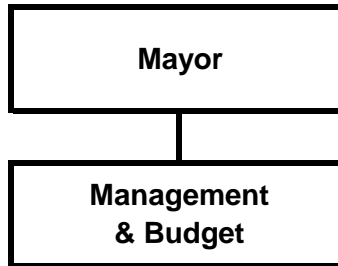


# Management & Budget



## 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 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

	2018 Actuals	2019 Revised	2020 Approved	20 v 19 % Chg
<b>Direct Cost by Division</b>				
Management & Budget	962,817	1,076,969	1,099,160	2.06%
<b>Direct Cost Total</b>	<b>962,817</b>	<b>1,076,969</b>	<b>1,099,160</b>	<b>2.06%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(962,811)	(1,076,969)	(1,099,160)	2.06%
<b>Function Cost Total</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost by Category</b>				
Salaries and Benefits	837,377	802,955	825,146	2.76%
Supplies	2,038	2,761	2,761	-
Travel	11,152	-	-	-
Contractual/Other Services	111,065	271,253	271,253	-
Debt Service	-	-	-	-
Equipment, Furnishings	1,185	-	-	-
<b>Direct Cost Total</b>	<b>962,817</b>	<b>1,076,969</b>	<b>1,099,160</b>	<b>2.06%</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 2019 Revised Budget to 2020 Approved Budget**

	Direct Costs	Positions		
		FT	PT	Seas/T
<b>2019 Revised Budget</b>	1,076,969	5	-	-
<b>2019 One-Time Requirements</b>				
- Remove 2019 Approved - ONE-TIME - Testimony work on AWWU rate case, funded with charges to AWWU	(30,000)	-	-	-
<b>Changes in Existing Programs/Funding for 2020</b>				
- Salaries and benefits adjustments	22,191	-	-	-
<b>2020 Continuation Level</b>	<b>1,069,160</b>	<b>5</b>	<b>-</b>	<b>-</b>
<b>2020 Proposed Budget Changes</b>				
- Testimony work on AWWU rate case, funded with charges to AWWU	30,000	-	-	-
<b>2020 Approved Budget</b>	<b>1,099,160</b>	<b>5</b>	<b>-</b>	<b>-</b>

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

	2018 Actuals	2019 Revised	2020 Approved	20 v 19 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	837,377	802,955	825,146	2.76%
Supplies	2,038	2,761	2,761	-
Travel	11,152	-	-	-
Contractual/Other Services	111,065	271,253	271,253	-
Equipment, Furnishings	1,185	-	-	-
<b>Manageable Direct Cost Total</b>	<b>962,817</b>	<b>1,076,969</b>	<b>1,099,160</b>	<b>2.06%</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>962,817</b>	<b>1,076,969</b>	<b>1,099,160</b>	<b>-</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(962,811)	(1,076,969)	(1,099,160)	2.06%
<b>Function Cost Total</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Cost Total</b>	<b>6</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)

	2018 Actuals	2019 Revised	2020 Approved	20 v 19 % Chg
<b>Direct Cost by Category</b>				
Salaries and Benefits	837,377	802,955	825,146	2.76%
Supplies	2,038	2,761	2,761	-
Travel	11,152	-	-	-
Contractual/Other Services	111,065	271,253	271,253	-
Equipment, Furnishings	1,185	-	-	-
<b>Manageable Direct Cost Total</b>	<b>962,817</b>	<b>1,076,969</b>	<b>1,099,160</b>	<b>2.06%</b>
Debt Service	-	-	-	-
<b>Non-Manageable Direct Cost Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Direct Cost Total</b>	<b>962,817</b>	<b>1,076,969</b>	<b>1,099,160</b>	<b>2.06%</b>
<b>Intragovernmental Charges</b>				
Charges by/to Other Departments	(962,811)	(1,076,969)	(1,099,160)	2.06%
<b>Net Cost</b>				
Direct Cost Total	962,817	1,076,969	1,099,160	2.06%
Charges by/to Other Departments Total	(962,811)	(1,076,969)	(1,099,160)	2.06%
<b>Net Cost Total</b>	<b>6</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Position Detail as Budgeted**

	2018 Revised		2019 Revised		2020 Approved	
	Full Time	Part Time	Full Time	Part Time	Full Time	Part Time
Administrative Officer	1	-	1	-	1	-
Budget Analyst II	2	-	2	-	2	-
Mgmt & 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
- 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
- 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:

<b>Measure #1: Receipt of Government Finance Officers Association (GFOA) Budget Award in 2018.</b>
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Office of Management and Budget submitted the 2019 approved budget to GFOA in February for evaluation in meeting the Distinguished Budget Presentation criteria. In August 2019, OMB was notified it had successfully been awarded the GFOA Budget Award for the 8<sup>th</sup> consecutive year.



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

*(Performance Survey conducted in 1Q 2019 for previous year (2018) activities; 30 respondents.)*

↑↓ Direction of Percentage Change in Responses Compared To Previous Year

Please rate the following:	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Total
OMB clearly communicates its directions, expectations, and time lines	6 20.00% ↓	15 50.00% ↑	3 10.00% ↓	2 6.67% ↓	4 13.33% ↑	30
Turnaround time on documents is timely	7 23.33% ↑	9 30.00% ↓	6 20.00% ↑	5 16.67% ↑	3 10.00% ↑	30
OMB team is knowledgeable and helpful	13 43.33% ↓	9 30.00% ↓	3 10.00% ↑	3 10.00% ↑	2 6.67% ↓	30
OMB responsiveness to questions or issues is handled quickly and efficiently	6 20.00% ↓	9 30.00% ↑	6 20.00% ↓	5 16.67% ↑	4 13.33% ↑	30
Training and reference materials provided by OMB are useful and relevant	4 13.33% ↓	13 43.33% ↑	8 26.67% ↑	2 6.67% ↓	3 10.00% ↑	30
The information OMB provides helps with my understanding of our budget	11 36.67% ↑	8 26.67% ↓	4 13.33% ↓	3 10.00% ↑	4 13.33% ↑	30

**Rate your understanding of IGCs**

Excellent	4 13.33%	↑
Good	5 16.67%	↓
Adequate	13 43.33%	↑
Poor	6 20.00%	↓
Unacceptable	2 6.67%	↑
Total	30	

Change in Departments' Understanding of Intergovernmental Charges (IGCs)

	2018	2017	2016	2015	2014
Excellent or Good	30%	36%	40%	34%	32%
Adequate	43%	39%	34%	37%	24%
Poor or Unacceptable	27%	25%	26%	29%	44%

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

Excellent	6 20.00%	↓
Good	11 36.67%	↑
Adequate	7 23.33%	↑
Poor	6 20.00%	↑
Unacceptable	0 0.00%	↓
Total	30	

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

Getting much better	4 13.33%	↑
Getting better	12 40.00%	↑
Staying about the same level	10 33.33%	↓
Getting worse	3 10.00%	↑
Getting much worse	1 3.33%	↓
Total	30	

	2019	2018	2017	2016	2015
<b>OMB Staffing Levels</b>	5	5	6	7	8
<i>(1 staff 100% dedicated to SAP project 2016-2018)</i>					

**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.

