4	4	0	100.00%	2/5/2013
Finance					
Controller					
Property Appraisal	3	0	3	0.00%	
Public Finance	4	4	0	100.00%	2/7/2013
Treasury	9	0	9	0.00%	
Fire	14	14	0	100.00%	2/4/2013
Health & Human Services	15	15	0	100.00%	2/4/2013
Information Technology	13	13	0	100.00%	2/11/2013
Internal Audit	3	3	0	100.00%	1/7/2013
Library	4	4	0	100.00%	2/1/2013
Management & Budget	5	5	0	100.00%	2/11/2013
Merrill Field Airport	7	7	0	100.00%	2/6/2013
Municipal Attorney	11	11	0	100.00%	2/7/2013
Municipal Light & Power	10	10	0	100.00%	2/11/2013
Municipal Manager	1	1	0	100.00%	2/11/2013
Emergency Mgmt	2	2	0	100.00%	2/6/2013
Risk Management	4	4	0	100.00%	2/6/2013
Transportation Inspection	3	3	0	100.00%	2/1/2013
Parks & Recreation	15	15	0	100.00%	2/11/2013
Police	28	28	0	100.00%	2/4/2013
Port	4	4	0	100.00%	2/6/2013
Public Transportation	15	15	0	100.00%	2/6/2013
Public Works					
Project Mgmt & Engineering	11	11	0	100.00%	2/1/2013
Maintenance & Operations	12	12	0	100.00%	2/1/2013
Administration	3	3	0	100.00%	2/1/2013
Traffic	3	3	0	100.00%	2/1/2013
Purchasing					
Real Estate	2	2	0	100.00%	2/11/2013
Heritage Land Bank	3	3	0	100.00%	2/11/2013
Solid Waste Services	3	3	0	100.00%	2/6/2013

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

	2012			2010		
	Stongly Agree or Agree	Neutral	Disagree or Strongly Disagree	Stongly Agree or Agree	Neutral	Disagree or Strongly Disagree
OMB clearly communities directions, expectations, and timelines	75.0%	17.8%	7.2%	45.5%	27.3%	27.3%
Turnaround time on documents is timely	61.6%	15.4%	23.0%	50.0%	31.8%	18.1%
OMB team is very knowledgeable and helpful	75.0%	14.3%	10.7%	69.7%	20.9%	9.3%
Responsiveness to questions or issues in handled quickly and efficiently	57.1%	25.0%	17.9%	60.5%	20.9%	18.6%

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

	2012	2010
Excellent or Good	60.8%	48.9%
Adquate	32.1%	37.2%
Poor	7.1%	14.0%

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

	2012	2010
Getting better / much better	65.4%	37.2%
Staying at about the same level	30.8%	55.8%
Getting worse / much worse	3.8%	7.0%

** Survey taken March 2012; 28 respondents; responses were anonymous*

*** Survey taken July 2010; 44 respondents; responses were anonymous*

Next survey to be taken in 2013 1st quarter

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

Data will be reported in 1st quarter of 2013.