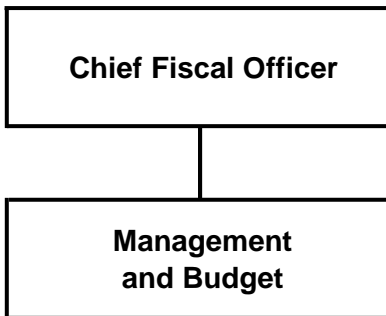




**Municipality of Anchorage**

**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

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
<b>Direct Cost by Division</b>				
Management & Budget	681,018	817,102	812,421	<0.57%>
<b>Direct Cost Total</b>	<b>681,018</b>	<b>817,102</b>	<b>812,421</b>	<b>&lt;0.57%&gt;</b>
<b>Intragovernmental Charges</b>				
Charges by Other Departments	65,445	250,925	239,506	<4.55%>
Charges to Other Departments	(746,368)	(982,845)	(1,049,515)	6.78%
<b>Function Cost Total</b>	<b>95</b>	<b>85,182</b>	<b>2,412</b>	<b>&lt;97.17%&gt;</b>
Program Generated Revenue	(95)	-	-	
<b>Net Cost Total</b>	<b>-</b>	<b>85,182</b>	<b>2,412</b>	<b>&lt;97.17%&gt;</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	624,158	679,128	681,306	0.32%
Supplies	3,114	2,805	2,805	-
Travel	-	-	-	-
Contractual/OtherServices	50,930	135,169	128,310	<5.07%>
Debt Service	-	-	-	-
Equipment, Furnishings	2,817	-	-	-
<b>Direct Cost Total</b>	<b>681,018</b>	<b>817,102</b>	<b>812,421</b>	<b>&lt;0.57%&gt;</b>
<b>Position Summary as Budgeted</b>				
Full-Time	5	6	6	
Part-Time	1	-	-	
<b>Position Total</b>	<b>6</b>	<b>6</b>	<b>6</b>	

**Office of Management and Budget**  
**Reconciliation from 2013 Revised Budget to 2014 Proposed Budget**

	Direct Costs	Positions		
		FT	PT	T
<b>2013 Revised Budget</b>	817,102	6	-	-
<b>Changes in Existing Programs/Funding for 2014</b>				
- Salary and benefits adjustments	2,178	-	-	-
<b>2014 Continuation Level</b>	<b>819,280</b>	<b>6</b>	<b>-</b>	<b>-</b>
<b>2014 Proposed Budget Changes</b>				
- Miscellaneous non-labor savings	(6,859)	-	-	-
<b>2014 Proposed Budget</b>	<b>812,421</b>	<b>6</b>	<b>-</b>	<b>-</b>

**Management and Budget**  
**Division Summary**  
**Management & Budget**  
(Fund Center # 139179, 139100)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	624,158	679,128	681,306	0.32%
Supplies	3,114	2,805	2,805	-
Travel	-	-	-	
Contractual/Other Services	50,930	135,169	128,310	<5.07%>
Equipment, Furnishings	2,817	-	-	
<b>Manageable Direct Cost Total</b>	<b>681,018</b>	<b>817,102</b>	<b>812,421</b>	<b>&lt;0.57%&gt;</b>
Debt Service	-	-	-	
<b>Direct Cost Total</b>	<b>681,018</b>	<b>817,102</b>	<b>812,421</b>	<b>&lt;0.57%&gt;</b>
<b>Revenue by Fund</b>				
Fund 101000 - Areawide General	95	-	-	
<b>Revenue Total</b>	<b>95</b>	<b>-</b>	<b>-</b>	

**Positions as Budgeted**

	2012 Revised		2013 Revised		2014 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Budget Analyst II	3	1	3	-	3	-
Director	1	-	1	-	1	-
Executive Assistant I	1	-	-	-	-	-
Executive Assistant II	-	-	1	-	1	-
Public Finance Manager	-	-	1	-	1	-
<b>Positions as Budgeted Total</b>	<b>5</b>	<b>1</b>	<b>6</b>	<b>-</b>	<b>6</b>	<b>-</b>

# Management and Budget

## Division Detail

### Management & Budget

(Fund Center # 139179, 139100)

	2012 Actuals	2013 Revised	2014 Proposed	14 v 13 % Chg
<b>Direct Cost by Category</b>				
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Charges by Other Departments	65,445	250,925	239,506	<4.55%>
Charges to Other Departments	(746,368)	(982,845)	(1,049,515)	6.78%
<b>Program Generated Revenue</b>				
460070 - MOA Property Sales	95	-	-	-
<b>Program Generated Revenue Total</b>	<b>95</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost</b>				
Manageable Direct Cost	681,018	817,102	812,421	<0.57%>
Debt Service	-	-	-	-
Charges by Other Departments	65,445	250,925	239,506	<4.55%>
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Program Generated Revenue	(95)	-	-	-
<b>Net Cost Total</b>	<b>-</b>	<b>85,182</b>	<b>2,412</b>	<b>&lt;97.17%&gt;</b>

*Anchorage: Performance. Value. Results*



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## Office of Management and Budget

*Anchorage: Performance. Value. Results.*

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### **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 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:

<b><u>Measure #1:</u> Receipt of Government Finance Officers Association (GFOA) Budget Award in 2013.</b>
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Office of Management and Budget submitted the 2013 approved budget to GFOA in January for evaluation in meeting Distinguished Budget Presentation criteria. We received the award on May 21, 2013.

**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	2011 Total # Rec'd	2011 Total # Rej'd	2011 Total % Rej'd	2012 Total # Rec'd	2012 Total # Rej'd	2012 Total % Rej'd	2013 1st Qtr # Rec'd	2013 1st Qtr # Rej'd	2013 1st Qtr % Rej'd	2013 2nd Qtr # Rec'd	2013 2nd Qtr # Rej'd	2013 2nd Qtr % Rej'd
AWWU	9	3	33%	10	3	30%	4	0	0%	1	0	0%
Chief Fiscal Officer	7	0	0%	13	0	0%	13	4	31%	5	0	0%
Community Development	22	3	14%	37	10	27%	2	0	0%	8	2	25%
Employee Relations	12	1	8%	3	0	0%	0	0	0%	3	1	33%
Finance	10	2	20%	6	0	0%	0	0	0%	1	0	0%
Fire	12	6	50%	8	3	38%	5	1	20%	2	0	0%
Health	57	9	16%	54	17	31%	0	0	0%	10	1	10%
Information Technology	1	0	0%	0	0	0%	0	0	0%	0	0	0%
Internal Audit	0	0	0%	0	0	0%	0	0	0%	0	0	0%
Library	13	2	15%	26	9	35%	2	0	0%	0	0	0%
Management & Budget	29	3	10%	35	3	9%	0	0	0%	5	0	0%
Mayor	2	1	50%	0	0	0%	0	0	0%	0	0	0%
Merrill Field	3	0	0%	5	0	0%	1	0	0%	0	0	0%
Municipal Light & Power	0	0	0%	4	0	0%	0	0	0%	0	0	0%
Municipal Attorney	5	0	0%	15	1	7%	2	0	0%	0	0	0%
Municipal Manager	13	0	0%	10	3	30%	2	1	50%	2	0	0%
Parks & Recreation	19	3	16%	9	2	22%	5	2	40%	6	0	0%
Police	22	5	23%	20	4	20%	2	0	0%	2	0	0%
Port	5	2	40%	6	2	33%	8	3	38%	0	0	0%
Public Transportation	26	10	38%	22	7	32%	16	11	69%	1	0	0%
Public Works	42	9	21%	56	18	32%	22	9	41%	11	3	27%
Purchasing	4	0	0%	0	0	0%	0	0	0%	0	0	0%
Real Estate	35	14	40%	46	9	20%	19	5	26%	5	0	0%
Solid Waste Services	0	0	0%	1	0	0%	1	0	0%	0	0	0%
Totals	348	73	21%	386	91	24%	104	36	35%	62	7	11%

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

<b>Departments</b>	<b>Total Measures</b>	<b>Data Reported</b>	<b>No Data</b>	<b>% Data Reported</b>	<b>Date</b>
Anchorage Water & Wastewater	6	6	0	100.00%	7/31/2013
Community Development					
Development Services	14	14	0	100.00%	7/17/2013
Planning	2	2	0	100.00%	7/17/2013
Employee Relations	11		11	0.00%	
Equal Rights Commission	4	4	0	100.00%	7/30/2013
Finance					
Controller	4	4	0	100.00%	8/15/2013
Property Appraisal	3	3	0	100.00%	7/3/2013
Public Finance	4	4	0	100.00%	7/19/2013
Treasury	9	9	0	100.00%	8/12/2013
Fire	6	6	0	100.00%	7/23/2013
Health & Human Services	7	7	0	100.00%	7/12/2013
Information Technology	13	13	0	100.00%	7/30/2013
Internal Audit	4	4	0	100.00%	7/8/2013
Library	4	4	0	100.00%	7/12/2013
Management & Budget	5	5	0	100.00%	7/16/2013
Merrill Field Airport	6	6	0	100.00%	7/23/2013
Municipal Attorney	11	11	0	100.00%	8/13/2013
Municipal Light & Power	10	10	0	100.00%	8/10/2013
Municipal Manager	1	1	0	100.00%	8/6/2013
Emergency Mgmt	2	2	0	100.00%	7/30/2013
Equal Opportunity	1	1	0	100.00%	8/1/2013
Risk Management	3	3	0	100.00%	7/15/2013
Transportation Inspection	2	2	0	100.00%	8/15/2013
Parks & Recreation	10	10	0	100.00%	7/16/2013
Police	11	11	0	100.00%	7/23/2013
Port	4	4	0	100.00%	7/15/2013
Public Transportation	10	10	0	100.00%	7/9/2013
Public Works					
Project Mgmt & Engineering	8	8	0	100.00%	7/29/2013
Maintenance & Operations	9	9	0	100.00%	7/29/2013
Traffic	3	3	0	100.00%	7/29/2013
Purchasing	3	3	0	100.00%	8/15/13
Real Estate	2	2	0	100.00%	7/12/2013
Heritage Land Bank	2	2	0	100.00%	7/12/2013
Solid Waste Services	3	3	0	100.00%	8/12/2013

**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:

	2013 *			2012 **			2010 ***		
	Strongly Agree or Agree	Neutral	Disagree or Strongly Disagree	Strongly Agree or Agree	Neutral	Disagree or Strongly Disagree	Strongly Agree or Agree	Neutral	Disagree or Strongly Disagree
OMB clearly communicates directions, expectations, and timelines	54.0%	29.8%	16.2%	75.0%	17.8%	7.2%	45.5%	27.3%	27.3%
Turnaround time on documents is timely	27.8%	33.3%	38.9%	61.6%	15.4%	23.0%	50.0%	31.8%	18.1%
OMB team is very knowledgeable and helpful	56.7%	27.1%	16.2%	75.0%	14.3%	10.7%	69.7%	20.9%	9.3%
Responsiveness to questions or issues is handled quickly and efficiently	43.2%	24.4%	32.4%	57.1%	25.0%	17.9%	60.5%	20.9%	18.6%
Are the training and reference materials provided by OMB useful and relevant	40.0%	48.6%	11.4%						

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

Excellent or Good	37.8%	60.8%	48.9%
Adequate	43.2%	32.1%	37.2%
Poor	18.9%	7.1%	14.0%

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

Getting better / much better	36.2%	65.4%	37.2%
Staying at about the same level	41.7%	30.8%	55.8%
Getting worse / much worse	22.2%	3.8%	7.0%

Question #5: Are there budget topics you would like OMB to offer training?

Yes	32.3%	56.5%
No	67.7%	43.5%

\* Survey taken March 2013; 37 respondents; responses were anonymous

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

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

Next survey to be taken in 2014 1<sup>st</sup> quarter

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

Data will be reported in 3rd quarter of 2013.

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