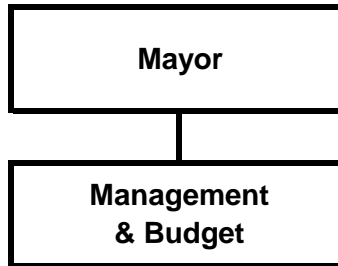


Management & Budget



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 Proposed | 20 v 19 % Chg |
|-------------------------------------|-----------------|------------------|------------------|------------------|
| Direct Cost by Division | | | | |
| Management & Budget | 962,817 | 1,076,969 | 1,099,160 | 2.06% |
| Direct Cost Total | 962,817 | 1,076,969 | 1,099,160 | 2.06% |
| Intragovernmental Charges | | | | |
| Charges by/to Other Departments | (962,811) | (1,076,969) | (1,099,160) | 2.06% |
| Function Cost Total | 6 | - | - | - |
| Net Cost Total | 6 | - | - | - |
| Direct Cost by Category | | | | |
| 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 | - | - | - |
| Direct Cost Total | 962,817 | 1,076,969 | 1,099,160 | 2.06% |
| Position Summary as Budgeted | | | | |
| Full-Time | 5 | 5 | 5 | - |
| Part-Time | - | - | - | - |
| Position Total | 5 | 5 | 5 | - |

**Management & Budget
Reconciliation from 2019 Revised Budget to 2020 Proposed Budget**

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

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

| | 2018 Actuals | 2019 Revised | 2020 Proposed | 20 v 19 % Chg |
|---|-----------------|------------------|------------------|------------------|
| Direct Cost by Category | | | | |
| 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 | - | - | - |
| Manageable Direct Cost Total | 962,817 | 1,076,969 | 1,099,160 | 2.06% |
| Debt Service | - | - | - | - |
| Depreciation/Amortization | - | - | - | - |
| Non-Manageable Direct Cost Total | - | - | - | - |
| Direct Cost Total | 962,817 | 1,076,969 | 1,099,160 | - |
| Intragovernmental Charges | | | | |
| Charges by/to Other Departments | (962,811) | (1,076,969) | (1,099,160) | 2.06% |
| Function Cost Total | 6 | - | - | - |
| Net Cost Total | 6 | - | - | - |
| Position Summary as Budgeted | | | | |
| Full-Time | 5 | 5 | 5 | - |
| Position Total | 5 | 5 | 5 | - |

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

| | 2018 Actuals | 2019 Revised | 2020 Proposed | 20 v 19 % Chg |
|---|-----------------|------------------|------------------|------------------|
| Direct Cost by Category | | | | |
| 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 | - | - | - |
| Manageable Direct Cost Total | 962,817 | 1,076,969 | 1,099,160 | 2.06% |
| Debt Service | - | - | - | - |
| Non-Manageable Direct Cost Total | - | - | - | - |
| Direct Cost Total | 962,817 | 1,076,969 | 1,099,160 | 2.06% |
| Intragovernmental Charges | | | | |
| Charges by/to Other Departments | (962,811) | (1,076,969) | (1,099,160) | 2.06% |
| Net Cost | | | | |
| 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% |
| Net Cost Total | 6 | - | - | - |

Position Detail as Budgeted

| | 2018 Revised | | 2019 Revised | | 2020 Proposed | |
|--|--------------|-----------|--------------|-----------|---------------|-----------|
| | 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 | - |
| Position Detail as Budgeted Total | 5 | - | 5 | - | 5 | - |

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
- 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 2018. |
|--|

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 8th 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 |
|--|------|------|------|------|------|
| OMB Staffing Levels | 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.

