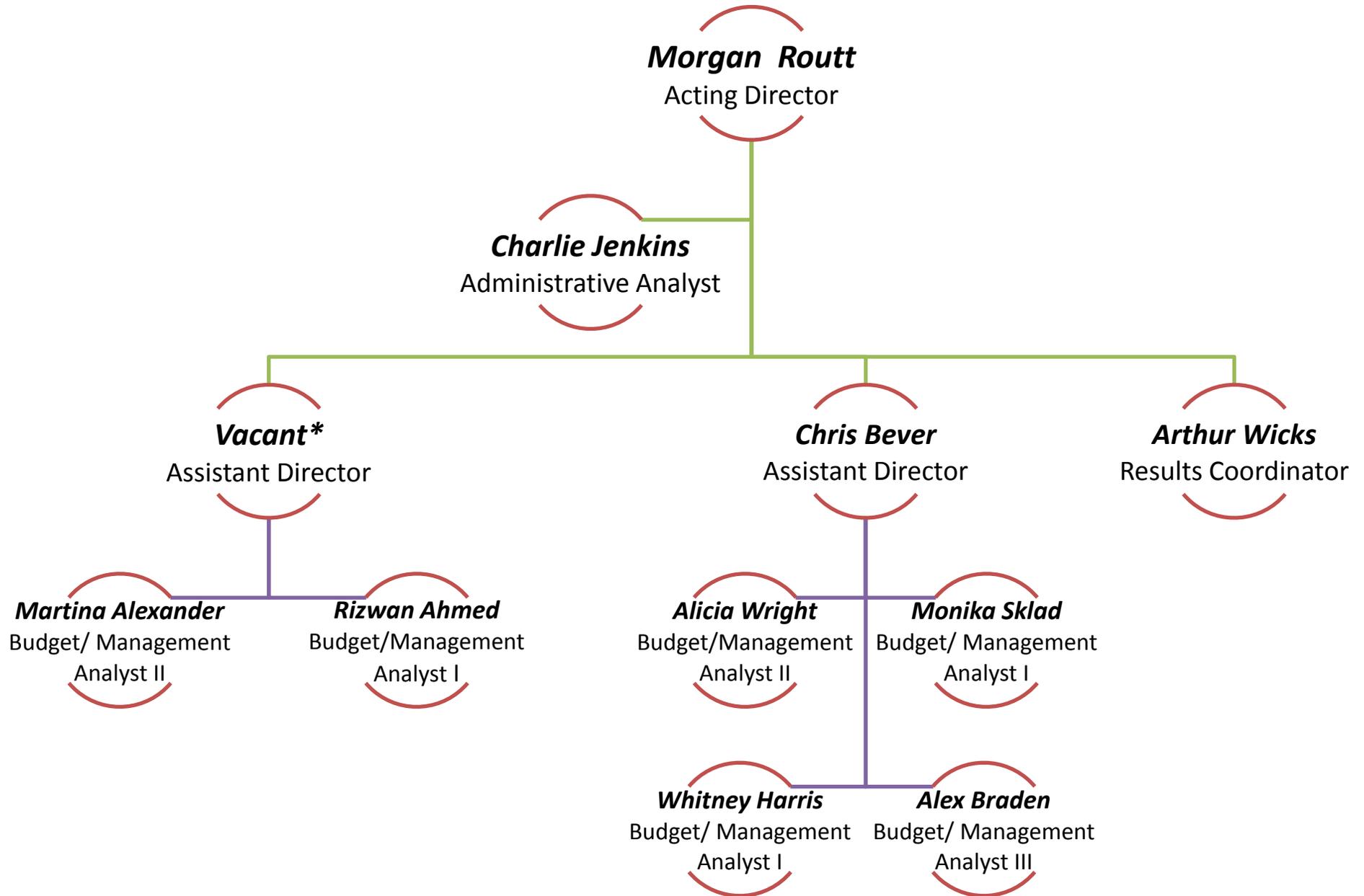




Office of Management and Budget





Office of Management and Budget



ASSIGNMENTS

Morgan Rountt, Acting Director

[P: 703.746.3743 | E: Morgan.Rountt@alexandriava.gov]

Provides Leadership Direction and Management Oversight for the Department; Provides direct supervision for the Assistant OMB Directors, Results Coordinator and Administrative Analyst; Member of the Real Estate Committee; Police/Fire OPEB and Supplemental Retirement Boards; Stormwater Steering Committee; GIS Steering Committee; Workplace Standards Steering Committee



***In addition to his responsibilities as Acting Director,** Rountt oversees the training and performance criteria of the operating and revenue analysts; Manages 2 analysts (Alexander, Ahmed); Works with Results Coordinator to ensure legislative requirements are done timely related to the Budget; Oversees the development of the budget document & Five Year Plan; Ensures timeliness of OMB's performance criteria; Oversees the appropriation and supplemental appropriation process in coordination with Finance; Waste-to-Energy; Facility Monitoring Group; Leads the MUNIS budget module activities; coordinates operating budget monitoring & projections

Reporting to Morgan Rountt

Charlie Jenkins, Administrative Analyst

[P: 703.746.3736 | E: Charlie.Jenkins@alexandriava.gov]

- 1) Provides website development/coordination
- 2) Liaison to HR, IT, General Services, & Communications
- 3) Fiscal Rep for OMB
- 4) Call, click, connect liaison
- 5) Updates operating procedures manuals
- 6) Calendar management for the Director & Office
- 7) Coordinates internal meetings and agenda
- 8) Coordinates the budget book production
- 9) P-Card reconciliation



Arthur Wicks, Results Coordinator

[P: 703.746.3739 | E: Arthur.Wicks@alexandriava.gov]

Oversees the fine tuning of the budget process execution in coordination with the OMB Director and Assistant OMB Directors; Responsible for establishing performance measures for OMB that reflects our work and links to Strategic Plan; Organizes and maintains performance data for the office; Prepares status reports for completed special projects list; assists with special projects; Innovation Hub



Martina Alexander, Budget/Management Analyst II

[P: 703.746.3734 | E: Martina.Alexander@alexandriava.gov]

- 1) High Level Revenue Analysis; Revenue Coordination with Analysts
- 2) Monthly Financial Report
- 3) Fee Compendium
- 4) Multi-year Financial Planning / Forecast Model
- 5) Other Economic Activities: AEDP, Visit Alexandria, Holiday Lights, Marketing Fund, First Night Alexandria
- 6) Finance
- 7) Potomac Yard Metro internal work group



Rizwan Ahmed, Budget/Management Analyst I

[P: 703.746.3782 | E: Rizwan.Ahmed@alexandriava.gov]

- 1) DCHS
- 2) Health
- 3) Court Services Unit
- 4) Other Health
- 5) Human Rights
- 6) Library
- 7) Law Library
- 8) Munis
- 9) Responsible for the completion of the Community Profile section of the budget document



Christopher Bever, Assistant Director

[P: 703.746.3744 | E: Christopher.Bever@alexandriava.gov]

Second in Command; Leads the development of the capital budget; Manages 4 analysts (Wright, Harris, Braden, Sklad), two of whose departments impact the capital budget significantly (Wright, Harris); Serves as analyst (Capital and Operating) for WMATA, NVTC, and NVTA and capital only for ACPS; Debt Service and Cash Capital sections of Non-D; Stormwater Work Groups, Waterfront Implementation, Schools Long-Range Planning, and Potomac Yard Work Groups



Reporting to Christopher Bever

Alicia Wright, Budget/Management Analyst II

[P: 703.746.3746 | E: Alicia.Wright@alexandriava.gov]

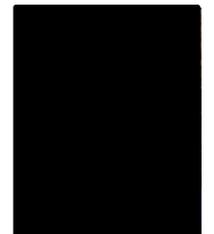
- 1) T&ES
- 2) DASH (incl. Trolley VRE, DOT Paratransit, WMATA & NVTA Back up)
- 3) DPI
- 4) RPCA
- 5) Other Recreation
- 6) Capital Budget Development Back-Up (Primary)



Whitney Harris, Budget/Management Analyst I

[P: 703.746.3720 | E: Whitney.Harris@alexandriava.gov]

- 1) General Services
- 2) Planning and Zoning
- 3) Housing
- 4) Office of Historic Alexandria
- 5) Information Technology
- 6) Code Administration
- 7) Capital Budget Development Back-Up (Secondary)
- 8) Primary BFAAC Back-Up





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Alex Braden, Budget/Management Analyst III

[P: 703.746.3740 | E: Alex.Braden@alexandriava.gov]

- 1) Police
- 2) Fire
- 3) DEC
- 4) Sheriff
- 5) Commonwealth's Attorney
- 6) Clerk of Courts
- 7) All Other Courts
- 8) Outside Public Safety Agencies
- 9) BFAAC Liaison
- 10) Workers Compensation Group
- 11) Analyst Development



Monika Sklad, Budget/Management Analyst I

[P: 703.746.3738 | E: Monika.Sklad@alexandriava.gov]

- 1) City Clerk/Clerk of Council
- 2) Communications
- 3) City Attorney
- 4) Human Resources
- 5) City Council
- 6) City Manager
- 7) OMB
- 8) OPA
- 9) Internal Audit
- 10) Registrar
- 11) Non-Departmental (excludes Debt Services and Cash Capital)
- 10) Coordinates Vacancy Reporting / Responsible for the completion of the Personnel section of the budget document
- 12) ACPS Liaison
- 13) Other Education

