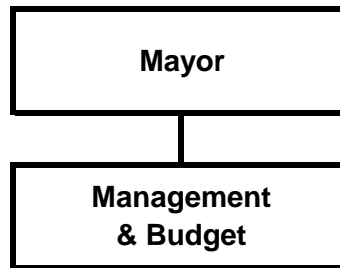


# Management & Budget



## Management & Budget

### Description

The mission of Management & Budget Department 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 Mission:



#### **Administration – Make city government more efficient, accessible, transparent, and responsive to the citizens of Anchorage**

- Improve the quality of the budget-related information provided citizens and decision-makers by continuing to receive the “Distinguished Budget Presentation Award” from Government Finance Officers Association (GFOA).
- 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

## Management & Budget Department Summary

	2015 Actuals	2016 Revised	2017 Proposed	17 v 16 % Chg
<b>Direct Cost by Division</b>				
Management & Budget	975,351	1,249,866	1,049,764	(16.01%)
<b>Direct Cost Total</b>	<b>975,351</b>	<b>1,249,866</b>	<b>1,049,764</b>	<b>(16.01%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(972,715)	(1,249,865)	(1,049,763)	(16.01%)
<b>Function Cost Total</b>	<b>2,636</b>	<b>1</b>	<b>1</b>	<b>33.34%</b>
<b>Net Cost Total</b>	<b>2,636</b>	<b>1</b>	<b>1</b>	<b>33.34%</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	873,282	998,474	969,153	(2.94%)
Supplies	3,760	2,805	2,805	-
Travel	-	-	-	-
Contractual/Other Services	92,313	248,587	77,806	(68.70%)
Debt Service	-	-	-	-
Equipment, Furnishings	5,996	-	-	-
<b>Direct Cost Total</b>	<b>975,351</b>	<b>1,249,866</b>	<b>1,049,764</b>	<b>(16.01%)</b>
<b>Position Summary as Budgeted</b>				
Full-Time	8	7	7	-
Part-Time	-	-	-	-
<b>Position Total</b>	<b>8</b>	<b>7</b>	<b>7*</b>	<b>-</b>

\*Position count at year end will reflect reduction of 1 FT position based on elimination after July 1, 2017 due to SAP going live.

## Management & Budget

### Reconciliation from 2016 Revised Budget to 2017 Porposed Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2016 Revised Budget</b>	1,249,866	7	-	-
<b>2016 One-Time Requirements</b>				
- REMOVE 2016 1Q - 1 TIME - 2015 Fund Balance Carry-forward of contract for continuation of IGC review project	(150,000)	-	-	-
<b>Changes in Existing Programs/Funding for 2017</b>				
- Salary and benefits adjustments	26,790	-	-	-
<b>2017 Continuation Level</b>	<b>1,126,656</b>	<b>7</b>	<b>-</b>	<b>-</b>
<b>2017 Proposed Budget Changes</b>				
- Reduce professional Services	(20,781)	-	-	-
- Eliminate 1 FT postion on July 1, 2017 due to SAP going live	(56,111)	(1)	-	-
<b>2017 Proposed Budget</b>	<b>1,049,764</b>	<b>6</b>	<b>-</b>	<b>-</b>

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

	2015 Actuals	2016 Revised	2017 Proposed	17 v 16 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	873,282	998,474	969,153	(2.94%)
Supplies	3,760	2,805	2,805	-
Travel	-	-	-	-
Contractual/Other Services	92,313	248,587	77,806	(68.70%)
Equipment, Furnishings	5,996	-	-	-
<b>Manageable Direct Cost Total</b>	<b>975,351</b>	<b>1,249,866</b>	<b>1,049,764</b>	<b>(16.01%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>975,351</b>	<b>1,249,866</b>	<b>1,049,764</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(972,715)	(1,249,865)	(1,049,763)	(16.01%)
<b>Function Cost Total</b>	<b>2,636</b>	<b>1</b>	<b>1</b>	<b>33.34%</b>
<b>Net Cost Total</b>	<b>2,636</b>	<b>1</b>	<b>1</b>	<b>33.34%</b>

**Position Summary as Budgeted**

Full-Time	8	7	7	-
<b>Position Total</b>	<b>8</b>	<b>7</b>	<b>7 *</b>	<b>-</b>

\*Position count at year end will reflect reduction of 1 FT position based on elimination after July 1, 2017 due to SAP going live.

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

(Fund Center # 139100, 139179)

	2015 Actuals	2016 Revised	2017 Proposed	17 v 16 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	873,282	998,474	969,153	(2.94%)
Supplies	3,760	2,805	2,805	-
Travel	-	-	-	-
Contractual/Other Services	92,313	248,587	77,806	(68.70%)
Equipment, Furnishings	5,996	-	-	-
<b>Manageable Direct Cost Total</b>	<b>975,351</b>	<b>1,249,866</b>	<b>1,049,764</b>	<b>(16.01%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>975,351</b>	<b>1,249,866</b>	<b>1,049,764</b>	<b>(16.01%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(972,715)	(1,249,865)	(1,049,763)	(16.01%)
<b>Net Cost</b>				
Direct Cost Total	975,351	1,249,866	1,049,764	(16.01%)
Charges by/to Other Departments Total	(972,715)	(1,249,865)	(1,049,763)	(16.01%)
<b>Net Cost Total</b>	<b>2,636</b>	<b>1</b>	<b>1</b>	<b>33.34%</b>

**Position Detail as Budgeted**

	2015 Revised		2016 Revised		2017 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Budget Analyst II	4	-	3	-	3	-
Director	1	-	1	-	1	-
Executive Assistant II	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>8</b>	<b>-</b>	<b>7</b>	<b>-</b>	<b>7*</b>	<b>-</b>

\*Position count at year end will reflect reduction of 1 FT position based on elimination after July 1, 2017 due to SAP going live.

*Anchorage: Performance. Value. Results*

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## **Management & 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 2012 and in each successive year.
- 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 2016.</b>
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Office of Management and Budget submitted the 2016 approved budget to GFOA in February for evaluation in meeting the Distinguished Budget Presentation criteria. As of June 2016 we are awaiting GFOA’s decision.



**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	2013 Total % Rej'd	2014 Total % Rej'd	2015 Total % Rej'd	2016 1st Qtr # Rec'd	2016 1st Qtr # Rej'd	2016 1st Qtr % Rej'd	2016 2nd Qtr # Rec'd	2016 2nd Qtr # Rej'd	2016 2nd Qtr % Rej'd
AWWU	21%	20%	25%	2	-	0%	1	-	0%
Chief Fiscal Officer	17%	6%	30%	1	-	0%			0%
Development Services	10%	3%	17%	-	-	0%			0%
Economic & Community Development				9	2		4	1	25%
Employee Relations	9%	45%	0%	1	-	0%	2	-	0%
Finance	0%	0%	30%	2	-	0%	4	1	25%
Fire	18%	0%	10%	2	-	0%	1	-	0%
Health	16%	3%	25%	7	1	14%	6	1	17%
Information Technology	0%	700%	100%	-	-	0%			0%
Internal Audit	0%	0%	0%	-	-	0%			0%
Library	31%	0%	33%	2	-	0%	5	-	0%
Maintenance & Operations				5	2	40%			0%
Management & Budget	0%	53%	6%	5	1	20%	17	1	6%
Mayor	0%	0%	0%	1	-	0%	2	-	0%
Merrill Field Airport	0%	0%	60%	2	-	0%	3	-	0%
Municipal Attorney	0%	0%	0%	3	-	0%	3	-	0%
Municipal Light & Power	0%	0%	0%	-	-	0%			0%
Municipal Manager	22%	20%	11%	-	-	0%	1	-	0%
Parks & Recreation	22%	25%	29%	8	3	38%			0%
Planning	22%	18%	14%	7	-	0%	8	2	25%
Police	22%	18%	14%	-	-	0%	5	1	20%
Port	33%	500%	0%	-	-	0%	1	-	0%
Project Management & Engineering				3	1	33%	1	-	0%
Public Transportation	60%	0%	32%	7	-	0%	1	-	0%
Public Works Administration	34%	16%	35%	8	2	25%	9	2	22%
Purchasing	0%	0%	0%	-	-	0%			0%
Real Estate	23%	0%	20%	9	1	11%	8	2	25%
Solid Waste Services	33%	900%	0%	-	-	0%			0%
Traffic				4	2	50%	1	-	0%
Totals	26%	24%	23%	88	15	17%	83	11	13%

<b>Measure #3: Department performance measures that are reporting data.</b>
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Departments	Total Measures	Data Reported	No Data	% Data Reported	Date
Anchorage Water & Wastewater	6	6		100.00%	7/20/2016
Development Services	12	12		100.00%	7/14/2016
Economic & Comm Dev					
Employee Relations	9	9		100.00%	7/13/2016
Equal Rights Commission	4	4		100.00%	7/8/2016
Finance					
Controller	5	5		100.00%	7/13/2016
Payroll	See Contoller's PVRs			0.00%	
Property Appraisal	3	3		100.00%	7/11/2016
Public Finance	4	4		100.00%	7/25/2016
Treasury	9	9		100.00%	7/13/2016
Fire	6	6		100.00%	7/20/2016
Health & Human Services	7	7		100.00%	7/25/2016
Information Technology	9	9		100.00%	7/14/2016
Internal Audit	4	4		100.00%	7/12/2016
Library	5	5		100.00%	7/13/2016
Maintenance & Operations	9	9		100.00%	7/13/2016
Management & Budget	5	5		100.00%	7/26/2016
Merrill Field Airport	6	6		100.00%	7/12/2016
Municipal Attorney	16	16		100.00%	7/13/2016
Municipal Light & Power	10	10		100.00%	7/15/2016
Municipal Manager					
Emergency Mgmt	1	0		0.00%	
Equal Opportunity	1	1		100.00%	7/14/2016
Risk Management	2	2		100.00%	7/11/2016
Transportation Inspection	2	2		100.00%	7/14/2016
Parks & Recreation	10	10		100.00%	7/11/2016
Planning	5	5		100.00%	7/13/2016
Police	11	11		100.00%	7/13/2016
Port	3	3		100.00%	7/14/2016
Project Mgmt & Engineering	6	6		100.00%	7/13/2016
Public Transportation	10	10		100.00%	7/12/2016
Public Works Administration					
Purchasing	3	3		100.00%	7/12/2016
Real Estate	5	5		100.00%	7/22/2016
Solid Waste Services	3			0.00%	
Traffic	3	3		100.00%	7/13/2016

**Measure #4: Percent of departments that provide a satisfactory rating regarding timeliness, responsiveness, helpfulness.**
**1. Please rate the following aspects of our work**

	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>	<b>Total</b>	<b>Weighted Average</b>
OMB clearly communicates its directions, expectations, and time lines	19.40% 13	40.30% 27	19.40% 13	10.45% 7	10.45% 7	67	3.90
Turnaround time on documents is timely	14.93% 10	38.81% 25	19.40% 12	19.40% 13	7.46% 5	67	3.64
OMB team is knowledgeable and helpful	37.31% 25	35.82% 24	16.42% 11	7.46% 5	2.99% 2	67	4.09
OMB responsiveness to questions or issues is handled quickly and efficiently	25.37% 17	32.84% 22	16.42% 11	14.93% 10	10.45% 7	67	3.90
Training and reference materials provided by OMB are useful and relevant	11.94% 8	22.39% 15	43.28% 29	10.45% 7	11.94% 8	67	3.60
The information OMB provides helps with my understanding of IGCs	10.45% 7	26.87% 18	26.87% 18	17.96% 12	17.91% 12	67	3.66

**2. Rate your understanding of IGCs**

Excellent	12.31%	8
Good	21.54%	14
Adequate	33.85%	22
Poor	29.23%	19
Unacceptable	3.08%	2
<b>Total</b>		<b>65</b>

**3. Overall, how do you rate the quality of services we provide?**

Excellent	24.62%	16
Good	30.77%	20
Adequate	15.38%	10
Poor	21.54%	14
Unacceptable	7.69%	5
<b>Total</b>		<b>65</b>

**4. Overall, is our performance...**

Getting much better	12.31%	8
Getting better	43.08%	28
Staying about the same	33.85%	22
Getting worse	9.23%	6
Getting much worse	1.54%	1
<b>Total</b>		<b>65</b>

Next survey to be taken in 2017 1<sup>st</sup> quarter

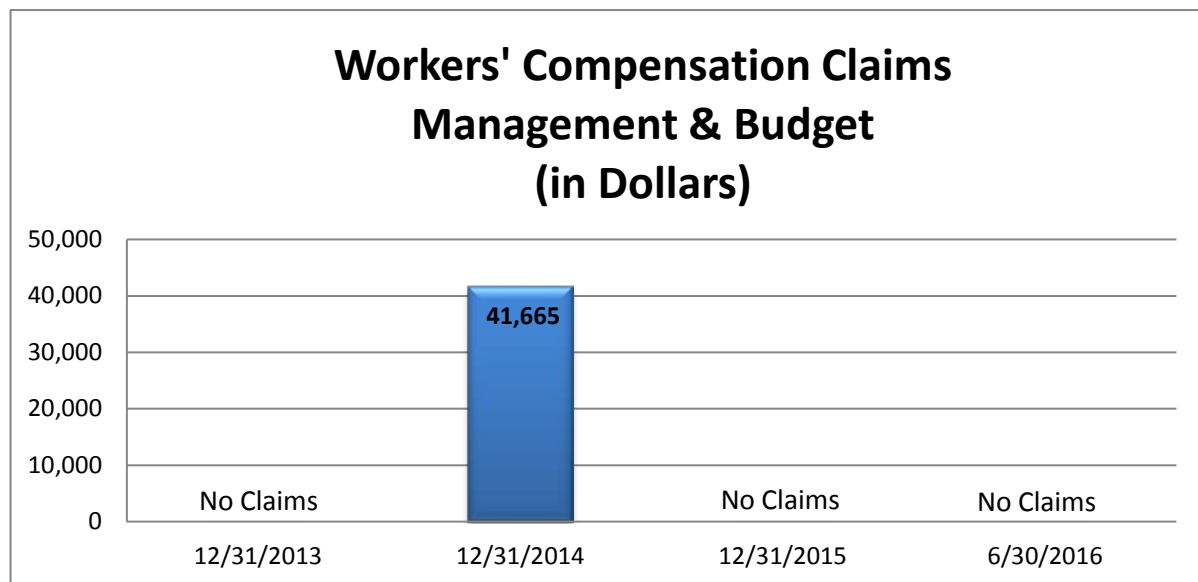
<b>Measure #5: Change in departments' understanding of Intragovernmental Charges (IGCs).</b>
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	<b>2015</b>	<b>2014</b>
Excellent or Good	32%	40%
Adequate	24%	40%
Poor or Unacceptable	44%	20%

<b>PVR Measure WC: Managing Workers' Compensation Claims</b>
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Reducing job-related injuries is a priority for the Administration by ensuring safe work conditions and safe practices. By instilling safe work practices we ensure not only the safety of our employees but reduce the potential for injuries and property damage to the public. The Municipality is self-insured and every injury poses a financial burden on the public and the injured worker's family. It just makes good sense to WORK SAFE.

Results are tracked by monitoring monthly reports issued by the Risk Management Division.



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