



Accountable, Effective, and Well-Managed Government

Focus Area All Funds Budget		\$139,811,728
Department	All Funds Departmental Budget	
City Attorney	\$2,768,749	
City Clerk and Clerk of Council	\$425,944	
City Council	\$515,815	
City Manager	\$2,083,690	
Communications and Public Information	\$2,213,928	
Finance	\$14,280,142	
General Services	\$13,615,177	
Human Resources	\$4,138,587	
Information Technology Services	\$9,617,693	
Performance and Accountability	\$863,882	
Non Departmental (City Memberships, Insurance, Debt Service, Employee Compensation, Contingent Reserve, Response to Emergencies)	\$88,023,075	
Management and Budget	\$1,265,047	

Our City government is **Accountable** when we take responsibility for the programs and services provided to the community. Together, we will achieve these Long Term Outcomes...

1. Ensure City Government is accountable to the community

Our City government is **Effective** when we pursue the City's vision effectively. Together, we will achieve these Long Term Outcomes...

1. Achieve results that the community values

Our City government is **Well-Managed** when we manage public and private resources effectively. Together, we will achieve these Long Term Outcomes...

1. Ensure fiscal strength of the city government

City Attorney



Accountable, Effective & Well-Managed Government

City Attorney

Office of the City Attorney

Department Contact Info

703.746.3750

www.alexandriava.gov/cityattorney

Department Head

James L. Banks, Jr.

City Attorney

703.746.3750

James.Banks@alexandriava.gov

Key Department Staff

Christopher Spera, Deputy City Attorney

Jill A. Schaub, Senior Assistant City Attorney

Joanna Anderson, Assistant City Attorney

Travis S. MacRae, Assistant City Attorney

George McAndrews, Assistant City Attorney

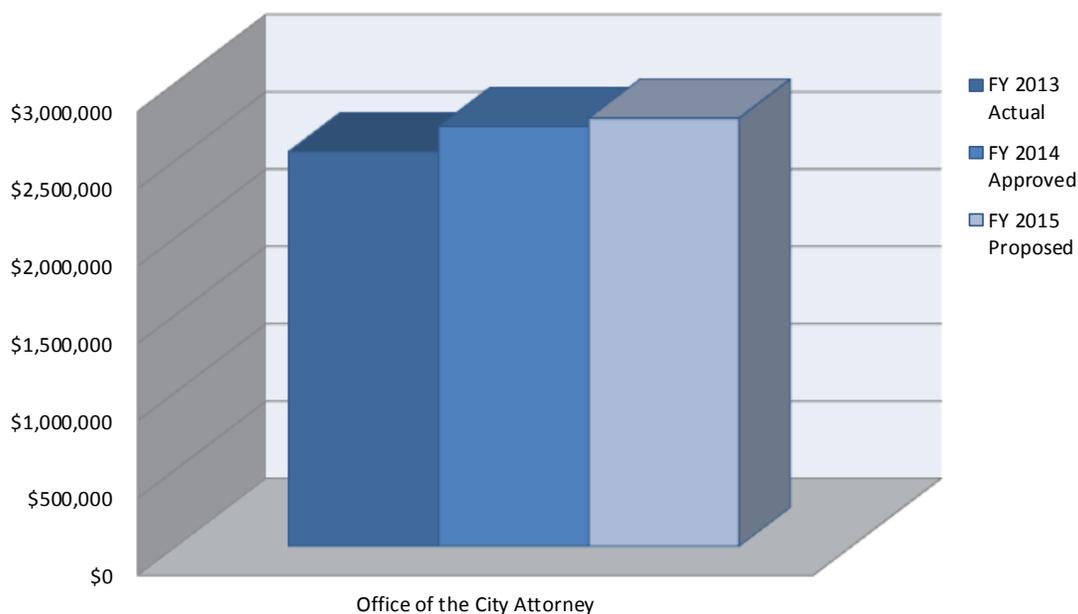
Mary A. O'Donnell, Assistant City Attorney

Meghan Roberts, Assistant City Attorney

Karen S. Snow, Assistant City Attorney

Christina Zechman-Brown, Assistant City Attorney

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Personnel	1,949,597	2,067,644	2,120,955	53,311	2.6%
Non-Personnel	601,606	647,794	647,794	0	0.0%
Total Expenditures	<u>\$2,551,203</u>	<u>\$2,715,438</u>	<u>\$2,768,749</u>	<u>\$53,311</u>	<u>2.0%</u>

Expenditures by Fund	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
General Fund	2,551,203	2,715,438	2,768,749	53,311	2.0%
Total Expenditures	<u>\$2,551,203</u>	<u>\$2,715,438</u>	<u>\$2,768,749</u>	<u>\$53,311</u>	<u>2.0%</u>

Total Department FTE's	FY 2013	FY 2014	FY 2015	Change	% Change
	14.00	14.00	14.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the City Attorney renders opinions, is responsible for drafting ordinances and other legal papers, represents the City in civil cases, and institutes and prosecutes legal proceedings on behalf of the City.

The City Attorney's total budget, all of which is funded through the General Fund, increases by 2.0% overall for FY 2015. The Department's Personnel budget is responsible for the \$53,311 increase in funds, which is related to increases in salaries and fringe benefits, while the Proposed Budget includes the same FTE count, 14.0, as the two previous operating years. The Department's Non-Personnel Budget will remain flat with level funding from FY 2014 levels.

Department Share of General Fund Operating Budget



City Attorney **0.44%**



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Office of the City Attorney	\$2,551,203	\$2,715,438	\$2,768,749	\$53,311	2.0%
Total Expenditures	\$2,551,203	\$2,715,438	\$2,768,749	\$53,311	2.0%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Office of the City Attorney	14.00	14.00	14.00	0.00	0.0%
Total FTE's	14.00	14.00	14.00	0.00	0.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Office of the City Attorney	No service adjustments		



OFFICE OF THE CITY ATTORNEY

To ensure an **accountable, effective, & well-managed government**, this program provides children protective /foster care services, enforcement and compliance, freedom of information act processing, general litigation, leadership and management, legal counsel, and legislative services in order to achieve results that the community values, ensure city government is accountable to the community, and ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	100.0%	100.0%	100.0%
Total Expenditures	\$2,551,203	\$2,715,438	\$2,768,749
Personnel	\$1,949,597	\$2,067,644	\$2,120,955
Non-Personnel	\$601,606	\$647,794	\$647,794
Full Time Equivalents (FTEs)	14.00	14.00	14.00
Performance Measures			
<i>% of Notices of Violation of City Code or Zoning Ordinances filed and upheld by the court</i>	N/A	85%	85%
<i>Number of Freedom of Information Act Requests</i>	N/A	750	750
<i>Number of ordinances drafted</i>	60	75	75
<i>Number of legal consultations between the City Attorney's Office and departments</i>	N/A	2,000	2,000
<i>Percent of appeals of City actions that are upheld by the court</i>	N/A	75%	75%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		14.00	\$2,715,438
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	\$53,311
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		14.00	\$2,768,749

City Clerk & Clerk of Council



**Accountable, Effective &
Well-Managed Government**

City Clerk & Clerk of Council

City Clerk & Clerk of Council

Department Contact Info

703.746.4550

www.alexandriava.gov/cityclerk

Department Head

Jackie M. Henderson, City Clerk & Clerk of Council

703.746.3975

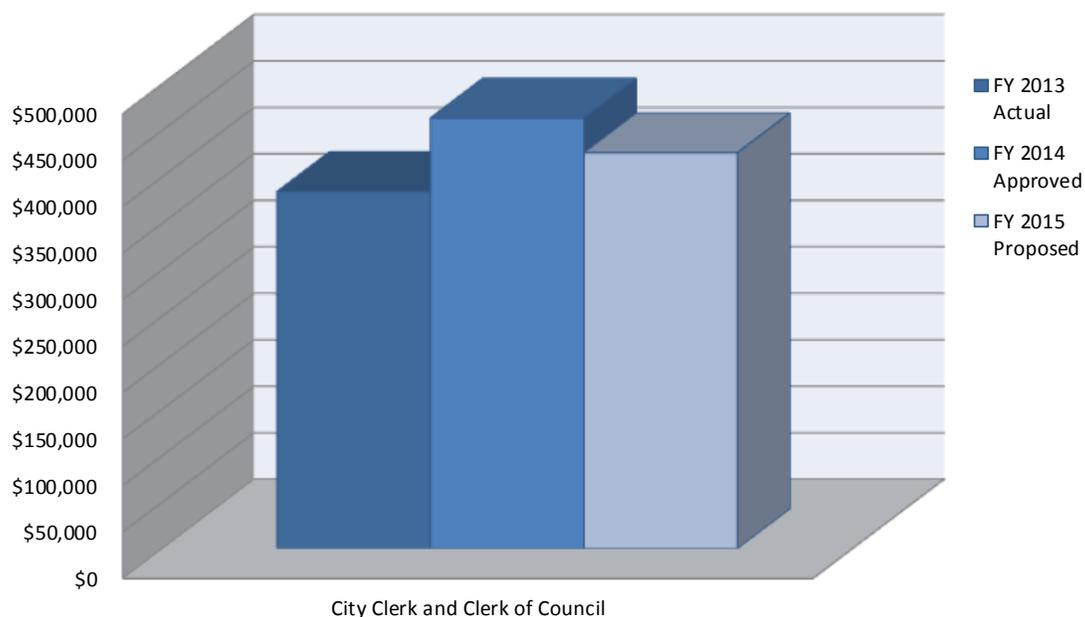
Jackie.Henderson@alexandriava.gov

Key Department Staff

Gloria A. Sitton, Deputy City Clerk

Brandi Galloway, Secretary

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Personnel	368,788	441,365	394,912	(46,453)	-10.5%
Non-Personnel	15,359	21,917	31,032	9,115	41.6%
Total Expenditures	<u>\$384,148</u>	<u>\$463,282</u>	<u>\$425,944</u>	<u>(\$37,338)</u>	<u>-8.1%</u>

Expenditures by Fund	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
General Fund	384,148	463,282	425,944	(37,338)	-8.1%
Total Expenditures	<u>\$384,148</u>	<u>\$463,282</u>	<u>\$425,944</u>	<u>(\$37,338)</u>	<u>-8.1%</u>

Total Department FTE's	4.00	4.00	3.00	(1.00)	-25.0%
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FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the City Clerk & Clerk of Council keeps a record of all approved ordinances, resolutions, and reports presented to Council for consideration, all of which are public records and open to public inspection, and is responsible for the production and distribution of dockets and supporting materials for Council meetings.

The City Clerk's total budget, all of which is funded through the General Fund, decreases by 8.1% for FY 2015. The FY 2015 Proposed Budget includes the reduction of 1.0 FTE related to an unfilled administrative position, which is responsible for the 10.5% decrease in personnel costs. The Department's Non-Personnel Budget increases by \$9,115 or 41.6% due to the inclusion of funding for a new microfilm reader, which will make legislative records accessible electronically for staff and the public.

Department Share of General Fund Operating Budget



City Clerk & Clerk of Council **0.07%**

City Clerk & Clerk of Council



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
City Clerk and Clerk of Council	\$384,148	\$463,282	\$425,944	(\$37,338)	-8.1%
Total Expenditures	\$384,148	\$463,282	\$425,944	(\$37,338)	-8.1%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
City Clerk and Clerk of Council	4.00	4.00	3.00	(1.00)	-25.0%
Total FTE's	4.00	4.00	3.00	(1.00)	-25.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
City Clerk & Clerk of Council	Increase level of service delivery through funding that facilitates easier (electronic) access to legislative records for City staff and the general public.	0.00	\$10,000

City Clerk & Clerk of Council



CITY CLERK & CLERK OF COUNCIL

To ensure an **accountable, effective, & well-managed government**, this program provides boards and commission support, council support, docket preparation, and meeting support in order to ensure city government is accountable to the community.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	100.0%	100.0%	100.0%
Total Expenditures	\$384,148	\$463,282	\$425,944
Personnel	\$368,788	\$441,365	\$394,912
Non-Personnel	\$15,359	\$21,917	\$31,032
Full Time Equivalents (FTEs)	4.00	4.00	3.00
Performance Measures			
<i>Number of applications received/number of vacancies filled by Council appointment</i>	420/260	370/250	450/260
<i>Percentage of requests researched within a week of receiving request</i>	75%	80%	80%
<i>Number of docket items processed</i>	595	700	560
<i>Minutes for meetings supported produced</i>	31	31	33

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		4.00	\$463,282
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery at a reduced cost by eliminating 1.0 FTE vacant administrative position.	(1.00)	(\$46,453)
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in miscellaneous expenses.	0.00	(\$885)
Program-wide services	Increase level of service delivery through funding that facilitates easier (electronic) access to legislative records for City staff and the general public.	0.00	\$10,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		3.00	\$425,944

City Council



Accountable, Effective & Well-Managed Government

City Council

City Council Operations

Department Contact Info

703.746.4500

www.alexandriava.gov/council

City Council Members

William D. Euille, Mayor

Allison Silberberg, Vice Mayor

John T. Chapman, Councilman

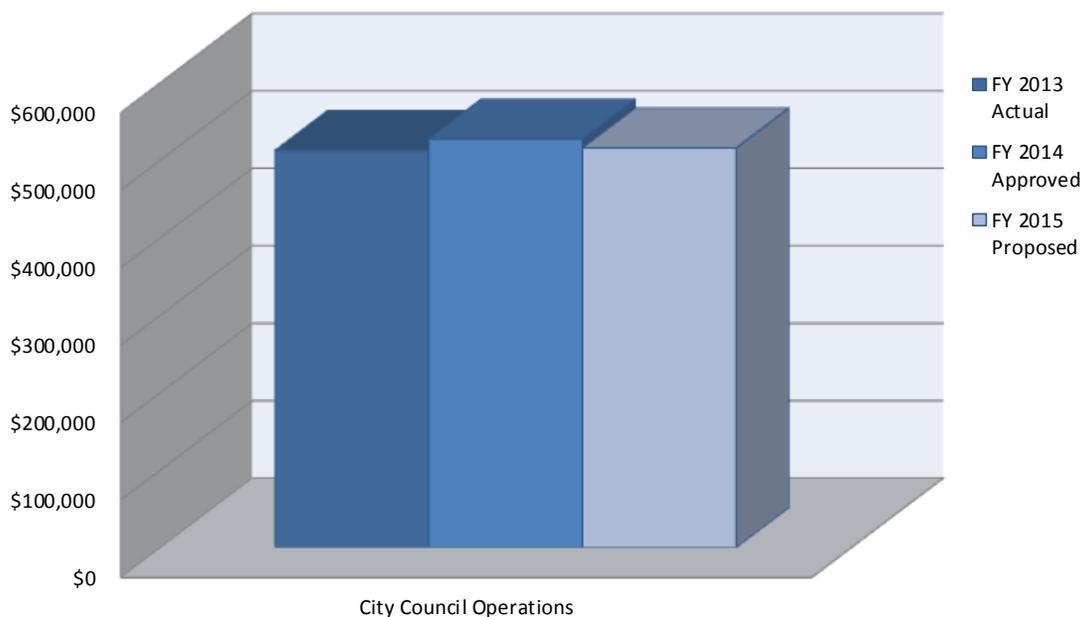
Timothy B. Lovain, Councilman

Redella S. Pepper, Councilwoman

Paul C. Smedberg, Councilman

Justin Wilson, Councilman

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Personnel	434,208	462,954	450,044	(12,910)	-2.8%
Non-Personnel	78,715	64,771	65,771	1,000	1.5%
Total Expenditures	<u>\$512,923</u>	<u>\$527,725</u>	<u>\$515,815</u>	<u>(\$11,910)</u>	<u>-2.3%</u>
Expenditures by Fund					
General Fund	512,923	527,725	515,815	(11,910)	-2.3%
Total Expenditures	<u>\$512,923</u>	<u>\$527,725</u>	<u>\$515,815</u>	<u>(\$11,910)</u>	<u>-2.3%</u>
Total Department FTE's	1.00	1.00	1.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the City Council helps shape policy and the strategic direction of the City government in order to achieve sustainable results which the community values, all while maintaining accountability to taxpayers and citizens.

The City Council's budget, all of which is funded through the General Fund, is projected to decrease overall by 2.3% for FY 2015 to \$515,815. The FY 2015 Personnel Budget is proposed to decrease by \$12,910, or 2.8%, which is related to a reduction in fringe benefits, while the Department's Non-Personnel Budget increases by \$1,000 or 1.5% due to the inclusion of increased funding for travel by Council members. The Council's FTE count of 1.0 is related to the full-time mayoral aide.

Department Share of General Fund Operating Budget



City Council **0.08%**



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
City Council Operations	\$512,923	\$527,725	\$515,815	(\$11,910)	-2.3%
Total Expenditures	\$512,923	\$527,725	\$515,815	(\$11,910)	-2.3%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
City Council Operations	1.00	1.00	1.00	0.00	0.0%
Total FTE's	1.00	1.00	1.00	0.00	0.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
City Council Operations	No service adjustments		



CITY COUNCIL OPERATIONS

To ensure an **accountable, effective and well-managed government**, this program provides strategic and policy direction so that City government is fiscally strong, accountable to the community and achieving results that the community values.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	100.0%	100.0%	100.0%
Total Expenditures	\$512,923	\$527,725	\$515,815
Personnel	\$434,208	\$462,954	\$450,044
Non-Personnel	\$78,715	\$64,771	\$65,771
Full Time Equivalents (FTEs)	1.00	1.00	1.00

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		1.00	\$527,725
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in funding for health coverage, salaries, and other fringe benefits including VRS.	0.00	(\$12,910)
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding for long distance travel for Council members.	0.00	\$1,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		1.00	\$515,815

City Manager



Accountable, Effective & Well-Managed Government

City Manager

Organizational Leadership & Management

Department Contact Info

703.746.4300

www.alexandriava.gov/citymanager

Department Head

Rashad M. Young

City Manager

703.746.4300

Rashad.Young@alexandriava.gov

Key Department Staff

Tom Gates, Chief of Staff/Deputy City Manager

Michelle Evans, Deputy City Manager

Mark Jinks, Deputy City Manager

Debra Collins, Deputy City Manager

Jerome Fletcher, Special Assistant to the City Manager

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Personnel	2,273,484	2,294,373	1,860,544	(433,829)	-18.9%
Non-Personnel	101,322	138,134	223,146	85,012	61.5%
Total Expenditures	\$2,374,806	\$2,432,507	\$2,083,690	(\$348,817)	-14.3%

Expenditures by Fund	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
General Fund	2,374,806	2,432,507	2,083,690	(348,817)	-14.3%
Total Expenditures	\$2,374,806	\$2,432,507	\$2,083,690	(\$348,817)	-14.3%

Total Department FTE's	FY 2013	FY 2014	FY 2015	Change	% Change
	12.00	12.00	10.00	(2.00)	-16.7%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the City Manager's Office carries out the policy directives of the City Council and manages the daily operations of the City government, including the preparation of the annual operating and capital budgets, an annual report, and other periodic financial and administrative reports.

The City Manager's total budget, all of which is funded through the General Fund, decreases by 14.3% overall for FY 2015. The Proposed Budget includes the reduction of 2.0 FTEs; this assists in decreasing total Personnel cost for the department, which goes down by 18.9%. The Department's Non-Personnel Budget increases by approximately \$85,000, or 61.5%, due mainly to the inclusion of \$25,000 for Special Events, which was previously budgeted and funded in Non-Departmental in FY2014, and \$60,000 related to instructional costs for civic engagement (i.e. consultants, training design and materials, and training of participants) as a result of the *What's Next Alexandria* initiative.

Department Share of General Fund Operating Budget



City Manager **0.33%**



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Organizational Leadership and Management	\$2,374,806	\$2,432,507	\$2,083,690	(\$348,817)	-14.3%
Total Expenditures	\$2,374,806	\$2,432,507	\$2,083,690	(\$348,817)	-14.3%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Organizational Leadership and Management	12.00	12.00	10.00	(2.00)	-16.7%
Total FTE's	12.00	12.00	10.00	(2.00)	-16.7%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Organizational Leadership & Management	Increase civic engagement oversight and efforts led by the City Manager's Office as a result of the <i>What's Next Alexandria</i> initiative (includes consultants, training design and materials, and training of participants).	0.00	\$60,000



ORGANIZATIONAL LEADERSHIP & MANAGEMENT

To ensure an **accountable, effective, & well-managed government**, this program provides city council policy support, economic and community development, intergovernmental relations, organizational management, and responsive government in order to achieve results that the community values, and ensure city government is accountable to the community.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	100.0%	100.0%	100.0%
Total Expenditures	\$2,374,806	\$2,432,507	\$2,083,690
Personnel	\$2,273,484	\$2,294,373	\$1,860,544
Non-Personnel	\$101,322	\$138,134	\$223,146
Full Time Equivalents (FTEs)	12.00	12.00	10.00
Performance Measures			
<i>Percent of performance measures that improve towards, meet, or exceed their targets</i>	N/A	N/A	75%
<i>Percent of citizens who are satisfied with City service delivery</i>	N/A	90%	90%
<i>Call.Click.Connect service requests closed on time/in one week</i>	N/A	79% / 72%	85% / 75%
<i>Percent of citizens who are satisfied with CMO communications efforts</i>	N/A	90%	90%
<i>% of Department Heads who are satisfied with the support/direction of the CMO</i>	N/A	95%	95%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		12.00	\$2,432,507
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in funding for health coverage, salaries, and other fringe benefits, including the elimination of 1.0 FTE Special Assistant to the City Manager and 1.0 FTE Executive Assistant.	(2.00)	(\$433,829)
Program-wide services	Maintain current levels of service delivery with non-personnel-related resources, including a reallocation of funding for Special Events from the Non-Departmental budget.	0.00	\$25,012
Program-wide services	Increase civic engagement efforts led by the City Manager's Office as a result of the <i>What's Next Alexandria</i> initiative (includes consultants, training design and materials, and training of participants).	0.00	\$60,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		10.00	\$2,083,690



Accountable, Effective & Well-Managed Government

Communications & Public Information

Public Information & Internal Support

Department Contact Info

703.746.3960

www.alexandriava.gov/communications

Department Head

Tony Castrilli

Director

703.746.3958

Tony.Castrilli@alexandriava.gov

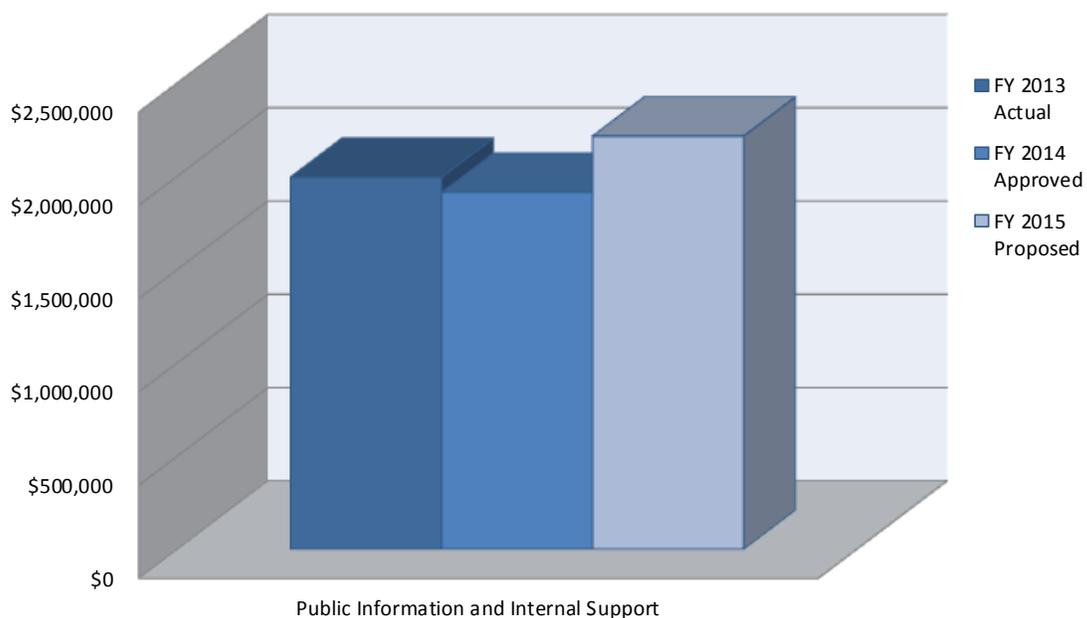
Key Department Staff

Craig Fifer, Deputy Director

JoAnn Maldonado, Community Relations Division
Chief

Peter Watkins, E-Government Division Chief

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Personnel	1,708,669	1,731,339	1,701,670	(29,669)	-1.7%
Non-Personnel	285,460	181,838	512,258	330,420	181.7%
Capital Goods Outlay	108	0	0	0	0.0%
Total Expenditures	<u>\$1,994,237</u>	<u>\$1,913,177</u>	<u>\$2,213,928</u>	<u>\$300,751</u>	<u>15.7%</u>

Expenditures by Fund					
General Fund	1,994,237	1,913,177	2,213,928	300,751	15.7%
Total Expenditures	<u>\$1,994,237</u>	<u>\$1,913,177</u>	<u>\$2,213,928</u>	<u>\$300,751</u>	<u>15.7%</u>

Total Department FTE's	13.50	13.50	13.50	0.00	0.0%
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FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the Office of Communications and Public Information serves as the primary source of City information for the community, the news media, and City employees, utilizing a variety of communications tools across diverse platforms.

The Office of Communications and Public Information's budget increases by 15.7% overall for FY 2015, mainly attributed to the inclusion of \$300,000 of Non-Personnel expenses (discussed below). The Department's Personnel budget sees a small drop of 1.7%, which is related to decreases in fringe benefits, while the Proposed Budget includes the same FTE count, 13.0 full-time and 0.5 part-time, as the two previous operating years. The Department's Non-Personnel Budget will increase by \$330,420, \$300,000 of which is used as pass-through funding to a contractor to provide video production and cablecasting services formerly provided by Comcast under the City's franchise agreement. The Department also proposes to include a reduced level of funding for Action Alexandria - an online civic engagement initiative run by the local non-profit ACT for Alexandria - of \$25,000 (from \$50,000 in FY 2014), which was previously funded outside of the Department's budget.

Department Share of General Fund Operating Budget



Communications **0.35%**



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Public Information and Internal Support	\$1,994,237	\$1,913,177	\$2,213,928	\$300,751	15.7%
Total Expenditures	\$1,994,237	\$1,913,177	\$2,213,928	\$300,751	15.7%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Public Information and Internal Support	13.50	13.50	13.50	0.00	0.0%
Total FTE's	13.50	13.50	13.50	0.00	0.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Public Information & Internal Support	No service adjustments		



PUBLIC INFORMATION & INTERNAL SUPPORT

To ensure an **accountable, effective, & well-managed government**, this program provides community relations, content communications, and e-government in order to achieve results that the community values.

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Program Totals			
% Total All Funds Budget	100.0%	100.0%	100.0%
Total Expenditures	\$1,994,237	\$1,913,177	\$2,213,928
Personnel	\$1,708,669	\$1,731,339	\$1,701,670
Non-Personnel	\$285,460	\$181,838	\$512,258
Capital Goods Outlay	\$108	\$0	\$0
Full Time Equivalents (FTEs)	13.50	13.50	13.50
Performance Measures			
<i>Percent of time that City's online services are available to the public</i>	99%	100%	100%
<i>Percentage of customers who rate Call.Click.Connect. as good or very good</i>	N/A	80%	80%
<i>% of customers who say they are more engaged/informed because of City publications</i>	N/A	80%	80%
<i>% of customers with Internet access who say they have access to City online services</i>	N/A	80%	85%
<i>Numbers of news releases, media advisories, media interviews, etc. distributed</i>	N/A	N/A	750

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		13.50	\$1,913,177
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in funding for health coverage, salaries, and other fringe benefits including VRS.	0.00	(\$29,669)
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding for miscellaneous expenses.	0.00	\$5,420
Program-wide services	Maintain current levels of service delivery with non-personnel-related expenses by reallocating \$300,000 of pass-through funding related to video production and cablecasting to the department's budget.	0.00	\$300,000
Non-profit Seed Funding (Civic Engagement)	Maintain current levels of service delivery with non-personnel-related expenses by reallocating Action Alexandria funds to this department and continuing funding at a reduced level.	0.00	\$25,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		13.50	\$2,213,928

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



**Accountable, Effective &
 Well Managed Government**

Finance Department

- Leadership & Management Support
- Pension Administration
- Purchasing
- Revenue
- Treasury
- Accounting
- Risk Management
- Real Estate Assessments

Department Contact Info

703.746.3900
<http://alexandriava.gov/finance/>

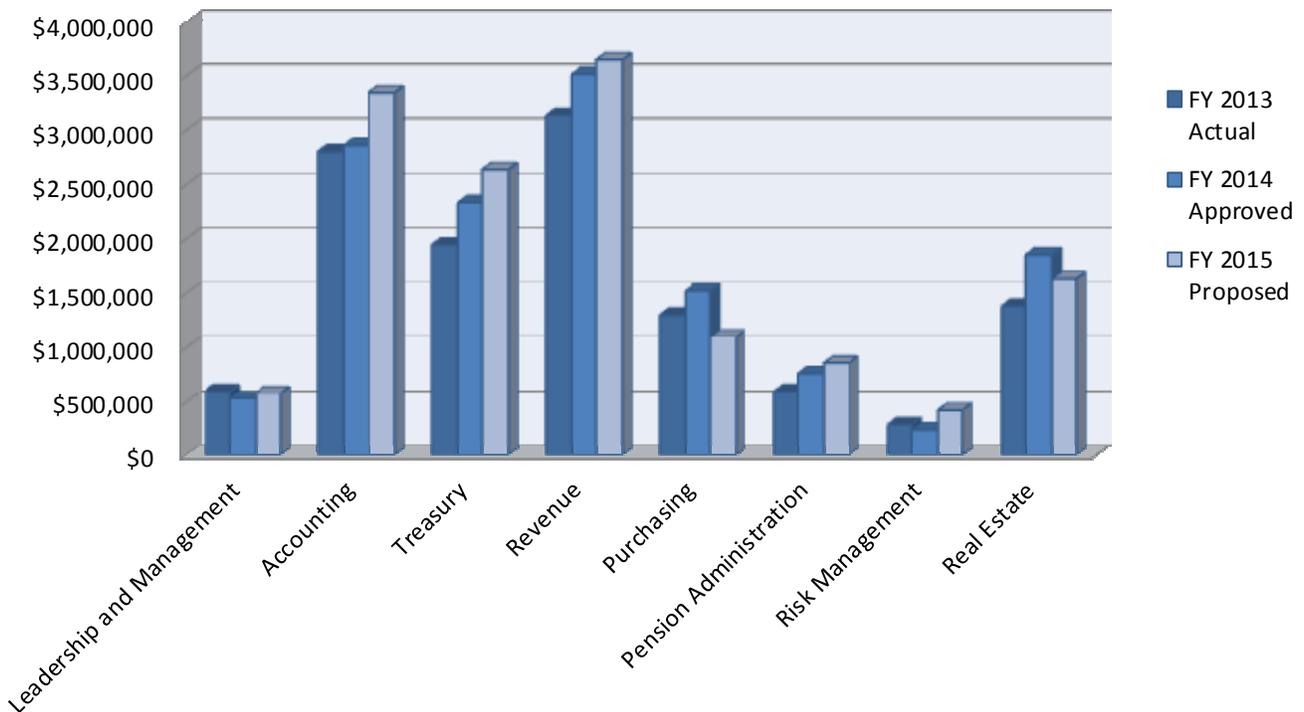
Department Head

Laura Triggs, CPA
 Chief Financial Officer
 703.746.3900
laura.triggs@alexandriava.gov

Department Staff

- Ray Welch, Comptroller
- Steven Bland, Retirement Administrator
- Debbie Kidd, JD, Dep. Dir. Of Finance
- David Clark, Asst. Dir. Of Finance-Treasury
- Stephen Taylor, Acting Purchasing Agent
- Bryan Page, Real Estate Assessor

All Funds Summary by Program



CITY OF ALEXANDRIA, VIRGINIA
Finance Department



EXPENDITURE & REVENUE SUMMARY

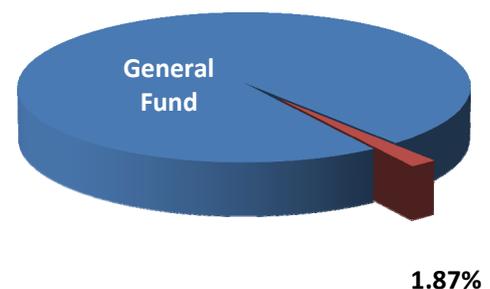
Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Personnel	\$9,334,083	\$10,395,399	\$10,776,251	\$380,852	3.7%
Non-Personnel	\$2,736,369	\$3,223,525	\$3,477,705	\$254,180	7.9%
Capital Goods Outlay	\$8,792	\$26,185	\$26,185	\$0	0.0%
Interfund Transfer	\$3,044	\$0	\$0	\$0	0.0%
Total Expenditures	\$12,082,287	\$13,645,109	\$14,280,141	\$635,032	4.7%
Expenditures by Fund					
General Fund	\$11,577,834	\$12,984,060	\$13,519,701	\$535,641	4.1%
Internal Service Fund	\$37,288	\$44,600	\$44,600	\$0	0.0%
Other Special Revenues Funds	\$467,166	\$616,449	\$715,840	\$99,391	16.1%
Total Designated Funding Sources	\$12,082,287	\$13,645,109	\$14,280,141	\$635,032	4.7%
Total Department FTE's	105.5	107.5	107.5	0.0	0.0%

FISCAL YEAR HIGHLIGHTS

To ensure an **Accountable, Effective, & Well-Managed Government**, Finance Department includes Accounting Support, Treasury, Revenue, Purchasing, Pension Administration, Risk Management, and Real Estate Assessments.

The Finance Department total budget increases by 4.7% for FY 2015. For the FY 2015 budget, the Department of Real Estate Assessments is now included in the Finance Department as a division. The FY 2015 Proposed Budget includes an increase of 1.0 FTE in the Pension Program, funded out of special revenues, and includes the reduction of 1.0 FTE in the Real Estate division. The Real Estate Department has been relocated into the Finance Department, and the vacant director position can be reduced without any service impact. The Department's Non-Personnel Budget increases by \$254,180 or 7.9% due to increases in the costs of maintaining current levels of service delivery.

Department Share of General Fund Operating Budget



CITY OF ALEXANDRIA, VIRGINIA
Finance Department



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Leadership and Management	\$601,796	\$535,507	\$584,661	49,154	9.2%
Accounting	\$2,807,716	\$2,864,153	\$3,349,394	485,241	16.9%
Treasury	\$1,945,718	\$2,338,255	\$2,649,717	311,462	13.3%
Revenue	\$3,144,772	\$3,515,053	\$3,661,049	145,996	4.2%
Purchasing	\$1,301,875	\$1,520,370	\$1,104,826	(415,544)	-27.3%
Pension Administration	\$601,443	\$765,062	\$860,416	95,354	12.5%
Risk Management	\$295,750	\$250,118	\$426,341	176,223	70.5%
Real Estate	\$1,383,218	\$1,856,591	\$1,643,737	(212,854)	-11.5%
Total Expenditures	\$12,082,287	\$13,645,109	\$14,280,141	\$635,032	4.7%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Leadership and Management	2.7	3.2	3.0	(0.2)	-6.3%
Accounting	20.7	19.7	21.4	1.7	8.4%
Treasury	17.5	17.5	17.5	0.0	0.0%
Revenue	35.7	33.1	33.3	0.2	0.7%
Purchasing	8.0	11.2	9.0	(2.2)	-19.3%
Pension Administration	6.0	6.0	7.0	1.0	16.7%
Risk Management	1.0	1.8	2.3	0.5	27.8%
Real Estate	14.0	15.0	14.0	(1.0)	-6.7%
Total FTE's	105.5	107.5	107.5	0.0	0.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Pension	<p>A Management Analyst II was added to manage additional workload anticipated from the newly proposed recertification process for disabled public safety employees, to ensure continued eligibility for disability payments, and to assist with placement in alternative jobs as specified by changes in the pension plan ensuring that eligible employees return to work utilizes pension dollars more effectively. The position will be funded by the pension plan.</p>	1.0	\$91,100

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



LEADERSHIP & MANAGEMENT SERVICES

To achieve an **accountable, effective, & well-managed government**, this program provides general financial management in order to ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	6.4%	4.7%	5.0%
Total Expenditures	\$601,796	\$535,507	\$584,661
Personnel	\$494,875	\$435,292	\$446,122
Non-Personnel	\$95,085	\$76,815	\$115,139
Capital Outlay	\$8,792	\$23,400	\$23,400
Interfund Transfer	\$3,044	\$0	\$0
Full Time Equivalents (FTEs)	2.7	3.2	3.0
Performance Measures			
<i>Percent of employees with financial responsibility who report awareness of information</i>	N/A	60%	65%
<i>Percent of employees with financial responsibility participating in training opportunities each year</i>	N/A	50%	55%
<i>Fund Balance as a percentage of revenues</i>	N/A	15.0%	15.0%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		3.2	\$535,507
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Technical adjustment due to the reallocation of positions within the department. Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	(0.2)	\$10,830
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	N/A	\$38,324
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		3.0	\$584,661

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



ACCOUNTING

To achieve an **accountable, effective, & well-managed government**, this program provides financial reporting, paying employees and vendors, and reconciliations in order to ensure city government is accountable to the community, and ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	24.5%	25.2%	28.4%
Total Expenditures	\$2,807,716	\$2,864,153	\$3,349,394
Personnel	\$2,008,398	\$1,956,150	\$2,237,040
Non-Personnel	\$799,318	\$905,218	\$1,109,569
Capital Outlay	\$0	\$2,785	\$2,785
Full Time Equivalentents (FTEs)	20.7	19.7	21.4
Performance Measures			
<i>Percent of GFOA standards met on financial reporting</i>	100%	100%	100%
<i>Percent of payments to vendors issued within the required timeframe</i>	97%	97%	97%
<i>Number of reconciliations conducted</i>	2,802	2,914	2,880

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		19.7	\$2,864,153
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Technical adjustment due to the reallocation of positions within the department. Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	1.7	\$280,890
Program-wide services	Maintain current levels of service delivery with non-personnel related increases in funding to meet the needs of contractual obligations , cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.) The increase a includes a full year's support for the City's Enterprise Resource System. (\$130,000)	N/A	\$204,351
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		21.4	\$3,349,394

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



TREASURY

To achieve an **accountable, effective, & well-managed government**, this program provides cash management and investment, payment processing, and tax billing in order to ensure the fiscal strength of the city government, and achieve results that the community values.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	17.0%	20.6%	22.5%
Total Expenditures	\$1,945,718	\$2,338,255	\$2,649,717
Personnel	\$1,355,416	\$1,455,527	\$1,677,367
Non-Personnel	\$590,302	\$882,728	\$972,350
Full Time Equivalents (FTEs)	17.5	17.5	17.5
Performance Measures			
<i>Rate of Return on investment of City assets within legal limits</i>	0.50%	0.55%	0.60%
<i>Percentage of tax payments deposited within 24 hours</i>	N/A	99.99%	99.99%
<i>Percent of bills mailed to residents and business owners 30 days in advance of the due date</i>	100%	100%	100%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		17.5	\$2,338,255
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.0	\$221,840
Program-wide services	Maintain current levels of service delivery with non-personnel related increases in funding to meet the needs of contractual obligations , cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.)	N/A	86,622
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		17.5	\$2,649,717

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



REVENUE

To achieve an **accountable, effective, & well-managed government**, this program provides delinquent tax collection, tax assessment, tax audit research and analysis, and taxpayer assistance in order to achieve results that the community values.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	27.4%	30.9%	31.1%
Total Expenditures	\$3,144,772	\$3,515,053	\$3,661,049
Personnel	\$2,697,275	\$2,897,221	\$3,029,716
Non-Personnel	\$447,497	\$617,832	\$631,333
Full Time Equivalents (FTEs)	35.7	33.1	33.3
Performance Measures			
<i>Percent of taxes assessed that are collectible</i>	N/A	99.0%	99.0%
<i>Percent of applications approved for tax relief</i>	96.0%	98.0%	95.0%
<i>Percent of delinquent taxes collected annually</i>	98.6%	97.0%	97.0%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		33.1	\$3,515,053
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Technical adjustment due to the reallocation of positions within the department. Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.2	\$132,495
Program-wide services	Technical adjustment for non-personnel-related reallocation of resources within the Department. No service impact.	N/A	\$13,501
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		33.3	\$3,661,049

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



PURCHASING

To achieve an **accountable, effective, & well-managed government**, this program provides purchasing in order to ensure city government is accountable to the community.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	11.3%	13.4%	9.4%
Total Expenditures	\$1,301,875	\$1,520,370	\$1,104,826
Personnel	\$785,935	\$1,127,689	\$844,452
Non-Personnel	\$515,940	\$392,681	\$260,374
Full Time Equivalents (FTEs)	8.0	11.2	9.0
Performance Measures			
<i>Percent of significant contract actions executed for client within necessary time frames</i>	85%	85%	87%
<i>Value of goods and services procured</i>	\$130,455,962	\$118,400,000	\$137,000,000
<i>Percent of bid award protests denied</i>	0%	<5%	<5%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		11.2	\$1,520,370
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Technical adjustment due to the reallocation of positions within the department. Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	(2.2)	(\$283,237)
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases related to a reduction in fees for professional services. The program is shifting from the use of external contract help to an internal City workforce with institutional procurement knowledge.	N/A	(\$132,307)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		9.0	\$1,104,826

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



PENSION

To achieve an **accountable, effective, & well-managed government**, this program provides pension investment, and plan administration in order to ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	5.2%	6.7%	7.3%
Total Expenditures	\$601,443	\$765,062	\$860,416
Personnel	\$543,778	\$691,918	\$773,772
Non-Personnel	\$57,665	\$73,144	\$86,644
Full Time Equivalents (FTEs)	6.0	6.0	7.0
Performance Measures			
<i>Rate of return on investment of pension assets</i>	11.8%	7.5%	7.5%
<i>Percent of annual required contribution funded</i>	100%	100%	100%
<i>Millions of dollars invested at fiscal year end</i>	\$389.9	\$399.4	\$450.6

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		6.0	\$765,062
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Pension Cost Allocation	A Management Analyst II was added. The position is requested to manage additional workload anticipated from the newly proposed recertification process for disabled public safety employees, to ensure continued eligibility for disability payments, and to assist with placement in alternative jobs as specified by changes in the pension plan ensuring that eligible employees return to works utilizes pension dollars more effectively. The position will be funded by the pension plan.	1.0	\$91,100
Program-wide services	Maintain current levels of service delivery with personnel related changes in health coverage, salaries, merit adjustments, and other fringe benefits, including VRS	0.0	(\$9,246)
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	N/A	\$13,500
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM		7.0	\$860,416



RISK MANAGEMENT

To achieve an **accountable, effective, & well-managed government**, this program provides (active) claims management, (proactive) safety management, and insurance management in order to ensure city government is accountable to the community, achieve results that the community values, and ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	2.1%	1.9%	2.9%
Total Expenditures	\$295,750	\$250,118	\$426,341
Personnel	\$240,598	\$218,751	\$340,725
Non-Personnel	\$55,152	\$31,367	\$85,616
Full Time Equivalents (FTEs)	1.0	1.8	2.3
Performance Measures			
<i>Percent of departments with more accident free work days than the industry standard</i>	N/A	40%	40%
<i>Number of claims processed</i>	352	340	360
<i>Number of safety outreach initiatives conducted</i>	145	130	150

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		1.8	\$250,118
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Technical adjustment due to the reallocation of positions within the department. Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.5	\$121,974
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	N/A	\$19,249
Torts Claim Management	Budgets cost incurred for building inspections currently covered with vacancy savings	N/A	\$35,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		2.3	\$426,341

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



REAL ESTATE

To ensure an **accountable, effective, & well-managed government**, this program provides real property assessments in order to ensure city government is accountable to the community.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	12.1%	16.3%	13.9%
Total Expenditures	\$1,383,218	\$1,856,591	\$1,643,737
Personnel	\$1,207,809	\$1,612,851	\$1,427,057
Non-Personnel	\$175,409	\$243,740	\$216,680
Full Time Equivalents (FTEs)	14.0	15.0	14.0
Performance Measures			
<i>Percent of the actual median sales price (for real property parcels) assessed accurately</i>	N/A	N/A	97%
<i>Percent of taxpayers who file appeals of their assessments</i>	1%	10%	5%
<i>Percent of locally assessed real property (parcels) that have been annually assessed</i>	100%	100%	100%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		15.0	\$1,856,591
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	The Department of Real Estate Assessments has been relocated into the Finance Department as a division, and the vacant Director position has been eliminated. There is no service impact.	(1.0)	(202,868)
Program-wide services	Maintain the current levels of service delivery with personnel related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.0	\$17,074
Program-wide services	Reduced budget contract cost for real estate assessment appeals to reflect actual expenditures. There is no service impact.	N/A	(\$27,060)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		14.0	\$1,643,737

Department of General Services



**Accountable, Effective &
Well Managed Government**

General Services

- Leadership & Management Support Services
- Facilities Management
- Fleet Management
- Energy Management
- Printing and Mail Services
- External Services

Department Contact Info

703.746.4770

<http://alexandriava.gov/generalservices/>

Department Head

Jeremy McPike, Director

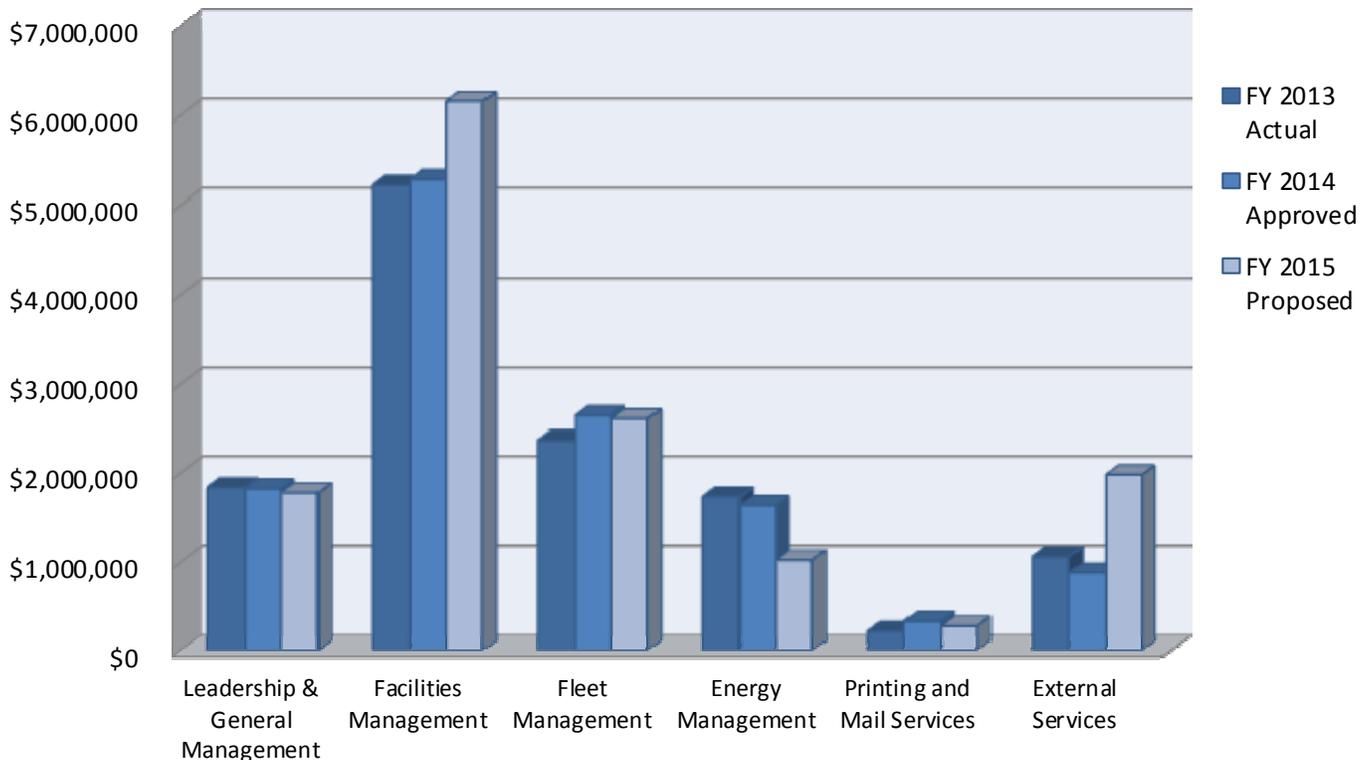
703.746.4770

jeremy.mcpike@alexandriava.gov

Department Staff

- Alfred Coleman, Deputy Director, Administration
- Titania Cross, Deputy Director, Planning, Construction and Facilities
- Michael Stewart, Division Chief, Administration
- Prabhakar Rao, Division Chief, Fleet Services
- Bill Eger, Energy Manager

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Personnel	\$5,742,047	\$6,687,307	\$6,690,611	\$3,304	0.0%
Non-Personnel	\$6,612,490	\$5,900,124	\$6,974,566	\$1,074,442	18.2%
Capital Goods Outlay	\$78,730	\$2,000	\$155,000	\$153,000	7650.0%
Total Expenditures	\$12,433,267	\$12,589,431	\$13,820,177	\$1,230,746	9.8%
Expenditures by Fund					
General Fund	\$12,241,445	\$12,512,518	\$13,615,177	\$1,102,659	8.8%
Internal Services	\$165,832	\$0	\$155,000	\$155,000	0.0%
Special Revenue Fund	\$21,750	\$76,913	\$50,000	(\$26,913)	0.0%
Non Fiscal Year Grants	\$4,240	\$0	\$0	\$0	0.0%
Total Expenditures	\$12,433,267	\$12,589,431	\$13,820,177	\$1,230,746	9.8%
Total Department FTE's	67.20	66.00	69.80	3.80	5.8%

FISCAL YEAR HIGHLIGHTS

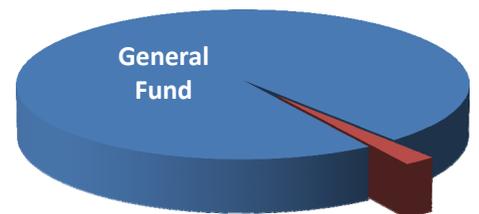
To ensure an **Accountable, Effective, and Well-Managed Government**, General Services provides Leadership & Management Support Services, Facilities Management, Fleet Management, Energy Management, Printing and Mail Services, and External Services.

In FY 2015, the General Fund budget will increase by \$1,102,659, or 8.8%.

The primary driver for this increase is attributable to the transfer of the budget and expenditures of \$1,064,255 related to the City's contract with the Animal Welfare League of Alexandria from Other Public Safety to the General Services External Services program. Other changes include the transfer of maintenance costs of \$433,820 for Alexandria Police Department Headquarters from Police, and the Torpedo Factory Arts Center from Office of Historic Alexandria. These costs are offset by a \$680,200 transfer of utility costs at the Detention Center to the Sheriff budget to reflect the true cost of program delivery. Less these transfers, the General Fund year-to-year increase is \$284,784 or 2.3%.

The department will improve service delivery in the areas of facility preventative maintenance through an investment of \$374,492 leading to more work orders being closed. Also, the department will invest an additional \$78,519 for vehicle maintenance, reflecting year-to-year trends for providing this service. This will be offset by cost recovery from user departments, reflecting the true cost of program delivery.

Department Share of General Fund Operating Budget



General Services **2.14%**

Department of General Services



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Leadership & General Management	\$1,833,106	\$1,818,451	\$1,772,894	(\$45,557)	-2.5%
Facilities Management	\$5,216,857	\$5,281,887	\$6,152,580	\$870,693	16.5%
Fleet Management	\$4,978,421	\$4,861,426	\$5,047,252	\$185,826	3.8%
Energy Management	\$1,727,715	\$1,627,132	\$1,022,241	(\$604,891)	-37.2%
Printing and Mail Services	\$386,716	\$464,926	\$446,769	(\$18,157)	-3.9%
External Services	\$1,059,907	\$877,130	\$1,978,443	\$1,101,313	125.6%
Less Recovered Costs For Fleet Management	(\$2,612,079)	(\$2,221,521)	(\$2,445,002)	(\$223,481)	10.1%
Less Recovered Costs For Printing Services	(\$157,375)	(\$120,000)	(\$155,000)	(\$35,000)	29.2%
Total Expenditures	\$12,433,267	\$12,589,431	\$13,820,177	\$1,230,746	9.8%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Leadership & General Management	10.60	10.35	9.75	(0.60)	-5.8%
Facilities Management	32.30	31.85	35.65	3.80	11.9%
Fleet Management	18.10	19.00	18.00	(1.00)	-5.3%
Energy Management	2.30	0.80	2.40	1.60	200.0%
Printing and Mail Services	3.90	4.00	4.00	0.00	0.0%
External Services	0.00	0.00	0.00	0.00	0.0%
Total FTE's	67.20	66.00	69.80	3.80	5.8%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Leadership and Management Support Services	Increased use of professional services in Real Estate Management of City Assets for guidance in the areas of real estate valuations/appraisals, maximized space/facility usage plans, evaluations of proposed uses on City surplus properties, strategies for soliciting surplus property to appropriate entities, assistance negotiating complex land swaps, and topics that fall outside the expertise of city staff.	0.00	\$72,306
Facilities Management	Funding for new preventative maintenance contracts to include additional life safety, preventative maintenance of fire systems, annual inspections of roofing systems, and minor maintenance of roll up doors throughout the City's building portfolio.	0.00	\$172,000
Facilities Management	Increased contractual services to enhance City Hall security by adding additional guard services.	0.00	\$43,000
Facilities Management	Additional supplies and materials to enhance the preventative maintenance of City facilities. This will support the department's ability to perform preventative maintenance in-house rather than using contract services.	0.00	\$127,850
Facilities Management	Two new positions to perform required preventative maintenance: one position is a building technician dedicated to addressing mechanical systems within City Hall and the second position is a Building Systems Specialist dedicated to the Alexandria Detention Center. This investment will support the department's ability to move from 35% to 40% of preventative maintenance work orders completed.	2.00	\$141,000
Fleet maintenance management	Increased funding for vehicle maintenance including parts and supplies. This reflects year-to-year trends for providing this service. This increase will be offset by cost recovery from user departments, reflecting the true cost of program delivery.	0.00	\$78,519
Energy Management	Licensing costs associated with new utility meters, energy use monitoring software, and utility billing services. These tools allow the department to monitor energy use and make informed decisions for energy consumption reduction strategies.	0.00	\$35,600
Energy Management	Creation of a Utility Engineer position to provide analysis, guidance, recommendations, and project implementation for the City's Operational Energy Management and Energy Assurance, and Reliability lines of business and allows the City to achieve energy cost savings. This position will be funded out of the City's Capital Improvement Plan, through the Energy Management Program capital project.	1.00	\$0



LEADERSHIP AND MANAGEMENT SUPPORT SERVICES

To ensure an **accountable, effective, & well-managed government**, this program provides department managed business processes and real estate management in order to achieve results that the community values, ensure city government is accountable to the community, and ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	14.7%	14.4%	12.8%
Total Expenditures	\$1,833,106	\$1,818,451	\$1,772,894
Personnel	\$1,114,159	\$1,223,715	\$1,119,583
Non-Personnel	\$718,947	\$594,736	\$498,311
Capital Outlay	\$0	\$0	\$155,000
Full Time Equivalents (FTEs)	10.60	10.35	9.75
Performance Measures			
<i>Percent of purchase orders issued in accordance to timeline</i>	N/A	90%	90%
<i>Number of real estate leases managed</i>	96	96	96
<i>Number of penalties and legal actions associated with lease agreements</i>	0%	0%	0%
<i>Average score out of a 100 for winning proposals in response to all City Government property sale Request for Proposals (RFPs)</i>	84%	75%	85%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		10.35	\$1,818,451
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	(\$41,052)
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	(\$56,538)

[Continued on following page]

Department of General Services



LEADERSHIP AND MANAGEMENT

SUPPORT SERVICES

PROGRAMMATIC ADJUSTMENTS CONTINUED

[Continued from previous page]			
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Additional funds transferred to the Vehicle Replacement Fund based on recommendations from the Fleet Management and Replacement Plan update.	0.00	\$155,000
Real Estate Management	Increased use of professional services in Real Estate Management of City Assets for guidance in the areas of real estate valuations/appraisals, maximized space/facility usage plans, evaluations of proposed uses on City surplus properties, strategies for soliciting surplus property to appropriate entities, assistance negotiating complex land swaps, and topics that fall outside the expertise of city staff.	0.00	\$72,306
Real Estate Management	Transfer cost of leased space at 110 N. Royal Street to Transportation and Environmental Services to house transportation staff.	0.00	(\$62,193)
Program-wide services	Transfer of cost of temporary employment service contract used to process utility billings to the Energy Management program where a part time position will be created	0.00	(\$50,000)
Program-wide services	Reallocation of part time Project Manager to Facilities Program for capital improvement planning projects.	(0.60)	(\$63,080)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		9.75	\$1,772,894



FACILITIES MANAGEMENT

To ensure an **accountable, effective, & well-managed government**, this program provides building portfolio management, and capital improvements planning/designing/construction management in order to ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	42.0%	42.0%	44.5%
Total Expenditures	\$5,216,857	\$5,281,887	\$6,152,580
Personnel	\$2,607,065	\$3,331,753	\$3,440,330
Non-Personnel	\$2,609,792	\$1,950,134	\$2,712,250
Full Time Equivalents (FTEs)	32.30	31.85	35.65
Performance Measures			
<i>Number of preventative maintenance hours completed annually</i>	N/A	3,500	4,000
<i>Percent of completed estimated hours needed for preventative building maintenance</i>	N/A	35%	40%
<i>Percent of planned Capital Improvement Projects completed on schedule</i>	95%	95%	95%
<i>Percent of planned Capital Improvement Projects completed within budget</i>	95%	95%	95%
<i>Percent of customers who rate facility needs satisfactory or better</i>	N/A	85%	85%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		31.85	\$5,281,887
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	(\$170,145)
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	(\$14,554)
Building Portfolio Management	Transfer of \$265,000 of maintenance costs for Alexandria Police Department Headquarters from Police, and \$168,820 for the Torpedo Factory Arts Center from the Office of Historic Alexandria.	0.00	\$433,820
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FACILITIES MANAGEMENT

PROGRAMMATIC ADJUSTMENTS CONTINUED

[Continued from previous page]			
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Building Portfolio Management	Funding for new preventative maintenance contracts to include additional life safety, preventative maintenance of fire systems, annual inspections of roofing systems, and minor maintenance of roll up doors throughout the City's building portfolio.	0.00	\$172,000
Building Portfolio Management	Increased contractual services to enhance City Hall security by adding additional guard services.	0.00	\$43,000
Building Portfolio Management	Additional supplies and materials to enhance the preventative maintenance of City facilities. This will support the department's ability to perform preventative maintenance in-house rather than using contract services.	0.00	\$127,850
Building Portfolio Management	Two new positions to perform required preventative maintenance: one position is a building technician dedicated to addressing mechanical systems within City Hall and the second position is a Building Systems Specialist dedicated to the Alexandria Detention Center. This investment will support the department's ability to move from 35% to 40% of preventative maintenance work orders completed.	2.00	\$141,000
Building Portfolio Management	Reallocation of part time Project Manager from Leadership and Management Support Services program to manage capital improvement project planning and increase from 0.6 to 0.8 FTE.	0.80	\$63,080
Building Portfolio Management	Technical adjustment for the transfer and reclassification of a Fleet Technician position from the Fleet Management program to become a Building Services Technician during the FY 2014 Supplemental Appropriation. This change reflects the difference from the FY 2014 Approved Budget.	1.00	\$74,642
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		35.65	\$6,152,580

Department of General Services



FLEET MANAGEMENT

To ensure an **accountable, effective, & well-managed government**, this program provides fleet management, fleet maintenance management, fuel management, and motor pool management in order to ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	19.0%	21.0%	18.8%
Total Expenditures	\$2,366,343	\$2,639,905	\$2,602,250
Personnel	\$1,500,056	\$1,724,591	\$1,644,588
Non-Personnel	\$3,399,635	\$3,134,835	\$3,402,664
Capital Outlay	\$78,730	\$2,000	\$0
Less Recovered Costs for Fleet Management	(\$2,612,079)	(\$2,221,521)	(\$2,445,002)
Full Time Equivalents (FTEs)	18.10	19.00	18.00
Performance Measures			
<i>Percent of vehicles replaced according to annual plan</i>	N/A	90%	90%
<i>Percent of units that have preventive maintenance performed on time</i>	N/A	90%	90%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		19.00	\$2,639,905
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	\$35,639
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$58,180
Fuel management	Reduction in city-wide fuel budget because of increased monitoring of fuel consumption and increased efficiency of new assets.	0.00	(\$94,351)
[Continued on following page]			



FLEET MANAGEMENT

PROGRAMMATIC ADJUSTMENTS CONTINUED

[Continued from previous page]

Service / Line of Business	Impacts	FTE Impact	Cost Modification
Fleet maintenance management	Increased funding for vehicle maintenance including parts and supplies. This reflects year-to-year trends for providing this service. This increase will be offset by cost recovery from user departments, reflecting the true cost of program delivery.	0.00	\$78,519
Fleet management	Technical adjustment for the transfer and reclassification of a Fleet Technician position to the Facilities Management program to become a Building Services Technician during the FY 2014 Supplemental Appropriation. This change reflects the difference from the FY 2014 Approved Budget.	(1.00)	(\$74,642)
Fleet management	Reduction in overtime budget. More effective management practices will reduce the need for overtime staffing.	0.00	(\$41,000)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		18.00	\$2,602,250



ENERGY MANAGEMENT

To ensure an **accountable, effective, & well-managed government**, this program provides city operations energy management, community energy management programming, electrical infrastructure management, energy assurance and reliability management and coordination, public utility regulatory and policy guidance, and utility resource procurement and management in order to achieve results that the community values, and ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	13.9%	12.9%	7.4%
Total Expenditures	\$1,727,715	\$1,627,132	\$1,022,241
Personnel	\$256,767	\$119,622	\$172,341
Non-Personnel	\$1,470,948	\$1,507,510	\$849,900
Full Time Equivalents (FTEs)	2.30	0.80	2.40
Performance Measures			
<i>Percent of the City Government's total energy use from clean energy resources</i>	16%	20%	15%
<i>Number of residential units and businesses implementing energy efficiency retrofits</i>	8	250	20
<i>Percent of utility invoices paid on time without penalties</i>	N/A	99%	99%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		0.80	\$1,627,132
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	\$3,719
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	(\$13,010)
City Operations Energy Management	Licensing costs associated with new utility meters, energy use monitoring software, and utility billing services. These tools allow the department to monitor energy use and make informed decisions for energy consumption reduction strategies.	0.00	\$35,600
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ENERGY MANAGEMENT

PROGRAMMATIC ADJUSTMENTS CONTINUED

[Continued from previous page]			
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Utility Procurement and Management	Transfer of Detention Center utility costs to the Sheriff budget to reflect the true cost of program delivery.	0.00	(\$680,200)
Utility Procurement and Management	Conversion of contractual services in the Leadership and Management Support Services program to a part time Utilities Analyst to conduct accurate and efficient payment of utility bills for all City departments and agencies.	0.60	\$49,000
City Operations Energy Management / Energy Assurance and Reliability	Creation of a Utility Engineer position to provide analysis, guidance, recommendations, and project implementation for the City's Operational Energy Management and Energy Assurance, and Reliability lines of business and allows the City to achieve energy cost savings. This position will be funded out of the City's Capital Improvement Plan, through the Energy Management Program capital project.	1.00	\$0
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		2.40	\$1,022,241

Department of General Services



PRINTING AND MAIL SERVICES

To ensure an **accountable, effective, & well-managed government**, this program provides mail delivery services, and print services in order to ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	1.8%	2.7%	2.1%
Total Expenditures	\$229,341	\$344,926	\$291,769
Personnel	\$253,897	\$287,626	\$313,769
Non-Personnel	\$132,819	\$177,300	\$133,000
Less Recovered Costs For Printing Services	(\$157,375)	(\$120,000)	(\$155,000)
Full Time Equivalents (FTEs)	3.90	4.00	4.00

Performance Measures

<i>Number of pieces of mail processed (incoming, outgoing, and internally routed)</i>	375,000	350,000	350,000
<i>Percent of customers satisfied or very satisfied with City print services</i>	96%	98%	98%
<i>Cost savings of a City print shop versus privatizing print services</i>	N/A	\$30,000	\$30,000

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		4.00	\$344,926
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	\$9,643
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	(\$2,300)
Print Services	Adjustment to operating supplies and materials budget based on analysis of prior years actual costs.	0.00	(\$42,000)
Print Services	Increase in recovered costs for printing services from other City departments.	0.00	(\$35,000)
Print Services	Increase in seasonal support staff to assist with special projects.	0.00	\$16,500
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		4.00	\$291,769



EXTERNAL SERVICES

To ensure an **accountable, effective, & well-managed government**, this program manages contracts with external agencies including the animal shelter, parking management, and Farmer’s Market vendors in order to ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	8.5%	7.0%	14.3%
Total Expenditures	\$1,059,907	\$877,130	\$1,978,443
Personnel	\$10,104	\$0	\$0
Non-Personnel	\$1,049,803	\$877,130	\$1,978,443
Full Time Equivalents (FTEs)	0.00	0.00	0.00
Performance Measures			
<i>Number of animals taken in (intake)</i>	N/A	1,020	1,020
<i>Number of animals adopted</i>	N/A	1,900	1,900
<i>Number of Farmer's Market vendors</i>	90	80	80
<i>Number of parking spaces available in City-Owned parking facilities</i>	N/A	935	935
<i>Revenue collected per parking space</i>	\$2,500	\$2,500	\$2,500

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		0.00	\$877,130
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$10,660
Animal Shelter Management	Transfer of the Animal Welfare League of Alexandria contract from Other Public Safety to the General Services External Services program.	0.00	\$1,064,255
Parking Management (External)	Increases to parking garage management contract due to increases in credit card service fees as this option is being used by more customers.	0.00	\$26,398
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		0.00	\$1,978,433

Human Resources



Accountable, Effective & Well-Managed Government

Human Resources

- Benefits & Records
- Employee Relations & Talent Management
- Leadership Management & Support Services
- Total Compensation

Department Contact Info

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Department Head

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Key Department Staff

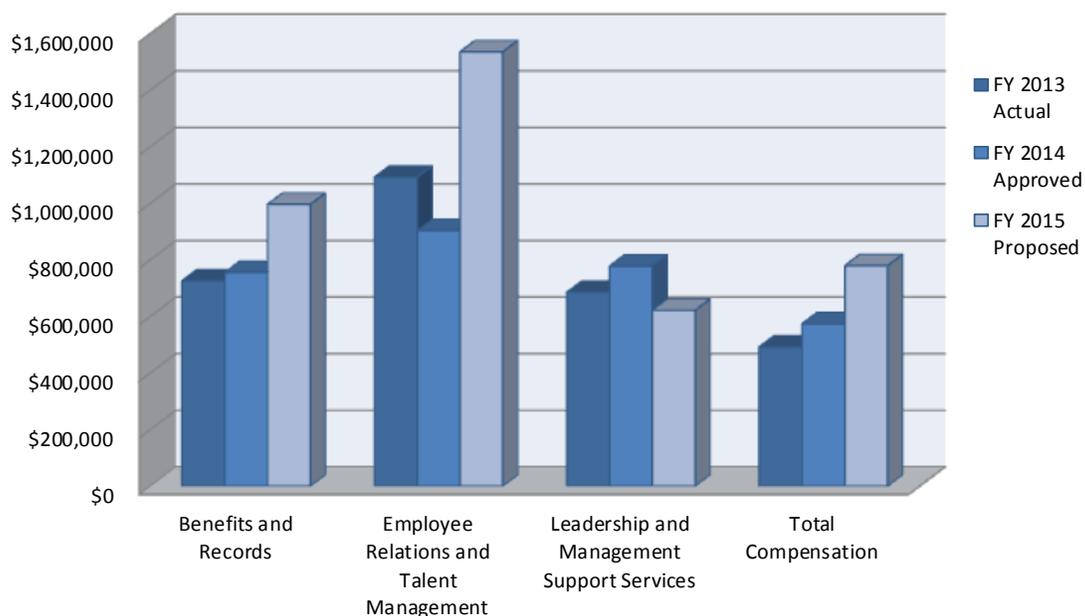
Steve Mason, Assistant Director

Bill Mitchell, Assistant Director

Penny Prue, Benefits Manager

Ryan Touhill, Compensation & Workforce Programs Manager

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Personnel	2,492,480	2,581,753	2,937,947	356,194	13.8%
Non-Personnel	504,433	430,036	995,640	565,604	131.5%
Total Expenditures	<u>\$2,996,913</u>	<u>\$3,011,789</u>	<u>\$3,933,587</u>	<u>\$921,798</u>	<u>30.6%</u>

Expenditures by Fund	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
General Fund	2,996,913	3,011,789	3,933,587	921,798	30.6%
Total Expenditures	<u>\$2,996,913</u>	<u>\$3,011,789</u>	<u>\$3,933,587</u>	<u>\$921,798</u>	<u>30.6%</u>

Total Department FTE's	FY 2013	FY 2014	FY 2015	Change	% Change
	21.00	23.00	25.00	2.00	8.7%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, Human Resources facilitates various programs: Benefits & Records, Employee Relations & Talent Management, Leadership Management & Support Services, and Total Compensation.

The budget for Human Resources will increase by more than 30% overall for FY 2015 as a result of increases in both Personnel and Non-Personnel budgets. The Department's Personnel costs are increased as a result of an overall net addition of 2.0 FTE, taking the total FTE count up to 25.0. The Department's Non-Personnel Budget will increase by more than a half million dollars, mainly attributed to: \$200,000 in one-time funding for an update of the City's Medical Standards; the inclusion of \$182,000 from the Tuition Assistance program, which is being transferred from the Non-Departmental budget; \$50,000 towards the study of a new benefits platform, which will assist with Affordable Care Act (ACA) compliance; and the addition of \$40,000 to go towards the newly created "Professional Development and Training Fund." This new Fund consolidates the previously utilized Tuition Assistance program, one-time monies funding the Professional Development Fund, and the current Training Fund, into one designated account in order to facilitate all related activities under one account.

Department Share of General Fund Operating Budget



Human Resources **0.62%**

Human Resources



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Benefits and Records	\$726,316	\$755,536	\$996,476	\$240,940	31.9%
Employee Relations and Talent Management	\$1,092,605	\$904,037	\$1,535,693	\$631,656	69.9%
Leadership and Management Support Services	\$685,431	\$778,312	\$621,863	(\$156,449)	-20.1%
Total Compensation	\$492,562	\$573,904	\$779,555	\$205,651	35.8%
Total Expenditures	\$2,996,913	\$3,011,789	\$3,933,587	\$921,798	30.6%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Benefits and Records	6.00	6.00	7.00	1.00	16.7%
Employee Relations and Talent Management	8.00	8.00	8.00	0.00	0.0%
Leadership and Management Support Services	5.00	5.00	6.00	1.00	20.0%
Total Compensation	2.00	4.00	4.00	0.00	0.0%
Total FTE's	21.00	23.00	25.00	2.00	8.7%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Benefits & Records	Explore/Study the implementation of a new benefits platform, which can assist with ACA compliance and the coordination of file transfers between the City itself and all of the City's benefits providers.	0.00	\$50,000
Benefits & Records	Maintain current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, which includes the addition of 1.0 FTE (ERP Manager) previously funded through the City's CIP.	1.00	\$160,293
Employee Relations & Talent Management	Increase current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, which includes the reallocation of existing FTEs across programs for -1.0 FTE impact, and a new Investigator for +1.0 FTE impact.	0.00	\$356,258
Employee Relations & Talent Management	Increase current levels of service delivery with non-personnel-related expenses by adding \$40,000 to the newly created/consolidated Professional Development and Training Fund.	0.00	\$40,000
Employee Relations & Talent Management	Increase current levels of service delivery with non-personnel-related expenses by including additional training of department staff and attendance at relevant conferences.	0.00	\$45,179
Total Compensation	Increase current levels of service delivery with one-time, non-personnel-related funding to procure consultants/vendors to create/enhance Medical Standards for the City, which are a part of all job announcements/specifications.	0.00	\$200,000

Human Resources



BENEFITS & RECORDS

To ensure an **accountable, effective, & well-managed government**, this program coordinates and administers competitive health, life, and long-term disability insurance, flexible spending accounts, and other benefits for current employees and retirees and maintains accurate employee records to comply with applicable Federal and state regulations.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	24.2%	25.1%	25.3%
Total Expenditures	\$726,316	\$755,536	\$996,476
Personnel	\$492,570	\$499,533	\$659,826
Non-Personnel	\$233,746	\$256,003	\$336,650
Full Time Equivalents (FTEs)	6.00	6.00	7.00
Performance Measures			
<i>% deviation of total City benefit contribution to comparator average contribution</i>	N/A	N/A	0%
<i>% deviation of the City contribution to Welfare benefits to comparator avg contribution</i>	N/A	0%	0%
<i>% deviation of the City contribution to Work Life benefits to comparator avg contribution</i>	N/A	0%	0%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		6.00	\$755,536
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, which includes the addition of 1.0 FTE (ERP Manager) previously funded through the City's CIP.	1.00	\$160,293
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding for professional services and miscellaneous expenses.	0.00	\$30,647
Program-wide services	Explore/Study the implementation of a new benefits platform, which can assist with ACA compliance and the coordination of file transfers between the City itself and all of the City's benefits providers.	0.00	\$50,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		7.00	\$996,476



EMPLOYEE RELATIONS & TALENT MANAGEMENT

To ensure an **accountable, effective, & well-managed government**, this program provides cost effective and timely services to all City departments and assists in the recruiting, hiring, and promoting of a highly qualified and diverse workforce. This Section also provides services in the areas of discipline and grievance processing in a fair and timely manner, and provides high quality educational opportunities for all employees in order to ensure the city government is accountable to the community.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	36.5%	30.0%	39.0%
Total Expenditures	\$1,092,605	\$904,037	\$1,535,693
Personnel	\$888,261	\$770,857	\$1,127,115
Non-Personnel	\$204,344	\$133,180	\$408,578
Full Time Equivalents (FTEs)	8.00	8.00	8.00
Performance Measures			
<i>Percentage of requests approved for professional development initiatives</i>	N/A	N/A	90%
<i>Number of disciplines received from the previous year</i>	54	43	34
<i>Number of classes available to employees</i>	N/A	45	50
<i>Percentage of employees successfully completing their probationary period</i>	N/A	N/A	92%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		8.00	\$904,037
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Increase current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, which includes the reallocation of existing FTEs across programs for -1.0 FTE impact, and a new Investigator for +1.0 FTE impact.	0.00	\$356,258
Professional Development and Training	Maintain current levels of service delivery with non-personnel-related expenses by reallocating \$182,000 of Tuition Assistance funding to the department's budget from Non-Departmental.	0.00	\$182,000
Professional Development and Training	Increase current levels of service delivery with non-personnel-related expenses by adding \$40,000 to the newly created/consolidated Professional Development and Training Fund.	0.00	\$40,000
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Human Resources



EMPLOYEE RELATIONS & TALENT MANAGEMENT

PROGRAMMATIC ADJUSTMENTS CONTINUED

[Continued from previous page]

Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Increase current levels of service delivery with non-personnel-related expenses by including additional training of department staff and attendance at relevant conferences.	0.00	\$45,179
Program-wide services	Maintain current levels of service delivery with non-personnel-related expenses by increasing miscellaneous expenses.	0.00	\$8,219
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		8.00	\$1,535,693

Human Resources



LEADERSHIP & MANAGEMENT SUPPORT SERVICES

To ensure an **accountable, effective, & well-managed government**, this program provides director/leadership, ERP management, focused trainings, and leadership in order to achieve results that the community values, ensure city government is accountable to the community, and ensure the fiscal strength of the city government.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	22.9%	25.8%	15.8%
Total Expenditures	\$685,431	\$778,312	\$621,863
Personnel	\$621,702	\$744,543	\$577,135
Non-Personnel	\$63,729	\$33,769	\$44,728
Full Time Equivalents (FTEs)	5.00	5.00	6.00
Performance Measures			
<i>Percentage of personnel action forms entered on time</i>	N/A	100%	N/A
<i>Percentage of Munis HR users that have completed training</i>	N/A	100%	N/A
<i>Percentage of employees who receive accurate paychecks on time</i>	N/A	100%	N/A
<i>% of all City employees successfully completing training based on identified needs</i>	N/A	10%	N/A

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		5.00	\$778,312
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in funding for health coverage, salaries, and other fringe benefits, which includes the reallocation of existing FTEs across programs for a net increase of 1.0 FTE.	1.00	(\$167,408)
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in miscellaneous expenses.	0.00	\$10,959
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		6.00	\$621,863

Human Resources



TOTAL COMPENSATION

To ensure an **accountable, effective, & well-managed government**, this program conducts research and analysis and provides guidance on the classification and compensation of positions throughout the City. This ensures the City is accountable to the community and fiscally responsible.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	16.4%	19.1%	19.8%
Total Expenditures	\$492,562	\$573,904	\$779,555
Personnel	\$489,948	\$566,820	\$573,871
Non-Personnel	\$2,614	\$7,084	\$205,684
Full Time Equivalents (FTEs)	2.00	4.00	4.00
Performance Measures			
<i>% of sampled jobs that are aligned with the average of the comparator market</i>	100%	100%	75%
<i>% of career ladder mobile employees who are elevated to the next level of their ladder</i>	27%	N/A	40%
<i>% of candidates receiving job offers who did not identify pay as a barrier to employment</i>	97%	95%	95%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		4.00	\$573,904
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, including VRS.	0.00	\$7,051
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in miscellaneous expenses.	0.00	(\$1,400)
City-wide services	Increase current levels of service delivery with one-time, non-personnel-related funding to procure consultants/vendors to create/enhance Medical Standards for the City, which are a part of all job announcements/specifications.	0.00	\$200,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		4.00	\$779,555

Information Technology Services



Accountable, Effective & Well Managed Government

Information Technology Services

- Leadership & Management Support Services
- Security
- IT Project Management
- Customer Services
- Network Operations
- Enterprise Business Systems Support
- Communications Support

Department Contact Info

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www.alexandriava.gov/its

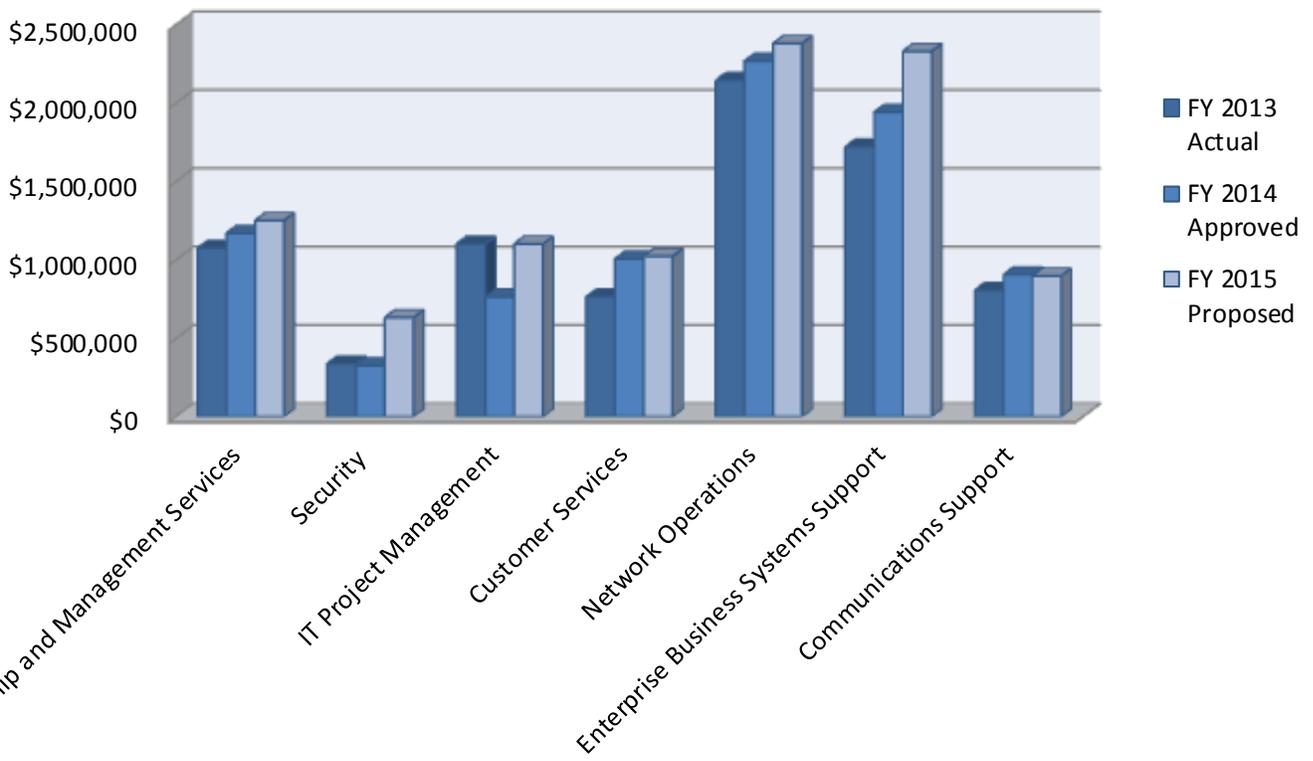
Department Head

Kevin Edwards
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Department Staff

- Vacant, Deputy Director
- Vanetta Pledger, Division Chief
- Curtis Ney, Division Chief
- James Colevas, Division Chief
- Suellen Savukas, Division Chief

All Funds Summary by Program



Information Technology Services



EXPENDITURE & REVENUE SUMMARY

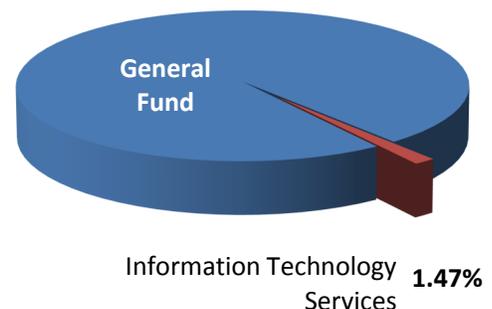
Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Personnel	\$5,136,213	\$5,460,475	\$5,884,720	\$424,245	7.8%
Non-Personnel	\$2,803,201	\$2,924,497	\$3,732,973	\$808,476	27.6%
Capital Goods Outlay	\$11,760	\$0	\$0	\$0	0.0%
Total Expenditures	<u>\$7,951,174</u>	<u>\$8,384,972</u>	<u>\$9,617,693</u>	<u>\$1,232,721</u>	<u>14.7%</u>
Expenditures by Fund					
General Fund	\$7,888,446	\$8,255,909	\$9,348,392	\$1,092,483	13.2%
Other Special Revenue Funds	\$62,729	\$129,063	\$269,301	\$140,238	108.7%
Total Expenditures	<u>\$7,951,174</u>	<u>\$8,384,972</u>	<u>\$9,617,693</u>	<u>\$1,232,721</u>	<u>14.7%</u>
Total Department FTEs	43.00	43.00	45.00	2.00	4.7%

FISCAL YEAR HIGHLIGHTS

To ensure an **Accountable, Effective, & Well-Managed Government**, Information Technology Services provides Communications Support, Customer Services, Enterprise Business Systems Support, Project Management, Leadership & Management Support, Network Operations, and Security.

Information Technology Services total budget increases by 14.7% for FY 2015. The FY 2015 Proposed Budget includes the addition of 2.0 FTE, including one position moved from Code Administration to ITS, which will continue to be funded by Code’s Special Revenue Fund for FY 2015. An additional position is added for Project Management services in order to improve project planning and delivery within that program. The Department’s Non-Personnel Budget increases by \$808,000 or 27.6% due to the inclusion of \$332,500 for Enterprise Business Systems Support in order to provide improved “sustain and maintain” activities through contracted services and allow City Staff flexibility to enhance service across the Enterprise. Other significant Non-Personnel increases relate to customer service, \$83,200, and security service improvements, \$155,000. Details for these increases are provided on the following pages.

Department Share of General Fund Operating Budget



Information Technology Services



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Leadership and Management Services	\$1,074,247	\$1,169,604	\$1,251,732	\$82,128	7.0%
Security	\$337,836	\$327,473	\$631,906	\$304,433	93.0%
IT Project Management	\$1,102,288	\$766,108	\$1,101,951	\$335,843	43.8%
Customer Services	\$764,289	\$1,006,119	\$1,022,609	\$16,490	1.6%
Network Operations	\$2,144,623	\$2,268,023	\$2,381,048	\$113,025	5.0%
Enterprise Business Systems Support	\$1,720,839	\$1,941,450	\$2,330,516	\$389,066	20.0%
Communications Support	\$807,052	\$906,195	\$897,931	(\$8,264)	-0.9%
Total Expenditures	\$7,951,174	\$8,384,972	\$9,617,693	\$1,232,721	14.7%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Leadership and Management Services	7.10	7.10	7.10	0.00	0.0%
Security	1.20	1.20	2.00	0.80	66.7%
IT Project Management	4.30	4.30	6.25	1.95	45.3%
Customer Services	6.05	6.05	5.60	(0.45)	-7.4%
Network Operations	8.30	8.30	8.20	(0.10)	-1.2%
Enterprise Business Systems Support	11.50	11.50	11.35	(0.15)	-1.3%
Communications Support	4.55	4.55	4.50	(0.05)	-1.1%
Total FTEs	43.00	43.00	45.00	2.00	4.7%

Information Technology Services



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Security	The provision of contractual services for creation of a baseline security architecture plan will improve security operations through the application of "best-practices" and will support more accurate decision-making.	0.00	\$62,000
Security	Provision of professional services for Mobile Device support will improve security operations by augmenting existing staff resources to allow for timely and secure deployment and management of smart phones/ tablet devices.	0.00	\$80,000
Security	Provision of professional services for Network Access Control will improve security operations by ensuring that the growing number of security threats are managed.	0.00	\$7,565
Security	Increasing the budget for staff training will improve Security Operations by ensuring staff understand and know how to avoid introducing threats into the City's critical IT infrastructure.	0.00	\$3,571
IT Project Management	An additional 1.0 FTE (Project Manager) will improve project management services by providing more project management support and ensuring a greater percentage of projects which meet scope, quality, cost, and schedule requirements.	1.00	\$143,652
IT Project Management	Provision of professional project management services hired for 3 months of FY 2015 will augment productivity of existing City staff and will allow greater management of project scope, quality, cost, and schedule requirements.	0.00	\$44,200
Customer Services	Provision of professional services in order to continue support and development of the Microsoft System Center Suite will improve Help Desk service by reducing requests and simplifying overall administration.	0.00	\$83,200
Enterprise Business Systems Support	Funding for professional services to augment City staff is expected to increase service within the Data Management and Programming Support Lines of Business by freeing up City Staff to participate in new projects, infrastructure improvements, introduction of new tools and utilities and staff development, training, and to move beyond pure "sustain and maintain" activities.	0.00	\$332,800
Total Service Adjustments		1.0	\$756,988

Information Technology Services



LEADERSHIP & MANAGEMENT SERVICES

To ensure an **accountable, effective, & well-managed government**, this program provides financial management and leadership and general management in order to ensure the fiscal strength of the city government.

Program Totals		FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
	% Total All Funds Budget	13.5%	13.9%	13.0%
	Total Expenditures	\$1,074,247	\$1,169,604	\$1,251,732
	Personnel	\$841,393	\$927,427	\$956,845
	Non-Personnel	\$232,854	\$242,177	\$294,887
	Full Time Equivalents (FTEs)	7.10	7.10	7.10
Performance Measures				
	<i>Number of IT management staff receiving training</i>	N/A	N/A	6
	<i>Percent of customers rating procurement of hardware and software services as good to excellent</i>	98%	98%	98%
	<i>Percent of customers rating ITS services as good to excellent</i>	90%	90%	90%
	<i>Percent of customers rating training services as good to excellent</i>	94%	96%	96%
	<i>Percent of customers rating of currently deployed technology as good to excellent</i>	90%	90%	90%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		7.10	\$1,169,604
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	0.00	\$29,418
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$52,710
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		7.10	\$1,251,732

Information Technology Services



SECURITY

To ensure an **accountable, effective, & well-managed government**, this program provides security operations in order to achieve results that the community values.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	4.2%	3.9%	6.6%
Total Expenditures	\$337,836	\$327,473	\$631,906
Personnel	\$76,024	\$156,915	\$235,558
Non-Personnel	\$261,812	\$170,558	\$396,348
Full Time Equivalents (FTEs)	1.20	1.20	2.00
Performance Measures			
<i>Percent of time systems available due to absence of security incidents</i>	N/A	N/A	99.9%
<i>Percent of users whose account is in compliance with password policy</i>	N/A	N/A	90%
<i>Number of hours Security staff received training per year</i>	N/A	N/A	40
<i>Percent of network clients protected with the latest security patches & software</i>	N/A	85%	92%
<i>Percent of systems successfully patched as scheduled</i>	N/A	85%	92%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		1.20	\$327,473
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS. Amount also includes technical adjustment due to the reallocation of positions within the Department. No service impact.	0.80	\$78,643
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$72,654
Security Operations	The provision of contractual services for creation of a baseline security architecture plan will improve security operations through the application of “best-practices” and will support more accurate decision-making.	0.00	\$62,000

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Information Technology Services



SECURITY

PROGRAMMATIC ADJUSTMENTS CONTINUED

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		1.20	\$327,473
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Security Operations	Provision of professional services for Mobile Device support will improve security operations by augmenting existing staff resources to allow for timely and secure deployment and management of smart phones/ tablet devices.	0.00	\$80,000
Security Operations	Provision of professional services for Network Access Control will improve security operations by ensuring that the growing number of security threats are managed.	0.00	\$7,565
Security Operations	Increasing the budget for staff training will improve Security Operations by ensuring staff understand and know how to avoid introducing threats into the City's critical IT infrastructure.	0.00	\$3,571
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		2.00	\$631,906

Information Technology Services



IT PROJECT MANAGEMENT

To ensure an **accountable, effective, & well-managed government**, this program provides project management in order to achieve results that the community values, and ensure the fiscal strength of the city government.

Program Totals		FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
	% Total All Funds Budget	13.9%	9.1%	11.5%
	Total Expenditures	\$1,102,288	\$766,108	\$1,101,951
	Personnel	\$1,006,951	\$634,045	\$912,034
	Non-Personnel	\$95,337	\$132,063	\$189,917
	Full Time Equivalents (FTEs)	4.30	4.30	6.25
Performance Measures				
	<i>Number of projects managed</i>	16	14	18
	<i>Percent of projects delivered meeting (SCOPE)</i>	88%	86%	90%
	<i>Percent of projects completed that provided improvements to current processes (QUALITY)</i>	100%	100%	100%
	<i>Percent of projects completed that did not exceed budget (COST)</i>	95%	95%	95%
	<i>Percent of projects completed that did not miss implementation deadlines (SCHEDULE)</i>	70%	65%	68%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		4.30	\$766,108
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS. Amount also includes technical FTE adjustment due to the reallocation of positions within the Department. No service impact.	0.95	\$134,337
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$13,654
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Information Technology Services



IT PROJECT MANAGEMENT

PROGRAMMATIC ADJUSTMENTS CONTINUED

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		4.30	\$327,473
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Project Management	An additional 1.0 FTE (Project Manager) will improve project management services by providing more project management support and ensuring a greater percentage of projects which meet scope, quality, cost, and schedule requirements.	1.00	\$143,652
Project Management	Provision of professional project management services hired for 3 months of FY 2015 will augment productivity of existing City staff and will allow greater management of project scope, quality, cost, and schedule requirements.	0.00	\$44,200
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		6.25	\$1,101,951

Information Technology Services



CUSTOMER SERVICES

To ensure an **accountable, effective, & well-managed government**, this program provides equipment replacement, and help desk in order to achieve results that the community values.

Program Totals	FY 2013	FY 2014	FY 2015
	Actual	Approved	Proposed
% Total All Funds Budget	9.6%	12.0%	10.6%
Total Expenditures	\$764,289	\$1,006,119	\$1,022,609
Personnel	\$413,788	\$648,921	\$581,125
Non-Personnel	\$350,501	\$357,198	\$441,484
Full Time Equivalents (FTEs)	6.05	6.05	5.60
Performance Measures			
<i>Percent of incident requests resolved by Help Desk within 1 day</i>	36%	40%	45%
<i>Percent of incident requests resolved by Help Desk within 3 days</i>	56%	56%	60%
<i>Percent of customers rating Help Desk's installation of new computer hardware or software as good to excellent</i>	90%	90%	90%
<i>Number of incidents and requests submitted via self-service portal (AlexIT)</i>	6248	7000	7000
<i>Average number of Help Desk incident requests closed per day</i>	21	22	22

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		6.05	\$1,006,119
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS. Amount also includes technical adjustment due to the reallocation of positions within the Department. No service impact.	(1.45)	(\$186,273)
Program-wide services	Technical adjustment for non-personnel-related reallocation of resources within the Department. No service impact.	0.00	\$1,086
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Information Technology Services



CUSTOMER SERVICES

PROGRAMMATIC ADJUSTMENTS CONTINUED

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		6.05	\$1,006,119
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Help Desk	Provision of professional services in order to continue support and development of the Microsoft System Center Suite will improve Help Desk service by reducing requests and simplifying overall administration.	0.00	\$83,200
Help Desk	1.0 FTE is shifted from the Department of Code Administration to ITS. The duties of this position were fulfilled in FY 2014 under an interdepartmental agreement, and this position will continue to be funded by Code Special Revenue. No service impact.	1.00	\$118,477
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		5.60	\$1,022,609

Information Technology Services



NETWORK OPERATIONS

To ensure an **accountable, effective, & well-managed government**, this program provides institutional network (Wide Area Network (WAN) support), messaging and collaboration, and server and data management in order to achieve results that the community values.

Program Totals		FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
	% Total All Funds Budget	27.0%	27.0%	24.8%
	Total Expenditures	\$2,144,623	\$2,268,023	\$2,381,048
	Personnel	\$962,321	\$986,564	\$1,021,246
	Non-Personnel	\$1,182,301	\$1,281,459	\$1,359,802
	Full Time Equivalents (FTEs)	8.30	8.30	8.20
Performance Measures				
	<i>Number of servers per ITS engineer</i>	N/A	108:1	108:1
	<i>Number of virtualized servers</i>	322	306	356
	<i>Percent of computing resources available for use</i>	N/A	N/A	50%
	<i>Percent of time network services are available</i>	99%	99%	99%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		8.30	\$2,268,023
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS. Amount also includes technical FTE adjustment due to the reallocation of positions within the Department. No service impact.	(0.10)	\$34,682
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$78,343
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		8.20	\$2,381,048

Information Technology Services



ENTERPRISE BUSINESS SYSTEMS SUPPORT

To ensure an **accountable, effective, & well-managed government**, this program provides data management & support, and programming support in order to ensure city government is accountable to the community, and ensure the fiscal strength of the city government.

Program Totals		FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
	% Total All Funds Budget	21.6%	23.2%	24.2%
	Total Expenditures	\$1,720,839	\$1,941,450	\$2,330,516
	Personnel	\$1,267,755	\$1,558,927	\$1,606,485
	Non-Personnel	\$453,084	\$382,523	\$724,031
	Full Time Equivalents (FTEs)	11.50	11.50	11.35
Performance Measures				
	<i>Number of critical patches implemented</i>	N/A	N/A	30200
	<i>Average time to test and migrate high priority releases/patches to production</i>	N/A	N/A	30 days
	<i>Number of service requests resolved</i>	N/A	N/A	2520
	<i>Percent of critical service requests resolved within 48 hours</i>	N/A	N/A	90%
	<i>Percent of critical service requests resolved within 72 hours</i>	N/A	N/A	92%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		11.50	\$1,941,450
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS. Amount also includes technical FTE adjustment due to the reallocation of positions within the Department. No service impact.	(0.15)	\$47,558
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	\$8,708
Data Management & Programming Support	Funding for professional services to augment City staff is expected to increase service within the Data Management and Programming Support Lines of Business by freeing up City Staff to participate in new projects, infrastructure improvements, introduction of new tools and utilities and staff development, training, and to move beyond pure "sustain and maintain" activities.	0.00	\$332,800
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		11.35	\$2,330,516

Information Technology Services



COMMUNICATIONS SUPPORT

To ensure an **accountable, effective, & well-managed government**, this program provides voice and email communications in order to achieve results that the community values.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	10.2%	10.8%	9.3%
Total Expenditures	\$807,052	\$906,195	\$897,931
Personnel	\$567,981	\$547,676	\$571,427
Non-Personnel	\$227,312	\$358,519	\$326,504
Capital Outlay	\$11,760	\$0	\$0
Full Time Equivalents (FTEs)	4.55	4.55	4.50
Performance Measures			
<i>Number of incident requests assigned to telecommunications team</i>	2322	2,500	3000
<i>Percent of incident requests resolved by telecommunications team in 1 day</i>	47%	47%	47%
<i>Percent of incident requests resolved by telecommunications team in 3 days</i>	61%	62%	62%
<i>Percentage of time VOIP is available</i>	N/A	99.5	99.5
<i>eMail - uptime based on Microsoft Enterprise Agreement</i>	N/A	N/A	95%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		4.55	\$906,195
Service/Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related increases in health coverage, salaries, merit adjustments, and other fringe benefits including VRS.	(0.05)	\$23,751
Program-wide services	Maintain current levels of service delivery with non-personnel-related decrease in funding to meet the needs of contractual obligations, cost inflation, or other fixed-cost increases (e.g. fuel, utilities, etc.).	0.00	(\$32,015)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		4.50	\$897,931

Office of Management & Budget



**Accountable, Effective &
Well-Managed Government**

Office of Management & Budget

Budget & Management Services

Department Contact Info

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Department Head

Nelsie L. Smith

Director

703.746.3736

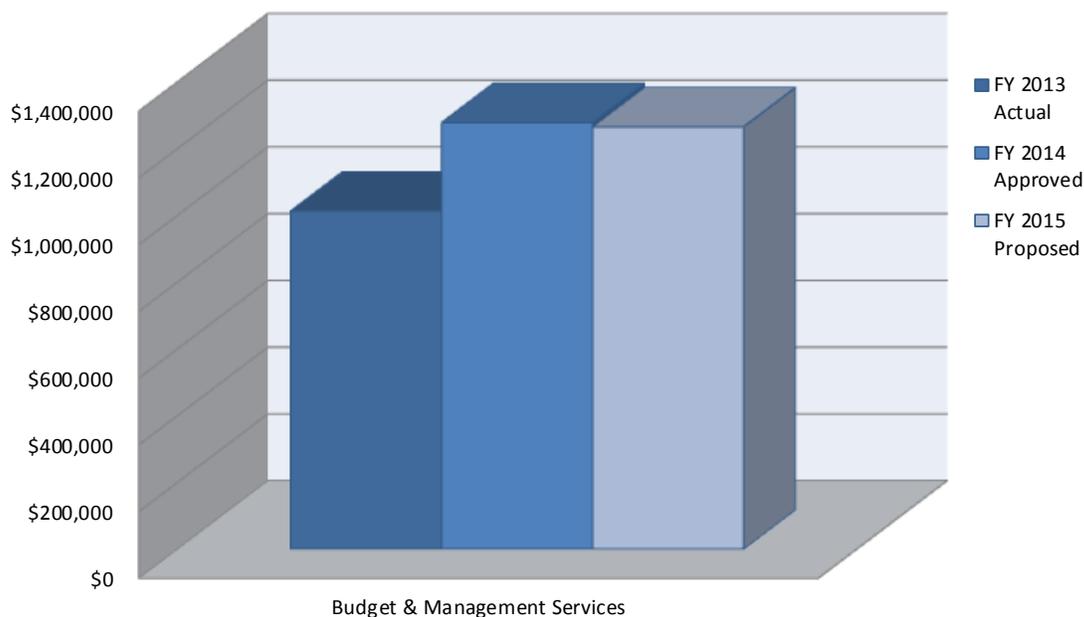
Nelsie.Smith@alexandriava.gov

Key Department Staff

Morgan Routt, Assistant Director

Christopher Bever, Acting Assistant Director

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Personnel	923,867	1,228,278	1,214,296	(13,982)	-1.1%
Non-Personnel	88,767	49,547	50,751	1,204	2.4%
Total Expenditures	<u>\$1,012,634</u>	<u>\$1,277,825</u>	<u>\$1,265,047</u>	<u>(\$12,778)</u>	<u>-1.0%</u>
Expenditures by Fund					
General Fund	1,012,634	1,277,825	1,265,047	(12,778)	-1.0%
Total Expenditures	<u>\$1,012,634</u>	<u>\$1,277,825</u>	<u>\$1,265,047</u>	<u>(\$12,778)</u>	<u>-1.0%</u>
Total Department FTE's	10.00	11.00	11.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the Office of Management & Budget prepares, in consultation with the City Manager's Office, the annual operating budget and capital improvement program, while also performing on-going fiscal and operational management analyses of City programs.

The Office of Management & Budget sees a decrease in its FY 2015 budget of 1.0% overall from FY 2014 levels. The Department's Personnel budget decreases by \$13,982 overall (related to a reduction in the cost of fringe benefits), despite including an additional \$21,230 allocated for career ladders and reclassifications. The Proposed Budget includes the same FTE count, 11.0 full-time employees, as the previous operating year. The Department's Non-Personnel Budget will increase slightly by \$1,204, mainly as a result of increased funding to support employee development and training. Funds for printing of proposed and approved Capital Improvement Program (CIP) and operating budget books has been removed in an effort to reduce costs, increase staff efficiency, and be more environmentally friendly.

Department Share of General Fund Operating Budget



Office of Management & Budget **0.20%**



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Budget & Management Services	\$1,012,634	\$1,277,825	\$1,265,047	(\$12,778)	-1.0%
Total Expenditures	\$1,012,634	\$1,277,825	\$1,265,047	(\$12,778)	-1.0%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Budget & Management Services	10.00	11.00	11.00	0.00	0.0%
Total FTE's	10.00	11.00	11.00	0.00	0.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Budget & Management Services	Increase current levels of service delivery with non-personnel-related decreases in funding for the printing/binding of CIP and operating budget books; helps reduce cost, increase staff efficiency, and be more environmentally friendly.	0.00	(\$3,000)



BUDGET & MANAGEMENT SERVICES

To ensure an **accountable, effective, & well-managed government**, this program coordinates the budget development process; manages, monitors, and analyzes the operating and capital budgets; manages Innovate Alexandria; and produces and publishes budget materials in order to achieve results that the community values and to make sure city government is accountable to the community and fiscally strong.

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Program Totals			
% Total All Funds Budget	100.0%	100.0%	100.0%
Total Expenditures	\$1,012,634	\$1,277,825	\$1,265,047
Personnel	\$923,867	\$1,228,278	\$1,214,296
Non-Personnel	\$88,767	\$49,547	\$50,751
Full Time Equivalents (FTEs)	10.00	11.00	11.00
Performance Measures			
<i>Number of original hits to OMB website</i>	N/A	37,000	45,000
<i>Percent of GFOA budget award standards rated outstanding</i>	50%	75%	75%
<i>Percent of revenue assumptions within the 2% margin of error in five year financial plan</i>	N/A	90%	90%
<i>Percent of capital projects completed within 25% of initial project cost estimate</i>	N/A	75%	77%
<i>Number of Innovate Alexandria ideas submitted</i>	N/A	91	100

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		11.00	\$1,277,825
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in funding for health coverage, salaries, and other fringe benefits including VRS.	0.00	(\$35,212)
Program-wide services	Maintain current levels of service delivery with personnel-related increases in funding for career ladders and reclassifications.	0.00	\$21,230
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding for employee development and training.	0.00	\$4,204
Program-wide services	Increase current levels of service delivery with non-personnel-related decreases in funding for the printing/binding of CIP and operating budget books.	0.00	(\$3,000)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		11.00	\$1,265,047

Non-Departmental

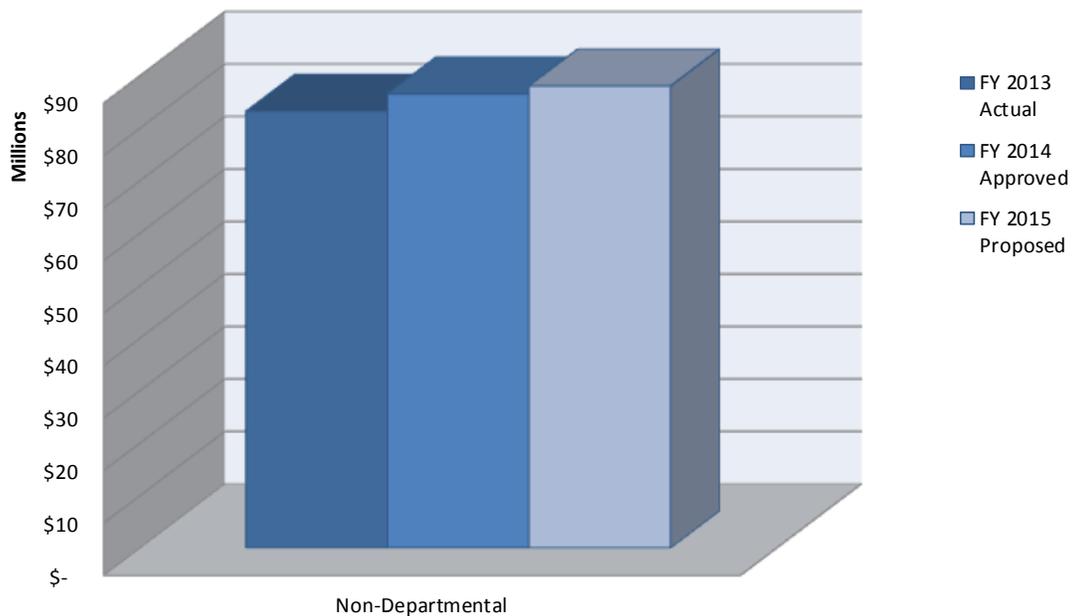


Accountable, Effective & Well-Managed Government

Non-Departmental

- Debt Service
- Cash Capital
- City Memberships
- Insurance
- Employee Compensation
- Other Operating Expenditures
- Response to Emergencies
- Contingent Reserves
- Other Post Employment Benefits

All Funds Summary by Program



Non-Departmental



EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Capital Improvement Program Related Expenses:					
General Obligation Debt Service: WMATA	1,048,013	1,176,208	1,163,480	(12,728)	-1.1%
General Obligation Debt Service: General City/Schools	48,939,665	54,603,725	61,245,349	6,641,624	12.2%
Northern Virginia Transportation District Debt Service	256,070	256,070	256,070	0	0.0%
Transfer to Capital Projects (CIP Cash Capital)	22,195,986	17,757,911	18,058,794	300,883	1.7%
City Memberships	316,274	324,071	329,071	5,000	1.5%
Insurance	4,715,821	5,200,170	4,740,581	(459,589)	-8.8%
Employee Compensation (Employee Benefit Changes)	2,577,463	2,785,577	88,418	(2,697,159)	-96.8%
Other Operating Expenditures	1,221,113	1,158,359	305,185	(853,174)	-73.7%
Contingent Reserves	0	1,448,885	0	(1,448,885)	-100.0%
Other Post Employment Benefit (OPEB) Obligations	700,000	0	0	0	0.0%
Response to Emergencies	1,231,008	836,127	836,127	0	0.0%
Allowance for Special Revenue Fund Grants & Donations	0	1,000,000	1,000,000	0	0.0%
Total Expenditures	\$83,201,414	\$86,547,103	\$88,023,075	\$1,475,972	1.7%

Expenditures by Fund

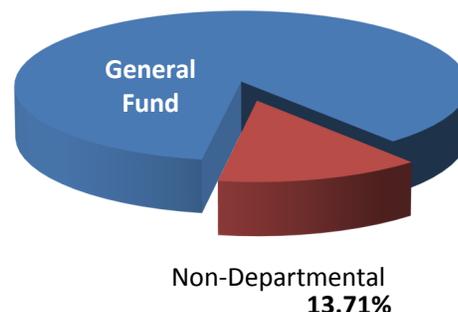
General Fund	83,201,414	85,547,103	87,023,075	1,475,972	1.7%
Fiscal Year Grants	0	1,000,000	1,000,000	0	0.0%
Total Expenditures	\$83,201,414	\$86,547,103	\$88,023,075	\$1,475,972	1.7%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective and well-managed government**, this department provides a central place for expenditures related to debt service, cash capital, contingent reserves, insurance costs, City memberships, centrally-paid fringe benefits, and other miscellaneous operating costs so that the City is accountable to the community and fiscally stable.

The FY 2015 budget for Non-Departmental is increasing by \$1,475,972 over FY 2014. General City/Schools Debt Service requires the largest increase in funding (over 12%), but is offset by decreases and/or reallocations in other expenditure classifications, including Insurance, Employee Compensation, Other Operating Expenditures, and Contingent Reserves. For Insurance, worker's compensation has now been budgeted within each departmental budget, while funding for certain Other Operating Expenditures and Employee Compensation has also been placed into departmental budgets to more accurately reflect spending.

Department Share of General Fund Operating Budget



Non-Departmental



DEBT SERVICE

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Debt Service			
General Obligation Debt Service: WMATA	1,048,013	1,176,208	1,163,480
General Obligation Debt Service: General City/Schools	48,939,665	54,603,725	61,245,349
Northern Virginia Transportation District Debt Service	256,070	256,070	256,070
Total Debt Service Expenditures	\$50,243,748	\$56,036,003	\$62,664,899

Debt Service

Total debt service is budgeted to increase \$6.6 million in FY 2015, which is attributed to capital investment for the City and Schools. Northern Virginia Transportation District (NVTD) debt service remains at the FY 2014 level, while there is an approximately \$13,000 decrease in debt service related to the Washington Metropolitan Area Transit Authority (WMATA).

Note: There are additional debt service costs to the City in FY 2015 (totaling nearly \$1.8 million), which are budgeted between the Fire department and the Transportation & Environmental Services department.

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$56,036,003
Service / Line of Business	Impacts	Cost Modification
Debt Service: WMATA	Decrease in year-over-year debt service	(\$12,728)
Debt Service: City/Schools	Increase in year-over-year debt service	\$6,641,624
Debt Service: NVTD	Maintain prior year funding	\$0
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$62,664,899

Non-Departmental



CIP CASH CAPITAL

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Cash Capital			
Transfer to Capital Projects (Cash Capital)	22,195,986	17,757,911	18,058,794
Total Cash Capital Expenditures	\$22,195,986	\$17,757,911	\$18,058,794

Transfer to Capital Projects (CIP Cash Capital)

The City plans to combine the proposed amount of \$18,058,794 with \$3.0 million in prior year City funding from completed or closed out projects for a total cash contribution of \$21,058,794. This is a \$3.3 million, or 18.6%, increase over FY 2014 Approved.

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$17,757,911
Service / Line of Business	Impacts	Cost Modification
Cash Capital	Increase in year-over-year funding for cash transfers to the CIP	\$300,883
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$18,058,794

Non-Departmental



CITY MEMBERSHIPS

Non-Departmental: City Memberships	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
City Memberships	316,274	324,071	329,071
Total City Memberships Expenditures	<u>\$316,274</u>	<u>\$324,071</u>	<u>\$329,071</u>

City Memberships

The budget for City Memberships increases by \$5,000 or 1.5% in FY 2015, reflecting one new membership—the Public Technology Institute. The other six memberships remain the same (and are budgeted at the same level as FY 2014):

- Metropolitan Washington Council of Governments, \$121,427
- Northern Virginia Regional Commission, \$111,036
- Virginia Municipal League, \$37,474
- National League of Cities, \$9,674
- Northern Virginia Transportation Commission, \$32,218
- Conference of Mayors, \$12,242

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$324,071
Service / Line of Business	Impacts	Cost Modification
City Memberships	New annual membership for the Public Technology Institute	\$5,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$329,071

Non-Departmental



INSURANCE

Non-Departmental: Insurance	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Insurance Charges	4,715,821	5,200,170	4,740,581
Total Insurance Expenditures	<u>\$4,715,821</u>	<u>\$5,200,170</u>	<u>\$4,740,581</u>

Insurance

In lieu of purchasing insurance for all potential risks, the City is self-insured for some risks. This account provides monies for payment of claims adjustments, the current cost of health insurance for City retirees, and insurance policies held by the City.

The total insurance budget is decreasing nearly \$460,000 or 8.8% from FY 2014 levels. The two largest decreases are Worker's Compensation at \$950,000, which is a result of shifting the budget responsibility to individual departments, and \$247,430 related to the City eliminating its funding to pay for retiree life insurance premiums. Two of the largest increases are related to Liability Property Insurance, which goes up \$179,572, and Group Health for retired employees, which goes up \$146,385.

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$5,200,170
Service / Line of Business	Impacts	Cost Modification
Worker's Compensation	Allocated to departments	(\$950,000)
Unemployment Compensation	Year-over-year increase	\$65,000
Fees for Professionals	Budgeted in Human Resources departmental budget	(\$37,500)
Group Health Retired Employees	Year-over-year increase	\$146,385
Life Insurance Retired Employees	Eliminate City funding	(\$247,430)
Volunteer Fire Coverage	Year-over-year increase	\$8,377
Liability Property Insurance	Year-over-year increase	\$179,572
Fire & Extended Coverage	Year-over-year decrease	(\$33,804)
Worker's Compensation (claims > \$1mm)	Year-over-year increase	\$331,208
General Liability	Year-over-year increase	\$68,603
Claims Adjusting Services	Year-over-year increase	\$10,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$4,740,581

Non-Departmental



EMPLOYEE COMPENSATION

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Employee Compensation & Other Personnel Adjustments			
Line of Duty Benefit Costs	0	0	0
Pension (Public Safety - Closed Deferred Benefit System)	1,700,900	1,700,000	1,700,000
Employee Compensation	717,962	907,177	(1,611,582)
Additional Fire Overtime	0	0	0
Office of Project Implementation	0	0	0
Tuition Assistance	158,602	178,400	0
Total Employee Compensation & Other Personnel Adjustments	\$2,577,463	\$2,785,577	\$88,418

Employee Compensation & Other Personnel Adjustments

Funding for various compensation and personnel related items decreases by nearly \$2.7 million, including:

- \$1,065,000 in savings to be realized from a reduction in the City's share of VRS contribution (from 3% to 2%) on behalf of participating City employees hired prior to July 1, 2010.
- \$538,741 in savings related to a reduction in estimated growth of health insurance premiums. This reflects a reduction from the amount originally budgeted in the departments.
- \$170,000 in savings as a result of creating a non-VRS pay scale for City employees that do not participate in VRS.
- \$178,400 of Tuition Assistance funding being moved to Human Resources.
- Eliminating \$750,000 related to a one-time pay supplement for the new health plan redesign in FY 2014.

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$2,785,577
Service / Line of Business	Impacts	Cost Modification
Executive Pay Band	Creation of pool for Executive Pay increases	\$162,159
Non-VRS pay scale savings	Creation of Non-VRS pay scale	(\$170,000)
Healthcare Pay Supplement	Removal of one-time pay supplement	(\$750,000)
Career Ladders	Moved career ladder funding to departments	(\$157,177)
Tuition Assistance	Moved Tuition Assistance funding to Human Resources	(\$178,400)
VRS Savings	Reducing City contribution to VRS from 3% of salaries to 2% on behalf of participating City employees hired before July 1, 2010	(\$1,065,000)
Healthcare Savings	Reduction in estimated year-over-year premium growth	(\$538,741)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$88,418

Non-Departmental



OTHER OPERATING EXPENSES

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Other Operating Expenditures			
Public Safety Radio System	236,155	434,577	0
Efficiency/Best Practices Studies	59,974	0	0
City Shop Fuel	0	0	0
Summer Interns	0	75,000	75,000
Waste-to-Energy Plant Property Taxes	313,488	290,000	0
Citizen Academy (Including Police Citizen Academy)	2,479	4,300	0
City-Wide Telecommunications	0	0	0
Targeted Recruitment	0	0	0
Other Expenditures	609,017	354,482	230,185
Total Other General Fund Operating Expenditures	\$1,221,113	\$1,158,359	\$305,185
Allowance for Special Revenue Fund Grants & Donations	0	1,000,000	1,000,000
Total Other All Funds Operating Expenditures	\$1,221,113	\$2,158,359	\$1,305,185

Other Operating Expenses

Funding for various items decreases by \$853,174, mainly related to:

- Reallocating various funding to appropriate departments: Public Safety Radio to Emergency Communications, Waste-to-Energy to Transportation & Environmental Services, and Citizen Academy to Communications & Public Information.
- Summer Interns remains in Non-D with level funding from FY 2014.
- Other Expenditures is reduced by \$124,297, which includes reallocating \$25,000 of Special Events funding to the City Manager's budget.

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$2,158,359
Service / Line of Business	Impacts	Cost Modification
Public Safety Radio System	Reallocated funding to Emergency Communications	(\$434,577)
Waste-to-Energy	Reallocated funding to Transportation & Environmental Services	(\$290,000)
Citizen Academy	Reallocated funding to Communications & Public Information	(\$4,300)
Other Expenditures	Reduced certain components of miscellaneous expenses, including reallocating \$25,000 of Special Event funding to the City Manager's Office	(\$124,297)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$1,305,185

Non-Departmental



RESPONSE TO EMERGENCIES

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Response to Emergencies			
Response to Emergencies	1,231,008	836,127	836,127
Total Response to Emergencies Expenditures	<u>\$1,231,008</u>	<u>\$836,127</u>	<u>\$836,127</u>

Response to Emergencies

City snow and ice management budgets were consolidated beginning in FY 2012 in the Non-Departmental section of the Operating Budget. A centralized accounting of these activities allows for quicker monitoring and reporting of costs as well as removes the unpredictable burden of random snow and ice events from departmental budgets. FY 2015 proposes a level funding amount of \$836,127.

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		\$836,127
Service / Line of Business	Impacts	Cost Modification
Response to Emergencies	Level funding from FY 2014	\$0
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		\$836,127

Non-Departmental



CONTINGENT RESERVE

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Contingent Reserves			
Contingent Reserves	0	1,448,885	0
Total Contingent Reserves Expenditures	<u>\$0</u>	<u>\$1,448,885</u>	<u>\$0</u>

Contingent Reserves

In the FY 2015 Proposed budget there are no funds designated for Contingent Reserves.

OTHER POST EMPLOYMENT BENEFITS

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Non-Departmental: Other Post Employment Benefits			
Other Post Employment Benefits (OPEB) Obligations	700,000	0	0
Total OPEB Expenditures	<u>\$700,000</u>	<u>\$0</u>	<u>\$0</u>

Other Post Employment Benefits

Under accounting standards for other post employment benefits (OPEB), State and local governments are responsible for providing funding for the long-term cost of obligations made for post employment healthcare costs and life insurance. Meeting the challenge of funding this liability will assist the City in maintaining its 'AAA' bond ratings during a time in which lenders are looking far more carefully at "risks" before lending money to municipal governments. In prior years, the funds were budgeted here in the Non-Departmental account. In FY 2014, these funds were allocated to departmental budgets.

Performance & Accountability



Accountable, Effective & Well-Managed Government

Department Contact Info

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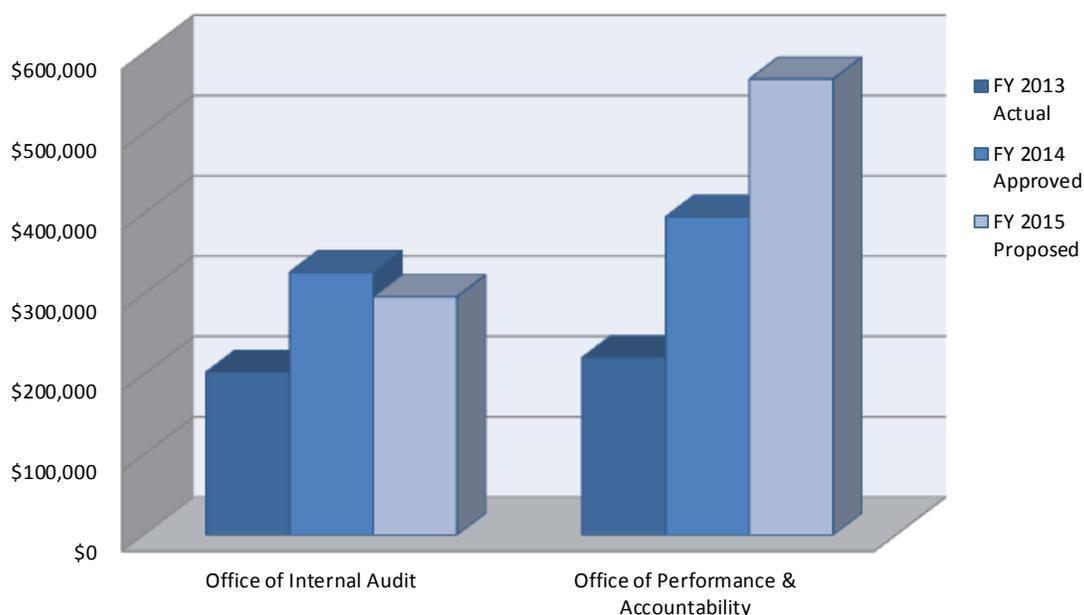
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Performance & Accountability

Office of Internal Audit

Office of Performance & Accountability

All Funds Summary by Program





EXPENDITURE & REVENUE SUMMARY

Expenditure By Classification	FY 2013	FY 2014	FY 2015	Change	% Change
	Actual	Approved	Proposed	2014 - 2015	2014-2015
Personnel	394,077	669,644	764,178	94,534	14.1%
Non-Personnel	29,579	53,454	99,704	46,250	86.5%
Total Expenditures	\$423,656	\$723,098	\$863,882	\$140,784	19.5%
Expenditures by Fund					
General Fund	423,656	723,098	863,882	140,784	19.5%
Total Expenditures	\$423,656	\$723,098	\$863,882	\$140,784	19.5%
Total Department FTE's	5.00	5.00	6.00	1.00	20.0%

FISCAL YEAR HIGHLIGHTS

To ensure an **accountable, effective, & well-managed government**, the Department of Performance & Accountability facilitates both the Internal Audit program and the Office of Performance and Accountability.

The budget for Performance & Accountability, all of which is funded through the General Fund, will increase by 19.5% overall for FY 2015 as a result of increases in both Personnel and Non-Personnel budgets. The Department's Personnel costs are increased mainly as a result of adding 1.0 FTE, taking the total FTE count up to 6.0. The Department's Non-Personnel Budget will increase by more than \$46,000, mostly attributed to \$50,000 in funding for software maintenance of performance management software, which is offset some by decreases in rent and the level of funding for some computer support devices.

Department Share of General Fund Operating Budget



Performance & Accountability **0.14%**

Performance & Accountability



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditure By Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Office of Internal Audit	\$202,779	\$327,064	\$296,565	(\$30,499)	-9.3%
Office of Performance & Accountability	\$220,877	\$396,034	\$567,317	\$171,283	43.2%
Total Expenditures	\$423,656	\$723,098	\$863,882	\$140,784	19.5%

Staffing Summary

Authorized Positions (FTE's) by Program	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed	Change 2014 - 2015	% Change 2014-2015
Office of Internal Audit	2.00	2.00	2.00	0.00	0.0%
Office of Performance & Accountability	3.00	3.00	4.00	1.00	33.3%
Total FTE's	5.00	5.00	6.00	1.00	20.0%



ADJUSTMENTS TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2015 Cost
Office of Performance & Accountability	Increase current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, including the addition of 1.0 FTE Performance Analyst.	1.00	\$111,283
Office of Performance & Accountability	Increase current levels of service delivery with non-personnel-related increases in funding for performance management software to help gather, report, and manage City data, including Results Alexandria.	0.00	\$50,000

Performance & Accountability



OFFICE OF INTERNAL AUDIT

To ensure an **accountable, effective, & well-managed government**, this program provides complaint investigations, and management of internal and external audits in order to ensure city government is accountable to the community.

	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
Program Totals			
% Total All Funds Budget	47.9%	45.2%	34.3%
Total Expenditures	\$202,779	\$327,064	\$296,565
Personnel	\$179,847	\$283,610	\$266,861
Non-Personnel	\$22,932	\$43,454	\$29,704
Full Time Equivalents (FTEs)	2.00	2.00	2.00
Performance Measures			
<i>Number of complaints investigated</i>	35	55	65
<i>Number of audit reports issued</i>	16	15	11
<i>Percent of recommended action plans that are implemented within 45 days</i>	100%	95%	95%
<i>Number of audit recommendations made</i>	20	15	15
<i>Percent of substantiated complaints that result in a corrective action</i>	100%	100%	100%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		2.00	\$327,064
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Maintain current levels of service delivery with personnel-related decreases in funding for health coverage and other fringe benefits, including VRS.	0.00	(\$16,749)
Program-wide services	Maintain current levels of service delivery with non-personnel-related decreases in funding for miscellaneous expenses including rent and funding for computer support devices.	0.00	(\$13,750)
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		2.00	\$296,565

Performance & Accountability



OFFICE OF PERFORMANCE & ACCOUNTABILITY

To ensure an **accountable, effective, & well-managed government**, this program provides AlexStat, citywide strategic planning and measurement, leadership and management of Results Alexandria, and special management analysis projects in order to achieve results that the community values, and ensure city government is accountable to the community.

Program Totals	FY 2013 Actual	FY 2014 Approved	FY 2015 Proposed
% Total All Funds Budget	52.1%	54.8%	65.7%
Total Expenditures	\$220,877	\$396,034	\$567,317
Personnel	\$214,230	\$386,034	\$497,317
Non-Personnel	\$6,647	\$10,000	\$70,000
Full Time Equivalents (FTEs)	3.00	3.00	4.00
Performance Measures			
<i>Number of AlexStat meetings</i>	8	8	15
<i>Percent of AlexStat recommendations implemented successfully</i>	N/A	40%	40%
<i>Percent of AlexStat meeting recommendations agreed upon by the City Manager</i>	N/A	N/A	90%
<i>Percent of City programs that have a work plan</i>	N/A	N/A	95%

PROGRAMMATIC ADJUSTMENTS

TOTAL FY 2014 APPROVED ALL FUNDS PROGRAM BUDGET		3.00	\$396,034
Service / Line of Business	Impacts	FTE Impact	Cost Modification
Program-wide services	Increase current levels of service delivery with personnel-related increases in funding for health coverage, salaries, and other fringe benefits, including the addition of 1.0 FTE Performance Analyst.	1.00	\$111,283
Program-wide services	Increase current levels of service delivery with non-personnel-related increases in funding for performance management software to help gather, report, and manage City data, including Results Alexandria.	0.00	\$50,000
Program-wide services	Maintain current levels of service delivery with non-personnel-related increases in funding for miscellaneous expenses.	0.00	\$10,000
TOTAL FY 2015 PROPOSED ALL FUNDS PROGRAM BUDGET		4.00	\$567,317