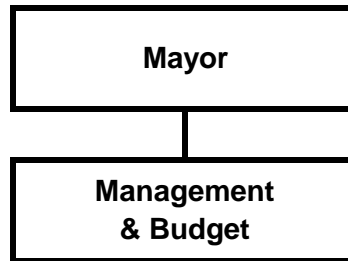


Management & Budget



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

- 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

	2016 Actuals	2017 Revised	2018 Approved	18 v 17 % Chg
Direct Cost by Division				
Management & Budget	1,137,646	1,089,720	1,076,804	(1.19%)
Direct Cost Total	1,137,646	1,089,720	1,076,804	(1.19%)
Intragovernmental Charges				
Charges by/to Other Departments	(1,121,460)	(1,084,718)	(1,076,805)	(0.73%)
Function Cost Total	16,186	5,002	(1)	(100.02%)
Net Cost Total	16,186	5,002	(1)	(100.02%)
Direct Cost by Category				
Salaries and Benefits	857,677	969,153	807,790	(16.65%)
Supplies	2,176	2,761	2,761	-
Travel	-	-	-	-
Contractual/Other Services	275,842	117,806	266,253	126.01%
Debt Service	-	-	-	-
Equipment, Furnishings	1,951	-	-	-
Direct Cost Total	1,137,646	1,089,720	1,076,804	(1.19%)
Position Summary as Budgeted				
Full-Time	7	7	5	(28.57%)
Part-Time	-	-	-	-
Position Total	7	7	5	(28.57%)

2017 Positions: end-of-year count is 6 due to 1 FT position being eliminated July 1, 2017 due to SAP go-live

Management & Budget Reconciliation from 2017 Revised Budget to 2018 Approved Budget

	Direct Costs	Positions		
		FT	PT	Seas/T
2017 Revised Budget	1,089,720	6	-	-
2017 One-Time Requirements				
- Remove 2017 1Q - ONE TIME - Contracted services for evaluation of departments' operations and costs	(40,000)	-	-	-
Changes in Existing Programs/Funding for 2018				
- Salary and benefits adjustments including reduction of labor due to elimination of one (1) SAP project position mid-2017 (count included in 2017 Revised)	(15,958)	-	-	-
2018 Continuation Level	1,033,762	6	-	-
2018 One-Time Requirements				
- Contracted services for evaluation of departments' operations and costs	100,000	-	-	-
2018 Proposed Budget Changes				
- Pause cost-of-living increase for Executive employees	(2,472)	-	-	-
- Eliminate one (1) full-time Budget Analyst position partially offset with overtime and non-labor adjustments	(54,486)	(1)	-	-
2018 Approved Budget	1,076,804	5	-	-

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

	2016 Actuals	2017 Revised	2018 Approved	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	857,677	969,153	807,790	(16.65%)
Supplies	2,176	2,761	2,761	-
Travel	-	-	-	-
Contractual/Other Services	275,842	117,806	266,253	126.01%
Equipment, Furnishings	1,951	-	-	-
Manageable Direct Cost Total	1,137,646	1,089,720	1,076,804	(1.19%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,137,646	1,089,720	1,076,804	-
Intragovernmental Charges				
Charges by/to Other Departments	(1,121,460)	(1,084,718)	(1,076,805)	(0.73%)
Function Cost Total	16,186	5,002	(1)	(100.02%)
Net Cost Total	16,186	5,002	(1)	(100.02%)

Position Summary as Budgeted

Full-Time	7	7	5	(28.57%)
Position Total	7	7	5	(28.57%)

2017 Positions: end-of-year count is 6 due to 1 FT position being eliminated July 1, 2017 due to SAP go-live.

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

	2016 Actuals	2017 Revised	2018 Approved	18 v 17 % Chg
Direct Cost by Category				
Salaries and Benefits	857,677	969,153	807,790	(16.65%)
Supplies	2,176	2,761	2,761	-
Travel	-	-	-	-
Contractual/Other Services	275,842	117,806	266,253	126.01%
Equipment, Furnishings	1,951	-	-	-
Manageable Direct Cost Total	1,137,646	1,089,720	1,076,804	(1.19%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	1,137,646	1,089,720	1,076,804	(1.19%)
Intragovernmental Charges				
Charges by/to Other Departments	(1,121,460)	(1,084,718)	(1,076,805)	(0.73%)
Net Cost				
Direct Cost Total	1,137,646	1,089,720	1,076,804	(1.19%)
Charges by/to Other Departments Total	(1,121,460)	(1,084,718)	(1,076,805)	(0.73%)
Net Cost Total	16,186	5,002	(1)	(100.02%)

Position Detail as Budgeted

	2016 Revised		2017 Revised		2018 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	-	-
Budget Analyst II	3	-	3	-	2	-
Director	1	-	1	-	1	-
Executive Assistant II	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
Position Detail as Budgeted Total	7	-	7	-	5	-

2017 Positions: end-of-year count is 6 due to 1 FT position being eliminated July 1, 2017 due to SAP go-live.

Anchorage: Performance. Value. Results

Management & 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 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:

Measure #1: Receipt of Government Finance Officers Association (GFOA) Budget Award in 2016.
--

Office of Management and Budget submitted the 2017 approved budget to GFOA in February for evaluation in meeting the Distinguished Budget Presentation criteria. As of April 2017 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	2014 Total # Rec'd	2014 Total # Rejd	2014 Total % Rejd	2015 Total # Rec'd	2015 Total # Rejd	2015 Total % Rejd	2016 Total # Rec'd	2016 Total # Rejd	2016 Total % Rejd	2017 1st Qtr # Rec'd	2017 1st Qtr # Rejd	2017 1st Qtr % Rejd	2017 2nd Qtr # Rec'd	2017 2nd Qtr # Rejd	2017 2st Qtr % Rejd
AWWU	15	3	20%	4	1	25%	9	2	22%	3	-	0%	1	-	0%
Chief Fiscal Officer	16	1	6%	23	7	30%	2	-	0%	3	-	0%	-	-	0%
Development Services	29	1	3%	41	7	17%	-	-	0%	-	-	0%	-	-	0%
Economic & Community Development			-			-	-	-	0%	-	-	0%	3	1	33%
Employee Relations	11	5	45%	2	-	0%	5	-	0%	1	-	0%	3	-	0%
Finance	3	0	0%	10	3	30%	21	1	5%	5	1	20%	1	-	0%
Fire	6	0	0%	10	1	10%	6	-	0%	2	-	0%	-	-	0%
Health	36	1	3%	32	8	25%	40	8	20%	8	1	13%	7	2	29%
Information Technology	2	14	700%	1	1	100%	1	-	0%	1	-	0%	-	-	0%
Internal Audit	-	0	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%
Library	24	0	0%	18	6	33%	18	1	6%	4	-	0%	10	2	20%
Maintenance & Operations			-			-			0%	6	2	33%	1	-	0%
Management & Budget	19	10	53%	48	3	6%	34	2	6%	6	2	33%	11	2	18%
Mayor	-	0	0%	3	-	0%	6	1	17%	-	-	0%	3	-	0%
Merrill Field Airport	1	0	0%	5	3	60%	9	-	0%	-	-	0%	1	-	0%
Municipal Attorney	0	0	0%	1	-	0%	14	-	0%	1	-	0%	1	-	0%
Municipal Light & Power	9	0	0%	3	-	0%	2	-	0%	3	1	33%	1	-	0%
Municipal Manager	10	2	20%	9	1	11%	2	-	0%	-	-	0%	-	-	0%
Parks & Recreation	16	4	25%	21	6	29%	13	5	38%	9	3	33%	4	2	50%
Planning	17	3	18%	14	2	14%	21	3	14%	12	2	17%	5	-	0%
Police	17	3	18%	14	2	14%	17	4	24%	1	-	0%	4	1	25%
Port	1	5	500%	4	-	0%	1	-	0%	1	-	0%	-	-	0%
Project Management & Engineering			-			-	7	2	29%	6	1	17%	3	-	0%
Public Transportation	28	0	0%	25	8	32%	16	-	0%	5	2	40%	3	1	33%
Public Works Administration	44	7	16%	57	20	35%	26	7	27%	3	1	33%	10	3	30%
Purchasing	-	13	0%	-	-	0%	-	-	0%	-	-	0%	-	-	0%
Real Estate	36	0	0%	41	8	20%	41	7	17%	20	2	10%	7	-	0%
Solid Waste Services	1	9	900%	-	-	0%	2	-	0%	-	-	0%	1	-	0%
Traffic			-			-	0	-	0%	2	-	0%	2	-	0%
Totals	341	81	24%	386	87	23%	345	53	15%	102	18	18%	82	14	17%

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

Anchorage Water & Wastewater	6	6	100.00%	7/14/2017
Development Svcs	12	12	100.00%	7/13/2017
Employee Relations	9	9	100.00%	7/19/2017
Equal Rights Commission	4	4	100.00%	7/12/2017
Finance				
Controller	4		4	0.00%
Payroll	1	1	100.00%	7/14/2017
Property Appraisal	3	3	100.00%	7/10/2017
Public Finance	4	4	100.00%	7/20/2017
Treasury	9	9	100.00%	7/14/2017
Fire	6	6	100.00%	7/18/2017
Health & Human Services	7	7	100.00%	7/24/2017
Information Technology	9	9	100.00%	7/21/2017
Internal Audit	4	4	100.00%	7/10/2017
Library	4	4	100.00%	7/17/2017
Maintenance & Operations	9	9	100.00%	7/11/2017
Management & Budget	5	5	100.00%	7/28/2017
Merrill Field Airport	6		6	0.00%
Municipal Attorney	16	16	100.00%	7/6/2017
Municipal Light & Power	9	9	100.00%	7/17/2017
Municipal Manager				
Emergency Mgmt	1		1	0.00% Annual Rpt
Equal Opportunity	1	1	100.00%	7/14/2017
Risk Management	2	2	100.00%	7/12/2017
Transportation Inspection	2	2	100.00%	7/7/2017
Parks & Recreation	10	10	100.00%	7/14/2017
Planning	5		5	0.00%
Police	11	11	100.00%	7/5/2017
Port	3	3	100.00%	7/14/2017
Project Mgmt & Engineering	6	6	100.00%	7/11/2017
Public Transportation	10	10	100.00%	7/14/2017
Purchasing	3	3	100.00%	7/11/2017
Real Estate	5	5	100.00%	7/14/2017
Solid Waste Services	3		3	0.00%
Traffic	3	3	100.00%	7/11/2017

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

1 Please rate the following aspects of our work

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total	Weighted Average					
OMB clearly communicates its directions, expectations, and time lines	19	20.00%	35	36.84%	19	20.00%	10	10.53%	12	12.63%	95	3.92
Turnaround time on documents is timely	14	14.74%	34	35.79%	22	23.16%	15	15.79%	10	10.53%	95	3.71
OMB team is knowledgeable and helpful	32	33.68%	34	35.79%	16	16.84%	7	7.37%	6	6.32%	95	4.08
OMB responsiveness to questions or issues is handled quickly and efficiently	23	24.21%	28	29.47%	22	23.16%	11	11.58%	11	11.58%	95	3.89
Training and reference materials provided by OMB are useful and relevant	12	12.63%	20	21.05%	43	45.26%	9	9.47%	11	11.58%	95	3.6
The information OMB provides helps with my understanding of IGCs	9	9.47%	23	24.21%	32	33.68%	14	14.74%	17	17.89%	95	3.64

2 Rate your understanding of IGCs

Excellent	9	9.68%
Good	23	24.73%
Adequate	34	36.56%
Poor	24	25.81%
Unacceptable	3	3.23%
Total	93	

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

Answered: 93		
Excellent	23	24.73%
Good	27	29.03%
Adequate	17	18.28%
Poor	18	19.35%
Unacceptable	8	8.60%
Total	93	

4 Overall, is our performance...

Answered: 93		
Getting much better	12	12.90%
Getting better	34	36.56%
Staying about the same level	34	36.56%
Getting worse	9	9.68%
Getting much worse	4	4.30%
Total	93	

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

	2017	2016	2015	2014
Excellent or Good	40%	34%	32%	40%
Adequate	34%	37%	24%	40%
Poor or Unacceptable	26%	29%	44%	20%

PVR Measure WC: Managing Workers' Compensation Claims

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.

