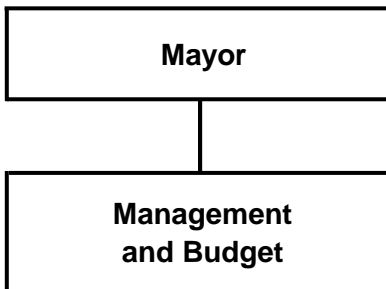


Management and Budget



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

	2011 Actuals	2012 Revised	2013 Proposed	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 Proposed Budget

	Direct Costs	Positions		
		FT	PT	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 Proposed Budget	768,218	5	1	-

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

	2011 Actuals	2012 Revised	2013 Proposed	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 Proposed	
	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 Proposed	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%>
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%>
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Intra-Governmental 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%
Net Cost				
Manageable Direct Cost	774,768	843,933	768,218	<8.97%>
Debt Service, Depreciation	-	-	-	-
Charges By Other Departments	65,640	67,868	232,352	242.36%
Charges to Other Departments	(838,408)	(911,802)	(928,742)	1.86%
Net Cost Total	2,000	(1)	71,828	<7195423.4 5%>

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 submitted the 2012 approved budget to GFOA in January for evaluation in meeting Distinguished Budget Presentation criteria. We received the award on July 12, 2012.

Measure #2: Percent of department-prepared Assembly documents rejected due to formatting and accounting errors.

**Number and Percent of Incorrect
Assembly Documents Submitted to PACE
2012 - Second Quarter**

Department	Submitted	Correctly Prepared	Returned to Dept to Fix	% Incorrect
Community Development	8	5	3	38%
Health & Human Services	7	5	2	29%
Library	9	6	3	33%
Management & Budget	6	4	2	33%
Municipal Manager	5	3	2	40%
Port	2	1	1	50%
Public Transportation	6	3	3	50%
Public Works	14	11	3	21%

Year to Date Change in Percent of Rejected PACE Documents

Department	2011 Total # Rec'd	2011 Total # Rej'd	2011 Total % Rej'd	2012 1st Qtr # Rec'd	2012 1st Qtr # Rej'd	2012 1st Qtr % Rej'd	2012 2nd Qtr # Rec'd	2012 2nd Qtr # Rej'd	2012 2nd Qtr % Rej'd
AWWU	9	3	33%	1	0	0%	3	1	33%
Chief Fiscal Officer	7	0	0%	7	0	0%	1	0	0%
Community Development	22	3	14%	8	3	38%	7	1	14%
Employee Relations	12	1	8%	3	0	0%	0	0	0%
Finance	10	2	20%	2	0	0%	3	0	0%
Fire	12	6	0%	0	0	0%	0	0	0%
Health	57	9	16%	7	2	29%	9	1	11%
Information Technology	1	0	0%	0	0	0%	0	0	0%
Legal	5	0	0%	6	0	0%	1	0	0%
Library	13	2	15%	9	3	33%	4	2	50%
Management & Budget	29	3	10%	6	2	33%	11	2	18%
Mayor	2	1	0%	0	0	0%	0	0	0%
Merrill Field	3	0	0%	4	0	0%	0	0	0%
Municipal Light & Power	0	0	0%	0	0	0%	0	0	0%
Municipal Manager	13	0	0%	5	2	40%	0	0	0%
Parks & Recreation	19	3	16%	1	0	0%	3	1	33%
Police	22	5	23%	4	0	0%	4	0	0%
Port	5	2	0%	2	1	50%	1	0	0%
Public Transportation	26	10	0%	6	3	50%	0	0	0%
Public Works	42	9	21%	14	3	21%	14	4	29%
Purchasing	4	0	0%	0	0	0%	0	0	0%
Real Estate	35	14	40%	11	0	0%	14	2	14%
Solid Waste Services	0	0	0%	1	0	0%	0	0	0%
Totals	348	73	21%	97	19	20%	75	14	19%

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%	9/7/2012
Community Development	3	3	0	100.00%	7/26/2012
Development Services	26	26	0	100.00%	7/26/2012
Planning	11	11	0	100.00%	7/26/2012
Employee Relations	11	11	0	100.00%	8/7/2012
Finance					
Controller	5	0	5	0.00%	
Property Appraisal	3	0	3	0.00%	8/8/2012
Public Finance	4	4	0	100.00%	8/8/12
Treasury	9	9	0	100.00%	8/8/12
Fire	14	14	0	100.00%	9/7/2012
Health & Human Services	17	17	0	100.00%	8/14/2012
Information Technology	13	13	0	100.00%	8/17/2012
Internal Audit	4	4	0	100.00%	7/3/2012
Library	4	4	0	100.00%	9/7/2012
Management & Budget	5	5	0	100.00%	9/18/2012
Merrill Field Airport	7	7	0	100.00%	9/10/2012
Municipal Attorney	11	11	0	100.00%	8/8/2012
Municipal Light & Power	10	10	0	100.00%	8/26/2012
Municipal Manager	1	1	0	100.00%	9/18/2012
Emergency Mgmt	2	2	0	100.00%	9/5/2012
Risk Management	5	5	0	100.00%	7/10/2012
Transportation Inspection	3	3	0	100.00%	9/18/2012
Parks & Recreation	18	18	0	100.00%	8/21/2012
Police	28	28	0	100.00%	8/7/2012
Port	4	4	0	100.00%	8/26/2012
Public Transportation	15	15	0	100.00%	8/22/2012
Public Works					
Project Mgmt & Engineering	11	11	0	100.00%	9/6/2012
Maintenance & Operations	10	10	0	100.00%	9/6/2012
Administration	3	3	0	100.00%	9/6/2012
Traffic	3	3	0	100.00%	9/6/2012
Purchasing					
Real Estate	2	2	0	100.00%	9/5/2012
Heritage Land Bank	3	3	0	100.00%	9/5/2012
Solid Waste Services	3	3	0	100.00%	9/13/2012

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 communicates 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?

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

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

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.

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