

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:



Exemplary Municipal Operations – Improve the efficiency and effectiveness of Municipal operations to deliver services faster and better.

- 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

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
Direct Cost by Division				
Management & Budget	885,181	1,208,711	1,203,564	(0.43%)
Direct Cost Total	885,181	1,208,711	1,203,564	(0.43%)
Intragovernmental Charges				
Charges by/to Other Departments	(884,981)	(1,208,711)	(1,203,564)	(0.43%)
Function Cost Total	200	-	-	-
Program Generated Revenue	(200)	-	-	-
Net Cost Total	-	-	-	-
Direct Cost by Category				
Salaries and Benefits	770,307	955,697	950,550	(0.54%)
Supplies	9,718	3,190	3,190	-
Travel	-	-	-	-
Contractual/Other Services	105,156	249,824	249,824	-
Debt Service	-	-	-	-
Direct Cost Total	885,181	1,208,711	1,203,564	(0.43%)
Position Summary as Budgeted				
Full-Time	6	6	6	-
Part-Time	-	-	-	-
Position Total	6	6	6	-

**Management & Budget
Reconciliation from 2023 Revised Budget to 2024 Proposed Budget**

	Direct Costs	Positions		
		FT	PT	Seas/T
2023 Revised Budget	1,208,711	6	-	-
Changes in Existing Programs/Funding for 2024				
- Salaries and benefits adjustments	43,201	-	-	-
2024 Continuation Level	1,251,912	6	-	-
2024 One-Time Adjustments				
- Savings due to vacant positions	(48,348)	-	-	-
2024 Proposed Budget	1,203,564	6	-	-

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

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
Direct Cost by Category				
Salaries and Benefits	770,307	955,697	950,550	(0.54%)
Supplies	9,718	3,190	3,190	-
Travel	-	-	-	-
Contractual/Other Services	105,156	249,824	249,824	-
Equipment, Furnishings	-	-	-	-
Manageable Direct Cost Total	885,181	1,208,711	1,203,564	(0.43%)
Debt Service	-	-	-	-
Depreciation/Amortization	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	885,181	1,208,711	1,203,564	-
Intragovernmental Charges				
Charges by/to Other Departments	(884,981)	(1,208,711)	(1,203,564)	(0.43%)
Function Cost Total	200	-	-	-
Program Generated Revenue by Fund				
Fund 101000 - Areawide General	200	-	-	-
Program Generated Revenue Total	200	-	-	-
Net Cost Total	-	-	-	-
Position Summary as Budgeted				
Full-Time	6	6	6	-
Position Total	6	6	6	-

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

	2022 Actuals Unaudited	2023 Revised	2024 Proposed	24 v 23 % Chg
Direct Cost by Category				
Salaries and Benefits	770,307	955,697	950,550	(0.54%)
Supplies	9,718	3,190	3,190	-
Travel	-	-	-	-
Contractual/Other Services	105,156	249,824	249,824	-
Manageable Direct Cost Total	885,181	1,208,711	1,203,564	(0.43%)
Debt Service	-	-	-	-
Non-Manageable Direct Cost Total	-	-	-	-
Direct Cost Total	885,181	1,208,711	1,203,564	(0.43%)
Intragovernmental Charges				
Charges by/to Other Departments	(884,981)	(1,208,711)	(1,203,564)	(0.43%)
Program Generated Revenue				
408580 - Miscellaneous Revenues	200	-	-	-
Program Generated Revenue Total	200	-	-	-
Net Cost				
Direct Cost Total	885,181	1,208,711	1,203,564	(0.43%)
Charges by/to Other Departments Total	(884,981)	(1,208,711)	(1,203,564)	(0.43%)
Program Generated Revenue Total	(200)	-	-	-
Net Cost Total	-	-	-	-

Position Detail as Budgeted

	2022 Revised		2023 Revised		2024 Proposed	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Budget Analyst II	3	-	3	-	3	-
Management & Budget Director	1	-	1	-	1	-
Public Finance Manager	1	-	1	-	1	-
Position Detail as Budgeted Total	6	-	6	-	6	-

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 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

Performance Measures

Progress in achieving goals will be measured by:

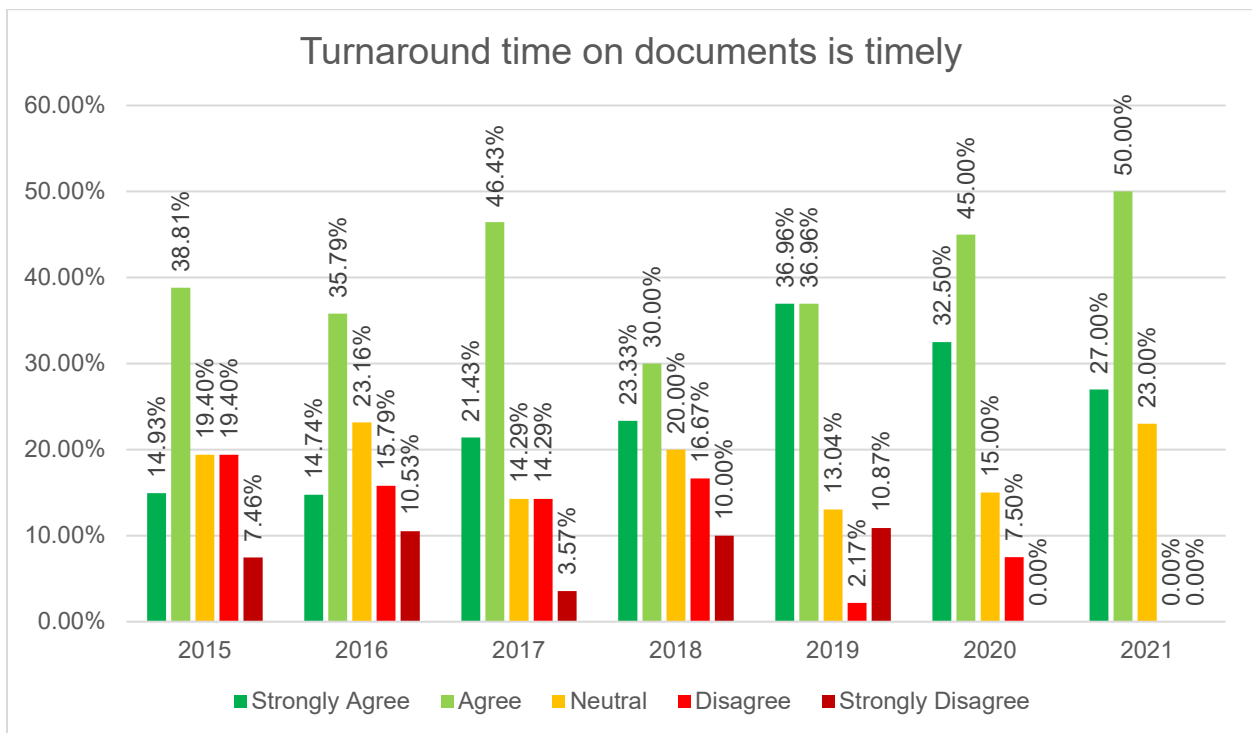
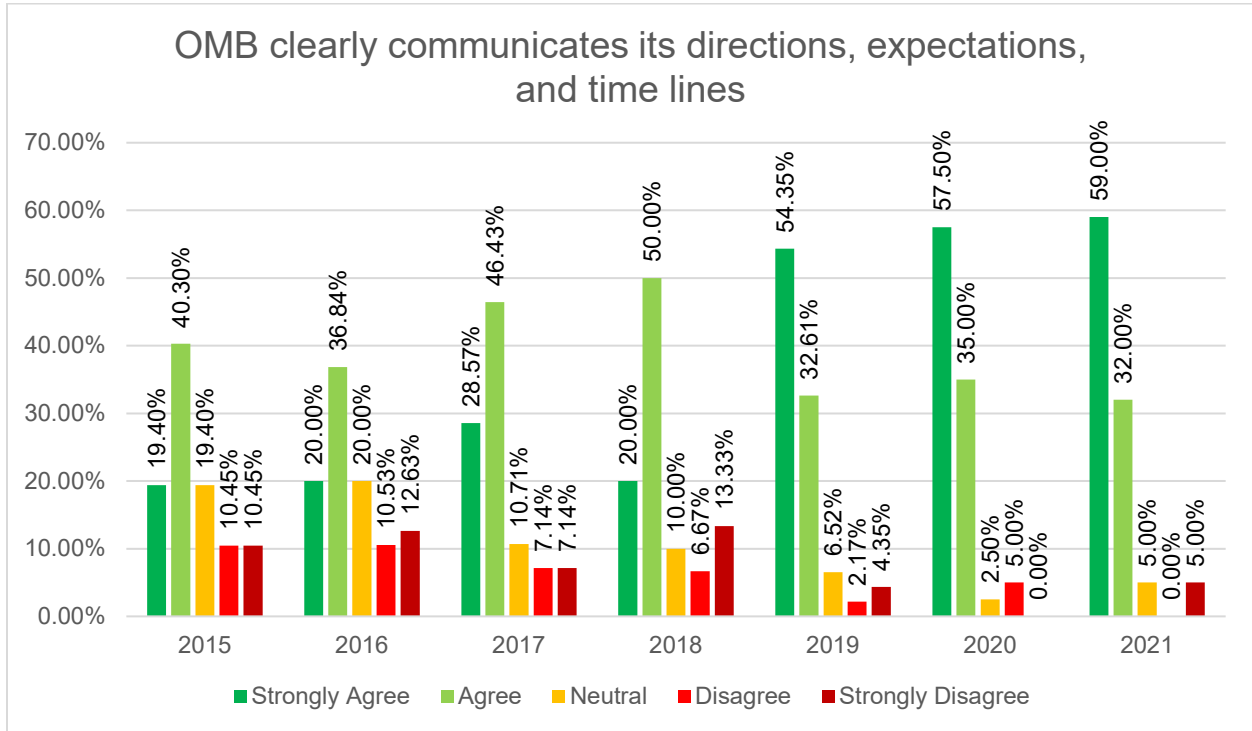
Measure #1: Receipt of Government Finance Officers Association (GFOA) Budget Award in 2023.
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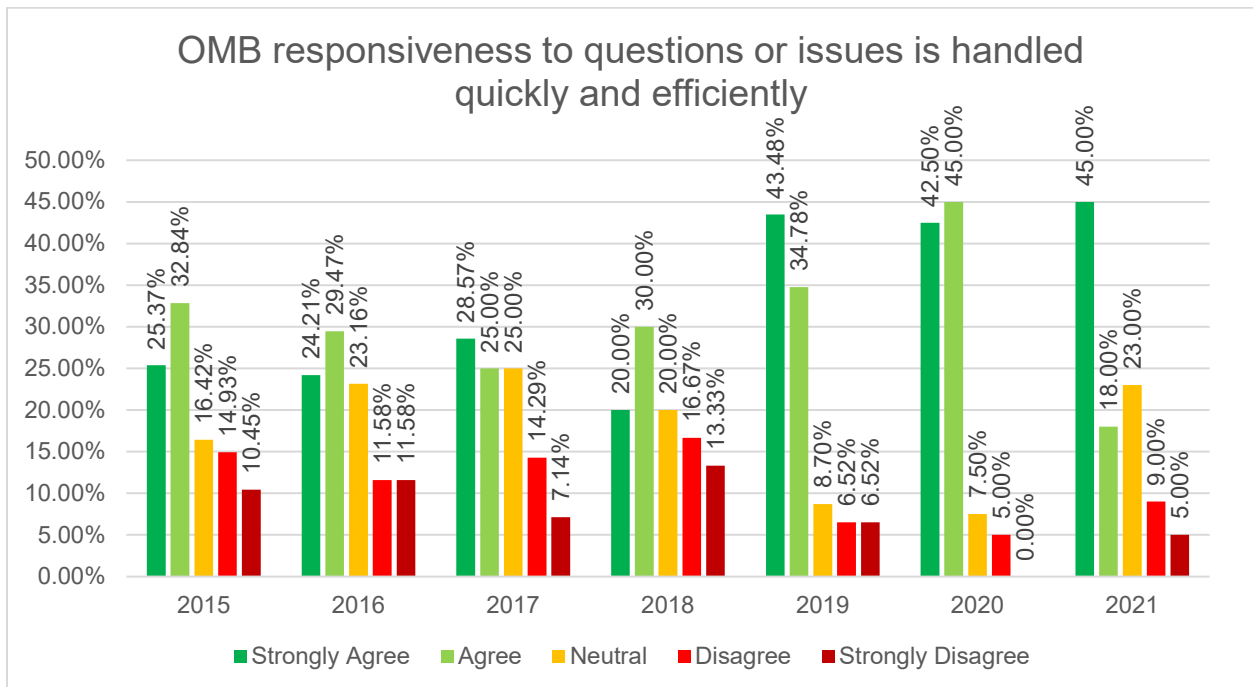
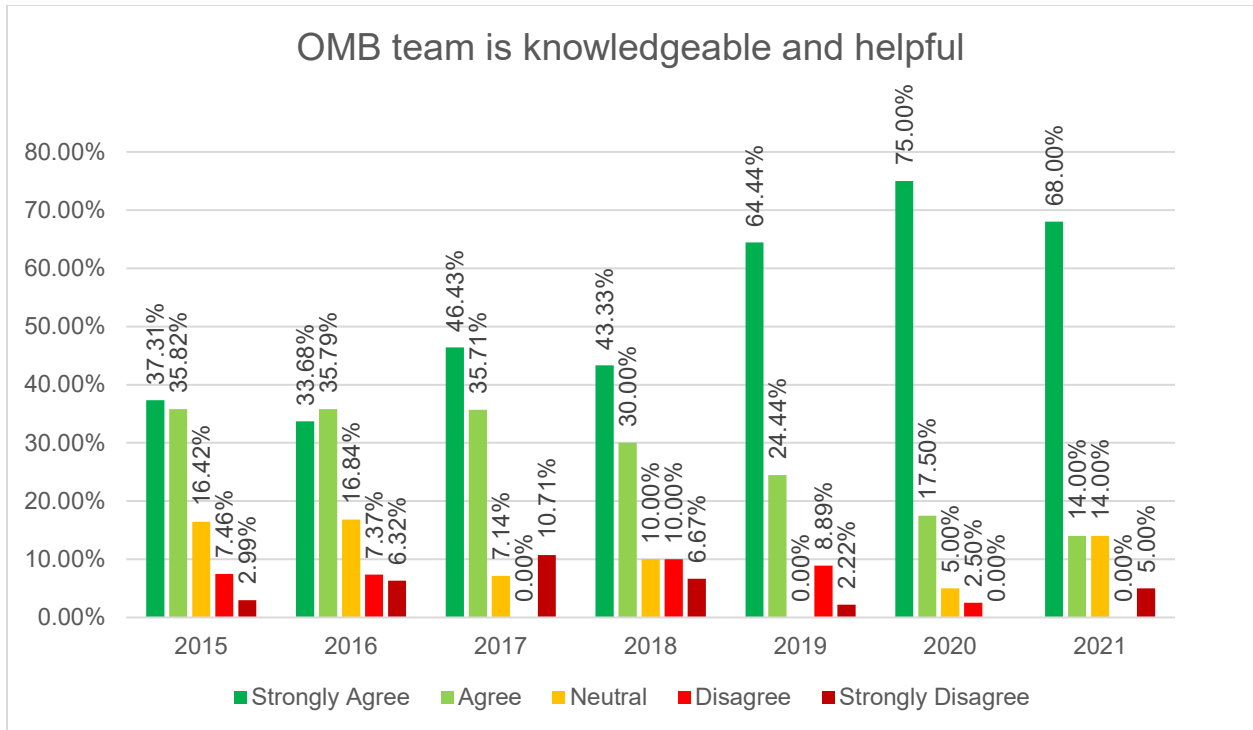
Office of Management and Budget submitted the 2023 approved budget to GFOA in March for evaluation in meeting the Distinguished Budget Presentation criteria.

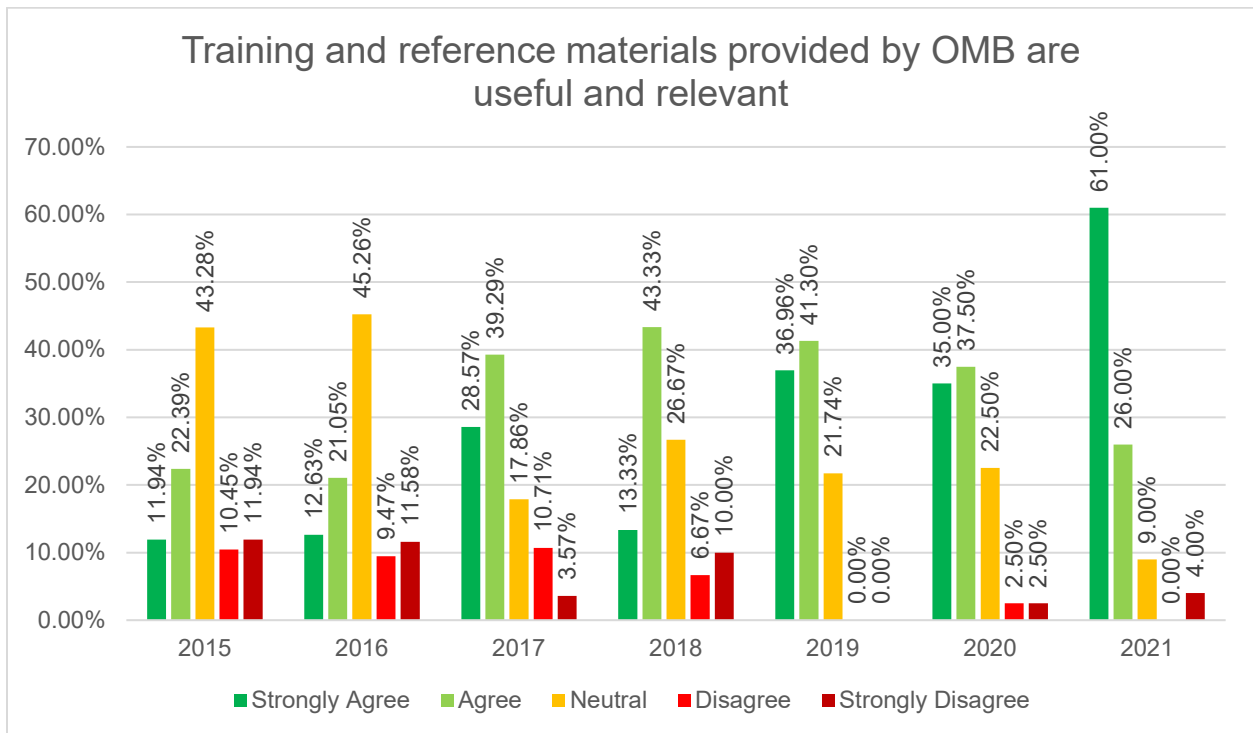
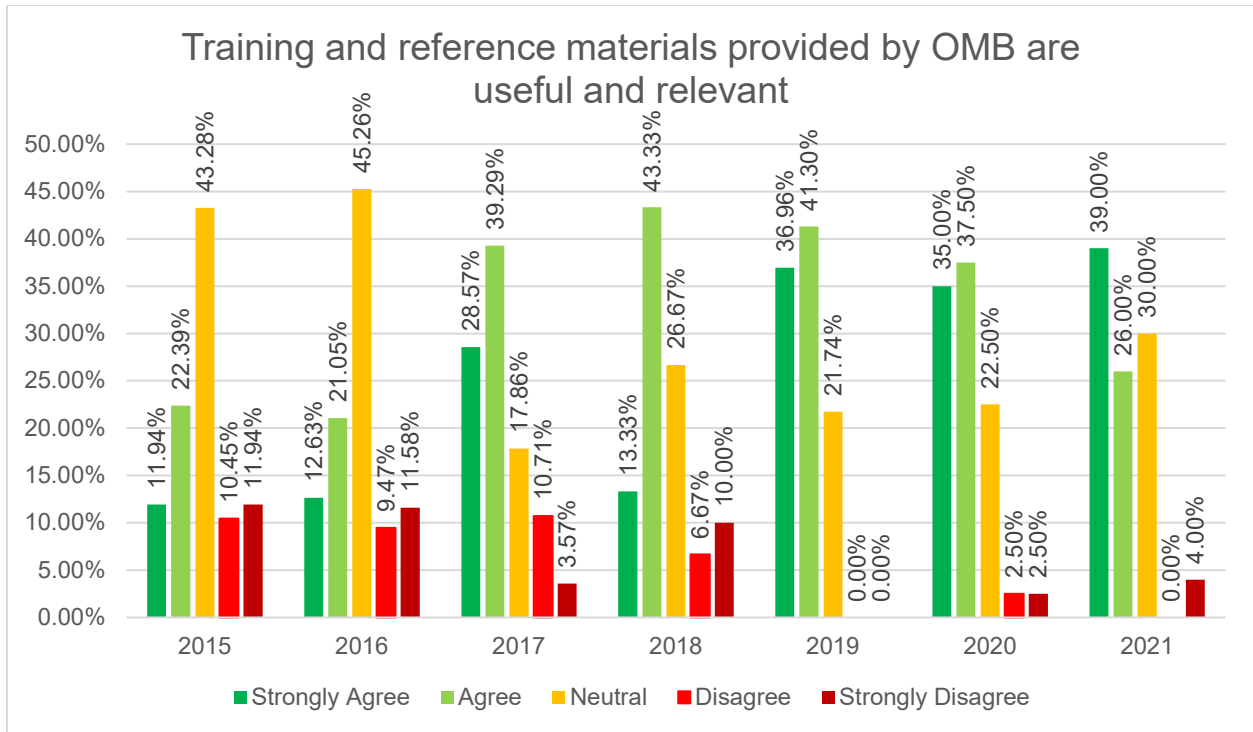
Measure #2: Percent of departments that provide a satisfactory rating regarding timeliness, responsiveness, helpfulness

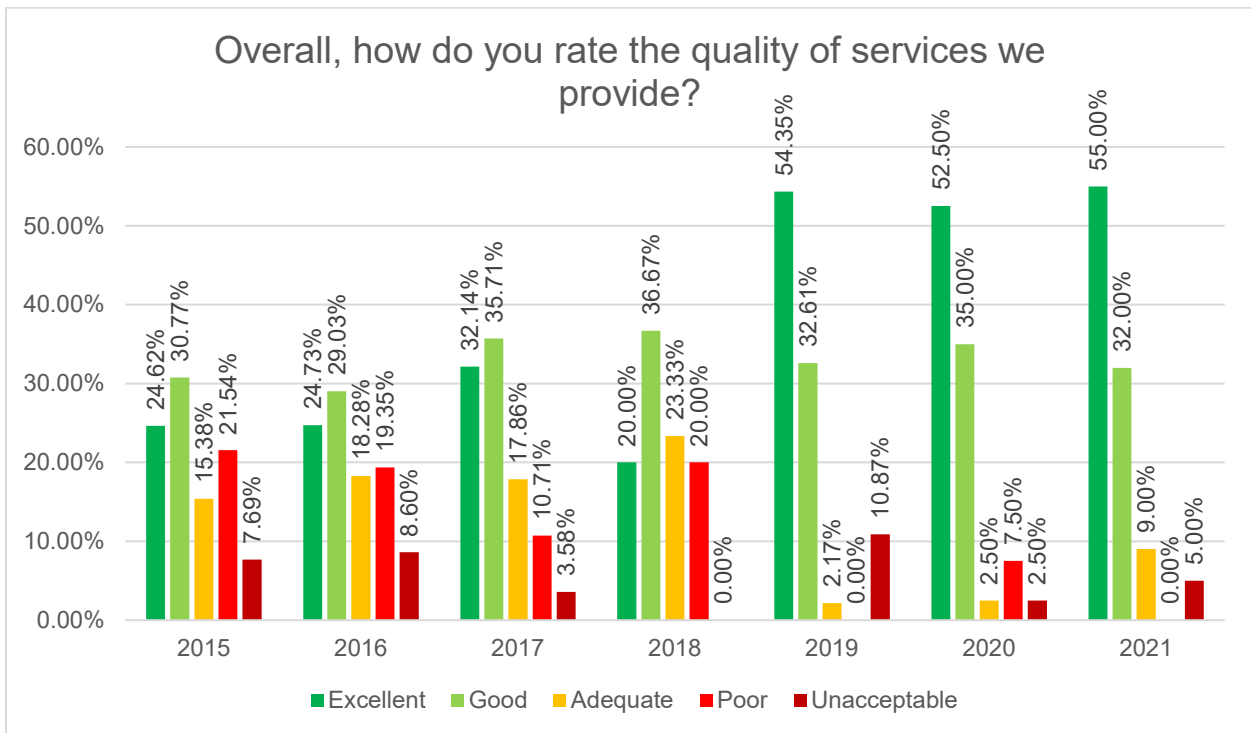
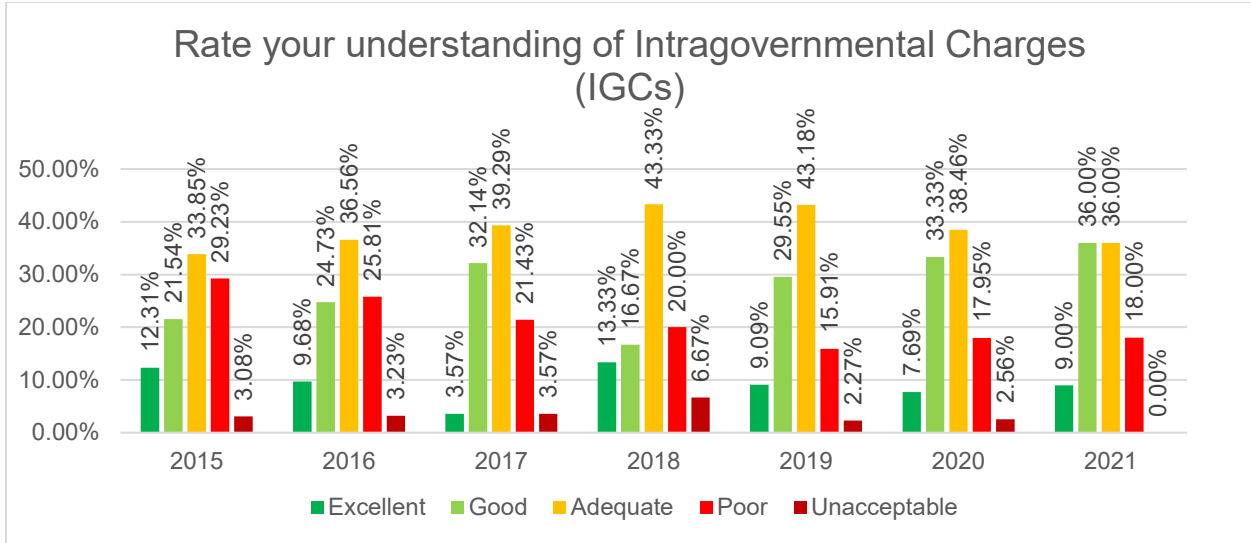
(Latest Performance Survey conducted in 1Q 2022 for previous year (2021) activities)

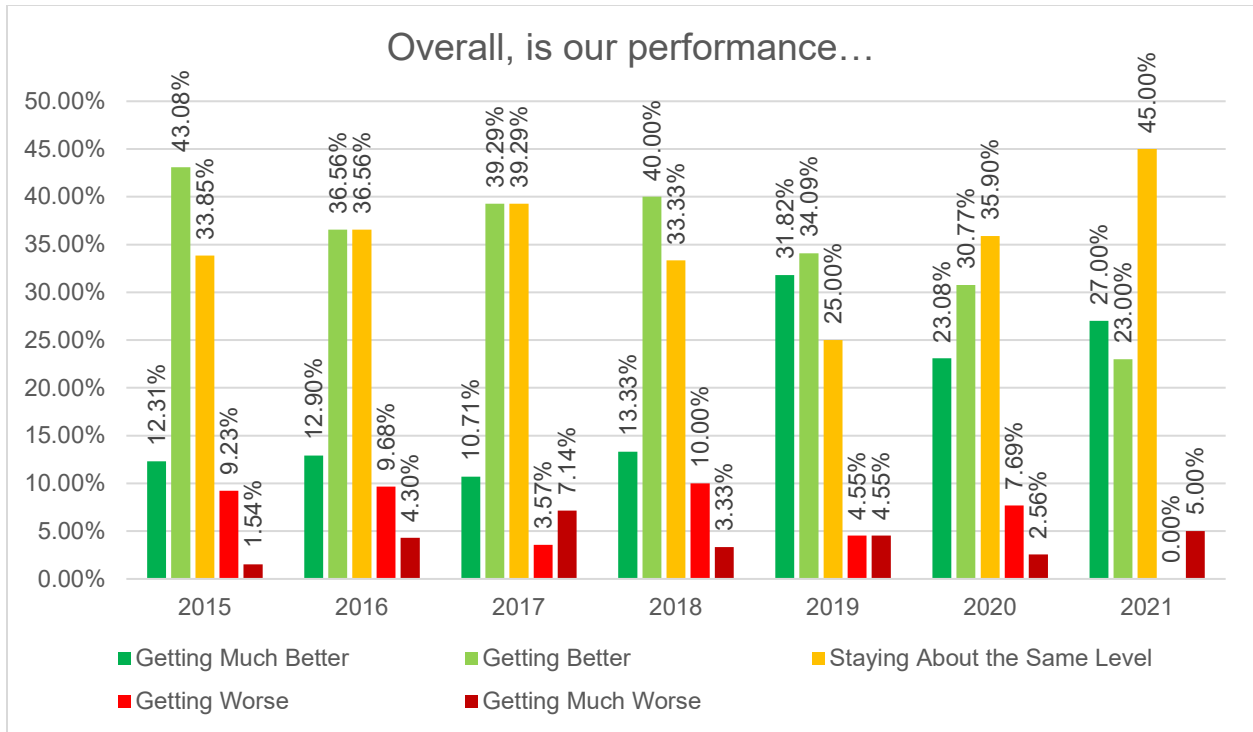
The survey was sent out to all Municipal Directors and Budget Coordinators. ~22 individuals participated.











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.

