

# Management & Budget



## Management & Budget

### Description

The mission of the Office 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:



#### **Administrative Efficiency – Make city government more efficient and decrease departmental spending.**

- Improve the quality of the budget-related information provided to residents 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
- Maintain 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

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Division</b>				
Management & Budget	1,047,406	1,107,939	1,051,112	(5.13%)
<b>Direct Cost Total</b>	<b>1,047,406</b>	<b>1,107,939</b>	<b>1,051,112</b>	<b>(5.13%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,047,389)	(1,107,939)	(1,051,112)	(5.13%)
Program Generated Revenue	(17)	-	-	-
<b>Function Cost Total</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	866,832	833,925	833,098	(0.10%)
Supplies	1,910	3,190	3,190	-
Travel	962	-	-	-
Contractual/Other Services	166,640	270,824	214,824	(20.68%)
Debt Service	-	-	-	-
Equipment, Furnishings	11,062	-	-	-
<b>Direct Cost Total</b>	<b>1,047,406</b>	<b>1,107,939</b>	<b>1,051,112</b>	<b>(5.13%)</b>
<b>Position Summary as Budgeted</b>				
Full-Time	5	5	5	-
Part-Time	-	-	-	-
<b>Position Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>-</b>

**Management & Budget**  
**Reconciliation from 2021 Revised Budget to 2022 Approved Budget**

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2021 Revised Budget</b>	1,107,939	5	-	-
<b>Changes in Existing Programs/Funding for 2022</b>				
- Salaries and benefits adjustments	(827)	-	-	-
<b>2022 Continuation Level</b>	<b>1,107,112</b>	<b>5</b>	<b>-</b>	<b>-</b>
<b>2022 Proposed Budget Changes</b>				
- Reduce non-labor	(56,000)	-	-	-
<b>2022 Approved Budget</b>	<b>1,051,112</b>	<b>5</b>	<b>-</b>	<b>-</b>

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

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	866,832	833,925	833,098	(0.10%)
Supplies	1,910	3,190	3,190	-
Travel	962	-	-	-
Contractual/Other Services	166,640	270,824	214,824	(20.68%)
Equipment, Furnishings	11,062	-	-	-
<b>Manageable Direct Cost Total</b>	<b>1,047,406</b>	<b>1,107,939</b>	<b>1,051,112</b>	<b>(5.13%)</b>
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,047,406</b>	<b>1,107,939</b>	<b>1,051,112</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,047,389)	(1,107,939)	(1,051,112)	(5.13%)
<b>Function Cost Total</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Program Generated Revenue by Fund</b>				
Fund 101000 - Areawide General	17	-	-	-
<b>Program Generated Revenue Total</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Position Summary as Budgeted</b>				
Full-Time	5	5	5	-
<b>Position Total</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>-</b>

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

	2020 Actuals	2021 Revised	2022 Approved	22 v 21 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	866,832	833,925	833,098	(0.10%)
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<b>Manageable Direct Cost Total</b>	<b>1,047,406</b>	<b>1,107,939</b>	<b>1,051,112</b>	<b>(5.13%)</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>1,047,406</b>	<b>1,107,939</b>	<b>1,051,112</b>	<b>(5.13%)</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(1,047,389)	(1,107,939)	(1,051,112)	(5.13%)
<b>Program Generated Revenue</b>				
408380 - Prior Year Expense Recovery	17	-	-	-
<b>Program Generated Revenue Total</b>	<b>17</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost</b>				
Direct Cost Total	1,047,406	1,107,939	1,051,112	(5.13%)
Charges by/to Other Departments Total	(1,047,389)	(1,107,939)	(1,051,112)	(5.13%)
Program Generated Revenue Total	(17)	-	-	-
<b>Net Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Position Detail as Budgeted**

	2020 Revised		2021 Revised		2022 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Budget Analyst II	2	-	2	-	2	-
Management & Budget Director	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
<b>Position Detail as Budgeted Total</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>-</b>

*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
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### **Accomplishment Goals**

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

Progress in achieving goals will be measured by:

<b>Measure #1: Receipt of Government Finance Officers Association (GFOA) Budget Award in 2021.</b>
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Office of Management and Budget submitted the 2021 approved budget to GFOA in April for evaluation in meeting the Distinguished Budget Presentation criteria. In September 2021, OMB was notified it had successfully been awarded the GFOA Budget Award for the 10<sup>th</sup> consecutive year.



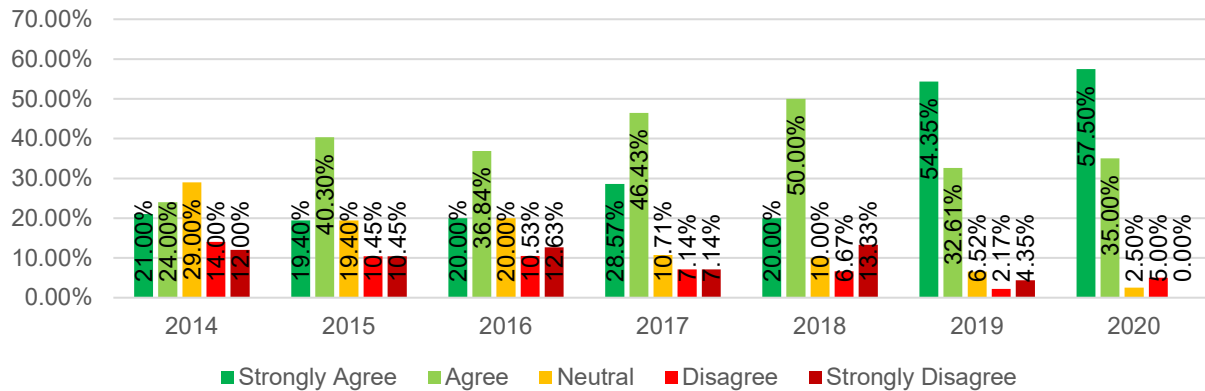
**Measure #2: Percent of departments that provide a satisfactory rating regarding timeliness, responsiveness, helpfulness**

*(Performance Survey conducted in 1Q 2021 for previous year (2020) activities)*

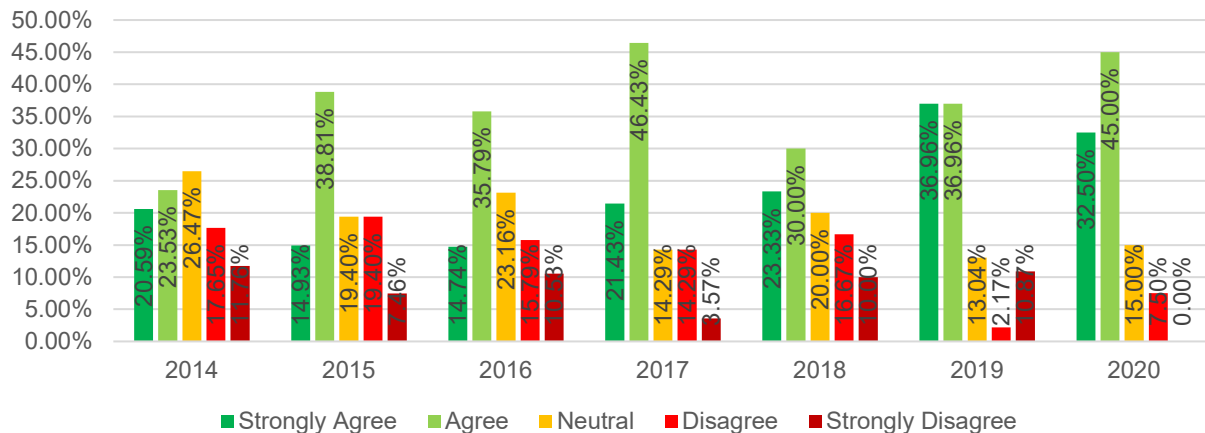
*The survey was sent out to all Municipal Directors and Budget Coordinators. ~40 individuals participated.*

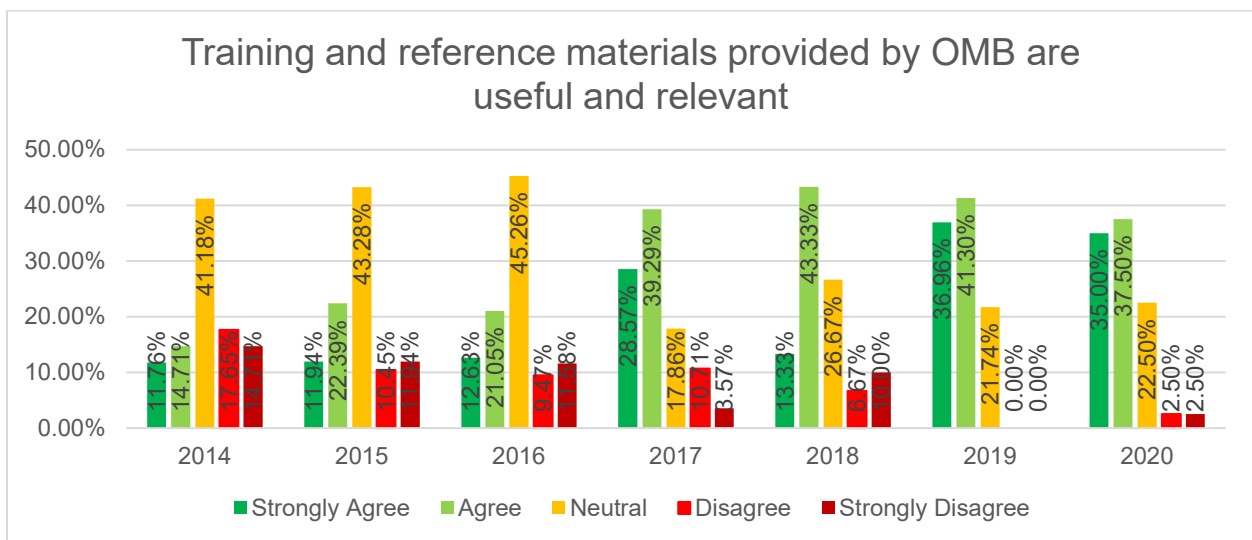
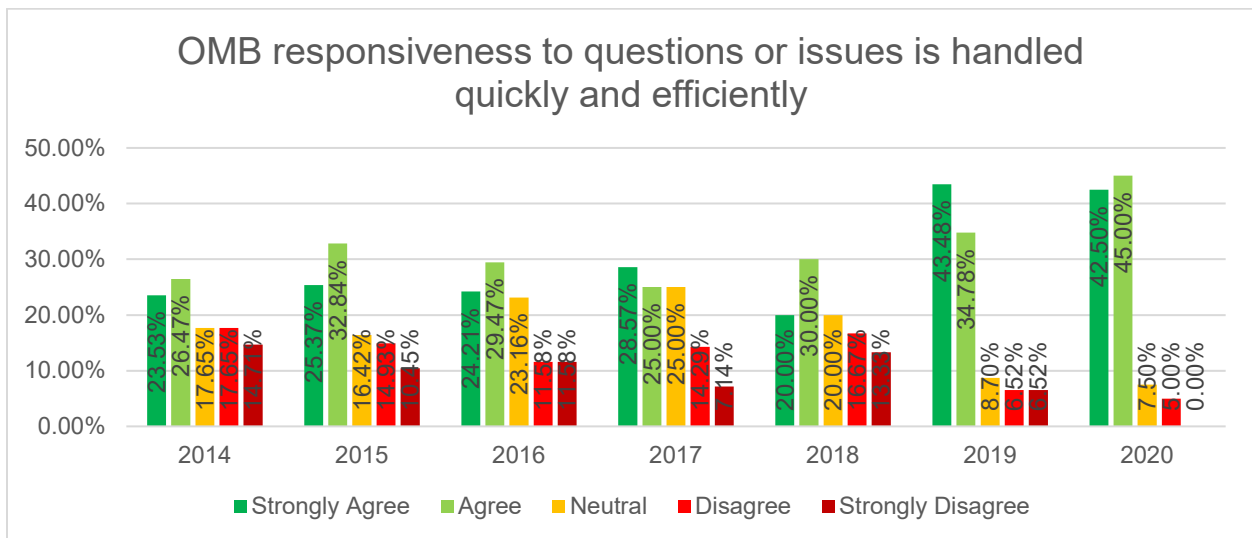
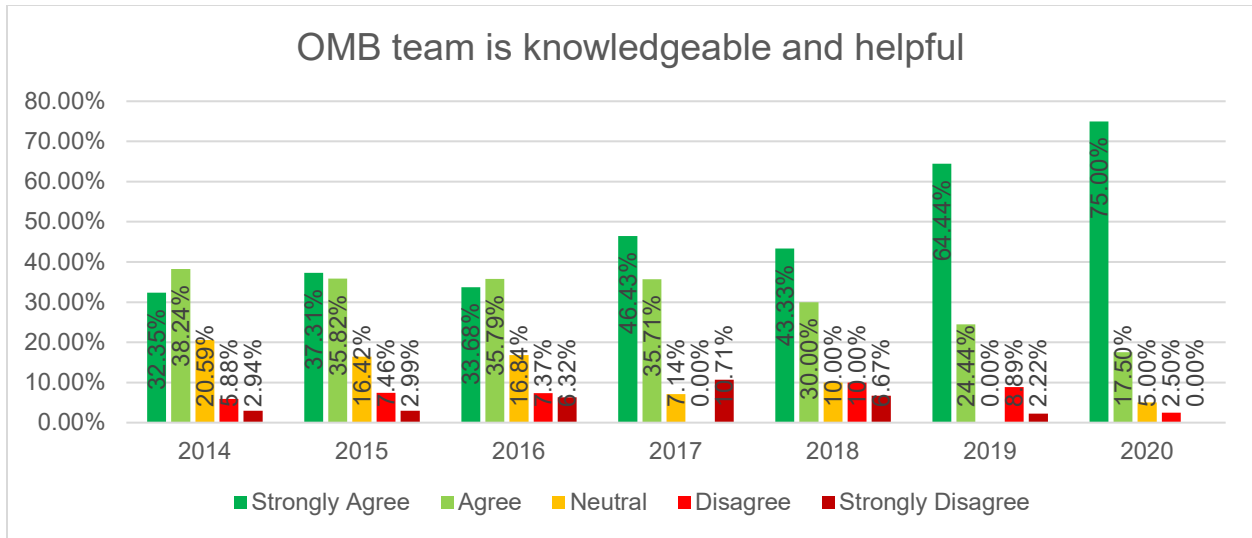
OMB Staffing Levels				
(1.5 staff 100% dedicated to SAP project 2017-2018)				
2017	2018	2019	2020	2021
7	5	5	5	5

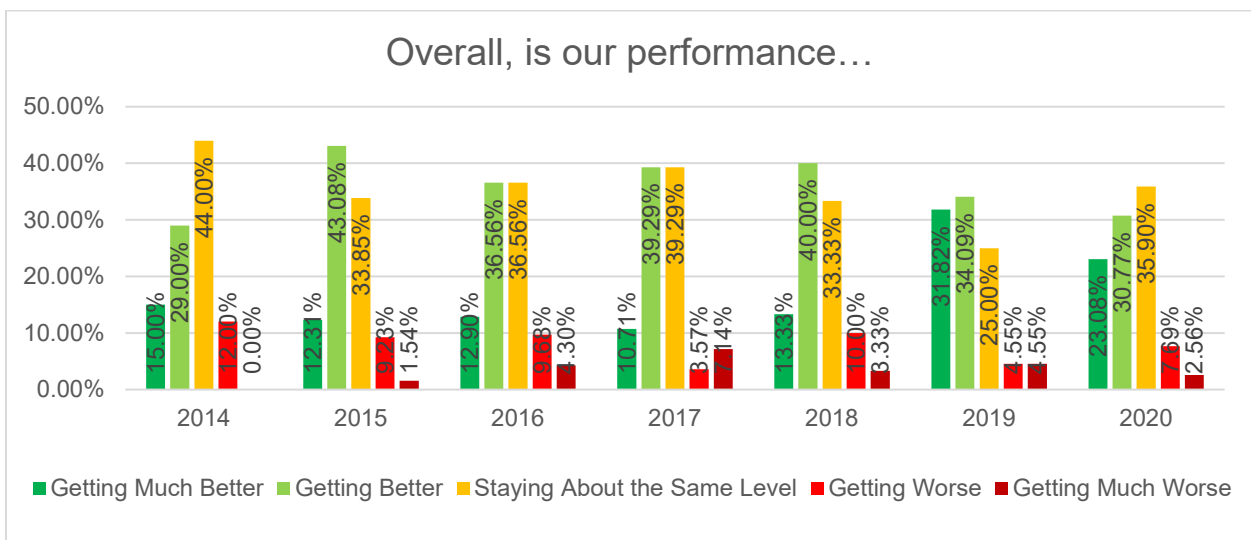
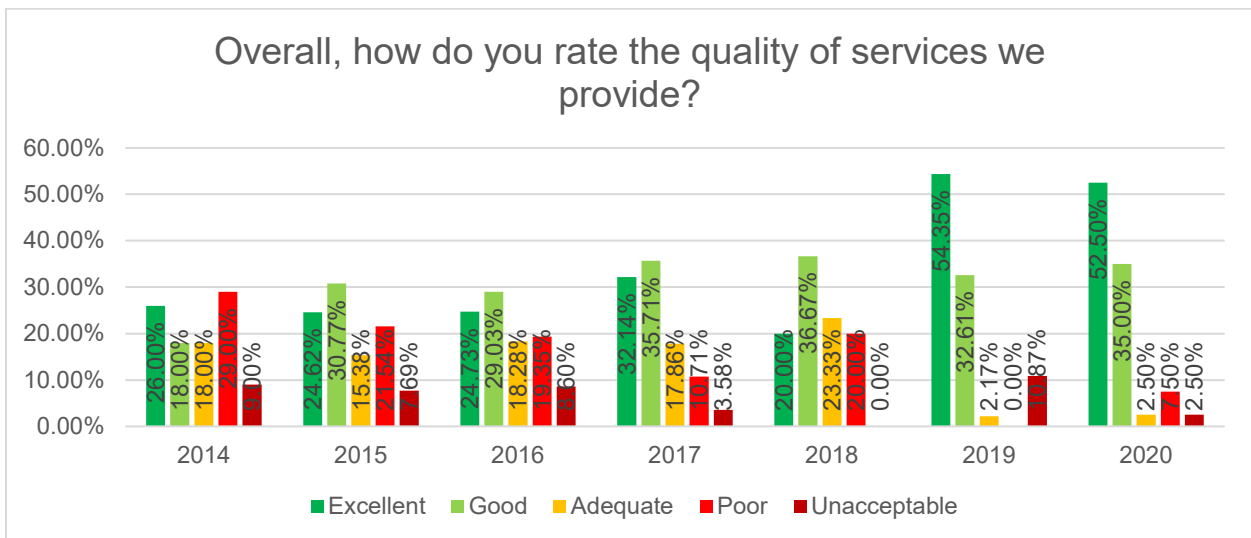
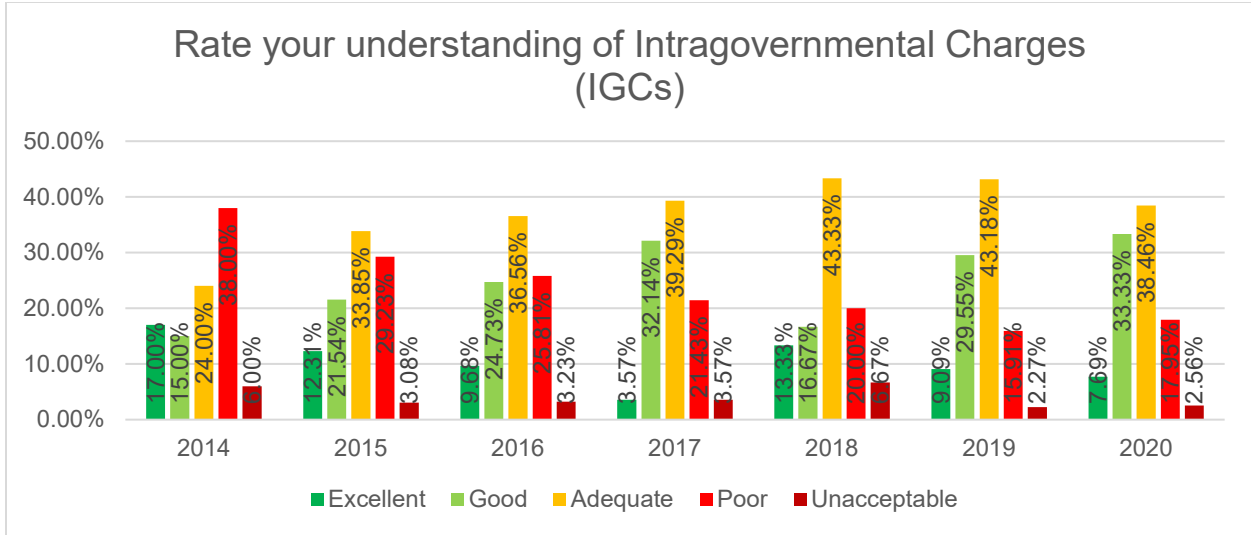
**OMB clearly communicates its directions, expectations, and time lines**



**Turnaround time on documents is timely**







**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.

