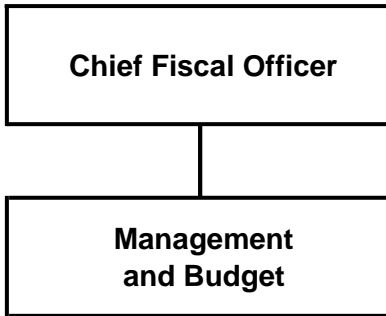


Management and Budget



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

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
Direct Cost by Division				
Management & Budget	656,396	804,658	1,049,668	30.45%
Direct Cost Total	656,396	804,658	1,049,668	30.45%
Intragovernmental Charges				
Charges by/to Other Departments	(655,308)	(801,005)	(807,251)	0.78%
Function Cost Total	1,088	3,653	242,417	6535.22%
Net Cost Total	1,088	3,653	242,417	6535.22%
Direct Cost by Category				
Salaries and Benefits	516,213	673,543	926,783	37.60%
Supplies	2,235	2,805	2,805	-
Travel	-	-	-	-
Contractual/Other Services	130,167	128,310	120,080	<6.41%>
Debt Service	-	-	-	-
Equipment, Furnishings	7,781	-	-	-
Direct Cost Total	656,396	804,658	1,049,668	30.45%
Position Summary as Budgeted				
Full-Time	6	6	8	
Part-Time	-	-	-	
Position Total	6	6	8	

Office of Management and Budget
Reconciliation from 2014 Revised Budget to 2015 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2014 Revised Budget	804,658	6	-	-
Changes in Existing Programs/Funding for 2015				
- Salary and benefits adjustments	10,822	-	-	-
2015 Continuation Level	815,480	6	-	-
2015 Proposed Budget Changes				
- Miscellaneous non-labor savings	(8,230)	-	-	-
2015 S-1 Version Budget Changes				
- S-1: Position grade change.	19,843	-	-	-
- S-1: Add two positions - SAP budget subject matter experts.	220,381	2	-	-
- S-1: Executive raises - add 1.5%	2,194	-	-	-
2015 Approved Budget	1,049,668	8	-	-

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

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
Direct Cost by Category				
Salaries and Benefits	516,213	673,543	926,783	37.60%
Supplies	2,235	2,805	2,805	-
Travel	-	-	-	
Contractual/Other Services	130,167	128,310	120,080	<6.41%>
Equipment, Furnishings	7,781	-	-	
Manageable Direct Cost Total	656,396	804,658	1,049,668	30.45%
Debt Service	-	-	-	
Direct Cost Total	656,396	804,658	1,049,668	30.45%

Positions as Budgeted

	2013 Revised		2014 Revised		2015 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	-	-	-	-	1	-
Budget Analyst II	3	-	3	-	4	-
Director	1	-	1	-	1	-
Executive Assistant II	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
Positions as Budgeted Total	6	-	6	-	8	-

Management and Budget**Division Detail****Management & Budget**

(Fund Center # 139179, 139100)

	2013 Actuals	2014 Revised	2015 Approved	15 v 14 % Chg
Direct Cost by Category				
Salaries and Benefits	516,213	673,543	926,783	37.60%
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Direct Cost Total	656,396	804,658	1,049,668	30.45%
Intra-Governmental Charges				
Charges by/to Other Departments	(655,308)	(801,005)	(807,251)	0.78%
Net Cost				
Manageable Direct Cost	656,396	804,658	1,049,668	30.45%
Debt Service	-	-	-	-
Charges by/to Other Departments	(655,308)	(801,005)	(807,251)	0.78%
Net Cost Total	1,088	3,653	242,417	6535.22%

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 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 submitted the 2014 approved budget to GFOA in January for evaluation in meeting Distinguished Budget Presentation criteria. We received the award on July 17, 2014.

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 % Rej'd	2012 Total % Rej'd	2013 Total # Rec'd	2013 Total # Rej'd	2013 Total % Rej'd	2014 1st Qtr # Rec'd	2014 1st Qtr # Rej'd	2014 1st Qtr % Rej'd	2014 2nd Qtr # Rec'd	2014 2nd Qtr # Rej'd	2014 2nd Qtr % Rej'd
AWWU	33%	30%	24	5	21%	4	1	25%	1	0	0%
Chief Fiscal Officer	0%	0%	24	4	17%	8	1	13%	3	0	0%
Community Development	14%	27%	21	2	10%	6	2	33%	10	0	0%
Employee Relations	8%	0%	11	1	9%	6	0	0%	3	0	0%
Finance	20%	0%	2	0	0%	2	0	0%	1	0	0%
Fire	50%	38%	11	2	18%	0	0	0%	6	1	17%
Health	16%	31%	38	6	16%	8	3	38%	3	1	33%
Information Technology	0%	0%	0	0	0%	0	0	0%	1	0	0%
Internal Audit	0%	0%	0	0	0%	0	0	0%	0	0	0%
Library	15%	35%	16	5	31%	12	5	42%	1	0	0%
Management & Budget	10%	9%	10	0	0%	3	0	0%	8	0	0%
Mayor	50%	0%	0	0	0%	0	0	0%	0	0	0%
Merrill Field	0%	0%	1	0	0%	0	0	0%	0	0	0%
Municipal Light & Power	0%	0%	1	0	0%	0	0	0%	0	0	0%
Municipal Attorney	0%	7%	3	0	0%	3	0	0%	0	0	0%
Municipal Manager	0%	30%	9	2	22%	0	0	0%	1	0	0%
Parks & Recreation	16%	22%	18	4	22%	7	1	14%	4	0	0%
Police	23%	20%	9	2	22%	0	0	0%	7	3	43%
Port	40%	33%	9	3	33%	0	0	0%	0	0	0%
Public Transportation	38%	32%	25	15	60%	8	3	38%	4	1	25%
Public Works	21%	32%	41	14	34%	28	10	36%	0	0	0%
Purchasing	0%	0%	0	0	0%	0	0	0%	0	0	0%
Real Estate	40%	20%	47	11	23%	11	3	27%	13	4	31%
Solid Waste Services	0%	0%	3	1	33%	0	0	0%	0	0	0%
Totals	21%	24%	323	77	24%	106	29	27%	66	10	15%

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

Departments	Total Measures	Data Reported	No Data	% Data Reported	Date
Anchorage Water & Wastewater	6	6		100.00%	7/16/2014
Community Development					
Development Services	12	12		100.00%	7/15/2014
Planning	4	4		100.00%	7/15/2014
Employee Relations	6	6		100.00%	7/18/2014
Equal Rights Commission	4	4		100.00%	7/17/2014
Finance					
Controller				0.00%	
Property Appraisal	3	3		100.00%	7/8/2014
Public Finance	4	4		100.00%	7/28/2014
Treasury	9	9		100.00%	7/15/2014
Fire	6	6		100.00%	7/11/2014
Health & Human Services	7	7		100.00%	7/18/2014
Information Technology	8	8		100.00%	7/18/2014
Internal Audit	4	4		100.00%	7/2/2014
Library	5	5		100.00%	7/18/2014
Management & Budget	5	5		100.00%	7/17/2014
Merrill Field Airport	6	6		100.00%	7/11/2014
Municipal Attorney	11	11		100.00%	7/18/2014
Municipal Light & Power	10	10		100.00%	7/16/2014
Municipal Manager	1	1		100.00%	7/22/2014
Emergency Mgmt	1	1		100.00%	7/18/2014
Equal Opportunity	1	1		100.00%	7/20/2014
Risk Management	1	1		100.00%	7/18/2014
Transportation Inspection	2	2		100.00%	7/18/2014
Parks & Recreation	10	10		100.00%	7/11/2014
Police	11	11		100.00%	7/15/2014
Port	3	3		100.00%	7/18/2014
Public Transportation	10	10		100.00%	7/18/2014
Public Works					
Project Mgmt & Engineering	6	6		100.00%	7/18/2014
Maintenance & Operations	9	9		100.00%	7/18/2014
Traffic	3	3		100.00%	7/18/2014
Purchasing	3	3		100.00%	7/18/2014
Real Estate	2	2		100.00%	7/11/2014
Heritage Land Bank	2	2		100.00%	7/11/2014
Solid Waste Services	3	3		100.00%	7/15/2014

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:												
	2014 ***			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	Strongly Agree or Agree	Neutral	Disagree or Strongly Disagree
OMB clearly communicates directions, expectations, and timelines	30%	20%	50%	54.0%	29.7%	16.3%	75.0%	17.8%	7.2%	45.5%	27.3%	27.3%
Turnaround time on documents is timely	20%	40%	40%	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	55%	11%	33%	56.7%	27.1%	16.2%	75.0%	14.3%	10.7%	69.7%	20.9%	9.3%
Responsiveness to questions or issues in handled quickly and efficiently	40%	30%	30%	43.3%	24.3%	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?	20%	40%	40%	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				19.0%			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				41.6%			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 2012; 28 respondents; responses were anonymous												
** Survey taken July 2010; 44 respondents; responses were anonymous												
*** Survey taken March 2013; 37 respondents; responses were anonymous												
**** Survey taken March 2014; 10 respondents; responses were anonymous												

Next survey to be taken in 2015 1st quarter

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

Excellent or Good		40%
Adequate		40%
Poor or Unacceptable		20%