



Accountable, Effective & Well-Managed Government

Focus Area All Funds Budget - \$142,851,961

Department	All Funds Departmental Budget
Office of the City Attorney	\$2,824,383
City Clerk and Clerk of Council	\$429,442
City Council	\$524,191
City Manager	\$2,363,914
Communications and Public Information	\$1,281,348
Finance Department	\$14,170,036
Department of General Services	\$14,174,528
Human Resources	\$3,653,561
Information Technology Services	\$10,173,447
Office of Internal Audit	\$302,895
Office of Management and Budget	\$1,297,704
Non Departmental (City Memberships, Insurance, Debt Service, Employee Compensation, Contingent Reserve, Response to Emergencies)	\$89,765,725
Office of Performance and Accountability	\$558,348
Office of Voter Registration & Elections	\$1,332,439

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



Accountable, Effective, & Well Managed Government

- Office of the City Attorney

Department Contact Info

703.746.3750

<http://alexandriava.gov/cityattorney>

Department Head

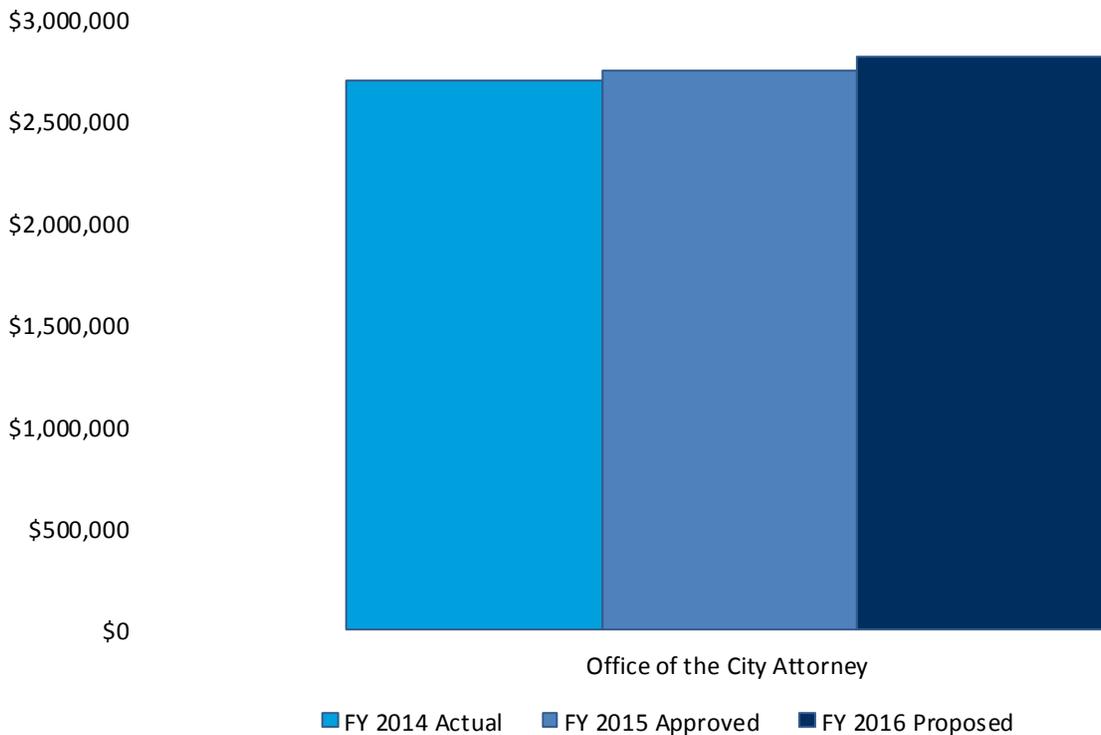
James L. Banks, Jr.

City Attorney

703.746.3750

james.banks@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





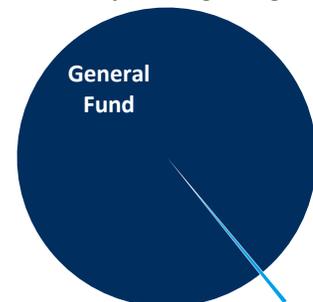
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$2,069,203	\$2,102,272	\$2,176,589	\$74,317	3.5%
Non-Personnel	\$633,380	\$647,794	\$647,794	\$0	0.0%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$2,702,583	\$2,750,066	\$2,824,383	\$74,317	2.7%
Expenditures by Fund					
General Fund	\$2,702,583	\$2,750,066	\$2,824,383	\$74,317	2.7%
Total Expenditures	\$2,702,583	\$2,750,066	\$2,824,383	\$74,317	2.7%
Total Department FTEs	14.00	14.00	14.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

There are no major changes to the Office of City Attorney’s budget in FY 2016. Personnel spending increases \$74,317 due to merits and benefits. There is no change to the level of funding for non-personnel expenditures. FTE counts remain unchanged from FY 2015 levels.

Department Share of General Fund Operating Budget



Office of the City Attorney 0.44%



OFFICE OF THE CITY ATTORNEY

Outcomes Supported: Ensure the City government is accountable to the community

Lines of Business

Goals

Mitigate Legal Liability | The City's laws and decisions are upheld by the court

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$2,069,203	\$2,102,272	\$2,176,589
Non-Personnel	\$633,380	\$647,794	\$647,794
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$2,702,583	\$2,750,066	\$2,824,383
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	14.00	14.00	14.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of cases successfully upheld by the court</i>		-	95%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		14.00	\$2,750,066
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$74,317
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		14.00	\$2,824,383

City Clerk & Clerk of Council



Accountable, Effective, & Well Managed Government

- City Clerk & Clerk of Council

Department Contact Info

703.746.4550

<http://www.alexandriava.gov/CityClerk>

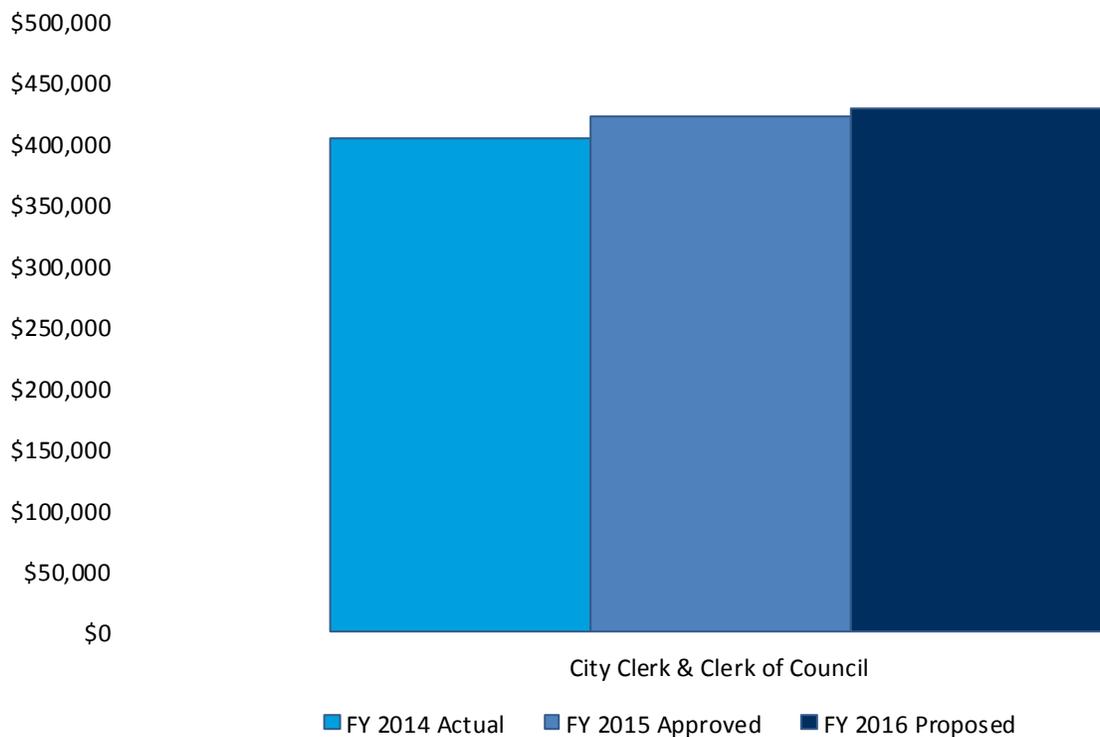
Department Head

Jackie Henderson, City Clerk & Clerk of Council

703.746.3975

Jackie.Henderson@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





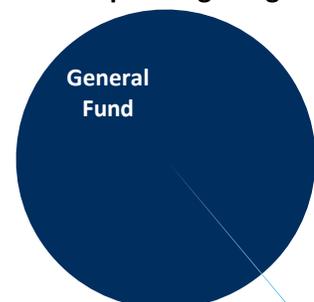
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$383,572	\$391,214	\$392,410	\$1,196	0.3%
Non-Personnel	\$21,194	\$31,032	\$37,032	\$6,000	19.3%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$404,766	\$422,246	\$429,442	\$7,196	1.7%
Expenditures by Fund					
General Fund	\$404,766	\$422,246	\$429,442	\$7,196	1.7%
Total Expenditures	\$404,766	\$422,246	\$429,442	\$7,196	1.7%
Total Department FTEs	3.00	3.00	3.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

There are no major changes to the City Clerk & Clerk of Council’s budget in FY 2016. Personnel spending increases \$1,196 due to personnel increases for merits and benefits. There are no major changes to the level of funding for non-personnel expenditures. FTE counts remain unchanged from FY 2015 levels.

Department Share of General Fund Operating Budget



City Clerk & Clerk of Council 0.07%



CITY CLERK & CLERK OF COUNCIL

Outcomes Supported: Achieve results that the community values

Lines of Business

N/A | N/A

Goals

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$383,572	\$391,214	\$392,410
Non-Personnel	\$21,194	\$31,032	\$37,032
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$404,766	\$422,246	\$429,442
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	3.00	3.00	3.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
	<i>None</i>		

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		3.00	\$422,246
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$7,196
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		3.00	\$429,442



Accountable, Effective, & Well

- City Council Operations

Department Contact Info

703.746.4500

<http://alexandriava.gov/Council>

City Council Members

William D. Euille, Mayor

Allison Silberberg, Vice Mayor

John T. Chapman, Councilman

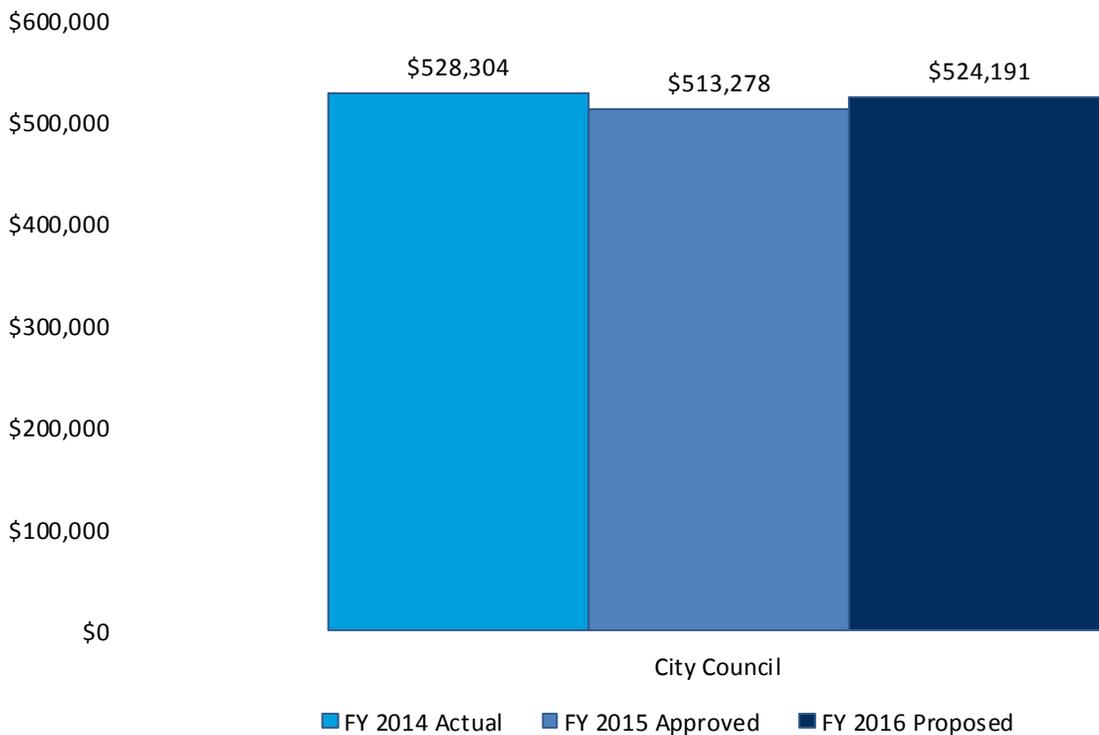
Timothy B. Lovain, Councilman

Redella S. Pepper, Councilwoman

Paul C. Smedberg, Councilman

Justin Wilson, Councilman

ALL FUNDS SUMMARY BY PROGRAM





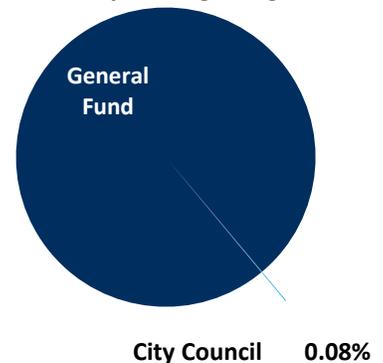
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$455,299	\$447,507	\$458,420	\$10,913	2.4%
Non-Personnel	\$73,005	\$65,771	\$65,771	\$0	0.0%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$528,304	\$513,278	\$524,191	\$10,913	2.1%
Expenditures by Fund					
General Fund	\$528,304	\$513,278	\$524,191	\$10,913	2.1%
Total Expenditures	\$528,304	\$513,278	\$524,191	\$10,913	2.1%
Total Department FTEs	1.00	1.00	1.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

There are no major changes to the City Council's budget in FY 2016. Personnel spending increases \$10,913 due to merits and benefits. There is no change to the level of funding for non-personnel expenditures. FTE count remains unchanged at FY 2015 levels.

Department Share of General Fund Operating Budget





CITY COUNCIL

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

N/A | N/A

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$455,299	\$447,507	\$458,420
Non-Personnel	\$73,005	\$65,771	\$65,771
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$528,304	\$513,278	\$524,191
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	1.00	1.00	1.00
Performance Measures	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
	<i>None</i>		

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		1.00	\$513,278
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$10,913
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		1.00	\$524,191

City Manager



Accountable, Effective, & Well Managed Government

- Organizational Leadership & Management

Department Contact Info

703.746.4300

www.alexandriava.gov/citymanager

Department Head

Mark B. Jinks

Acting City Manager

ALL FUNDS SUMMARY BY PROGRAM





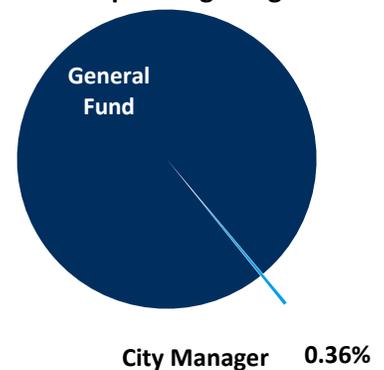
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Amended	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$2,153,731	2,326,388	\$2,189,795	(\$136,593)	-5.9%
Non-Personnel	\$131,453	\$194,651	\$174,119	(\$20,532)	-10.5%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$2,285,183	\$2,521,039	\$2,363,914	(\$157,125)	-6.2%
Expenditures by Fund					
General Fund	\$2,285,183	\$2,521,039	\$2,363,914	(\$157,125)	-6.2%
Total Expenditures	\$2,285,183	\$2,521,039	\$2,363,914	(\$157,125)	-6.2%
Total Department FTEs	12.00	15.50	14.50	(1.00)	-6.5%

FISCAL YEAR HIGHLIGHTS

The FY 2016 budget for the City Manager’s Office decreases by \$157,125 or –6.2% over FY 2015 levels. The City Manager Office’s FY 2015 budget has been amended from the original approved budget to reflect the transfer of one Management Analyst and one Finance Director from the Finance Department and the elimination of one Deputy City Manager during FY 2015. The FY 2015 budget also includes the addition of 4.5 FTEs transferred from the Office of Communications & Public Information for community outreach and the elimination of one Special Assistant to the City Manager position. In FY 2016, there is a reduction of one Deputy City Manager with savings of \$232,466, and conversion of one Special Assistant to the City Manager to a Management Fellowship for internal employee development and to assist implementing key City Manager priorities. The FTE count for the City Manager’s Office will decrease by one FTE from the FY 2015 levels, and two FTE from FY 2014 (excluding the positions transferred from communications).

Department Share of General Fund Operating Budget





ORGANIZATIONAL LEADERSHIP & MANAGEMENT

Outcomes Supported: Achieve results that the community values
 Ensure the City government is accountable to the community

<u>Lines of Business</u>	<u>Goals</u>
Call.Click.Connect	The City responds to requests and questions accurately and within a timely manner
Civic Engagement	Departments use the What's Next Civic Engagement guidelines to promote respect, diversity and participation from the community
Strategic Planning and Policy Development	City staff recommendations are approved by the City Council; Progress is made toward achieving department goals and strategies; The City Manager's Office vision, priorities, and direction is clearly understood by employees

	FY 2014 Actual	FY 2015 Amended	FY 2016 Proposed
Expenditures by Character			
Personnel	\$2,153,731	\$2,326,388	\$2,189,795
Non-Personnel	\$131,453	\$194,651	\$174,119
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$2,285,183	\$2,521,039	\$2,363,914
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	12.00	15.50	14.50
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of department goals and strategies that achieve or exceed their targets</i>	–	–	100.0%
<i>Percent of employees surveyed who believe they understand the City's strategic</i>	–	–	100.0%
<i>Percent of City Council decisions that are informed by City recommendations</i>	100.0%	100.0%	100.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		15.50	\$2,521,039
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$95,873
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ORGANIZATIONAL LEADERSHIP & MANAGEMENT

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]

Service / Line of Business	Description	FTE Impact	Cost Modification
City Manager's Office	Reduction of 1 Deputy City Manager.	(1.00)	(\$232,466)
City Manager's Office	Reduction of non-personnel resources (e.g. contract administration, office supplies, conferences, food supplies, and operating supplies)	0.00	(\$20,532)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		14.50	\$2,363,914



Accountable, Effective, & Well

- Public Information & Internal Support

Department Contact Info

703.746.3960

www.alexandriava.gov/Communications

Department Head

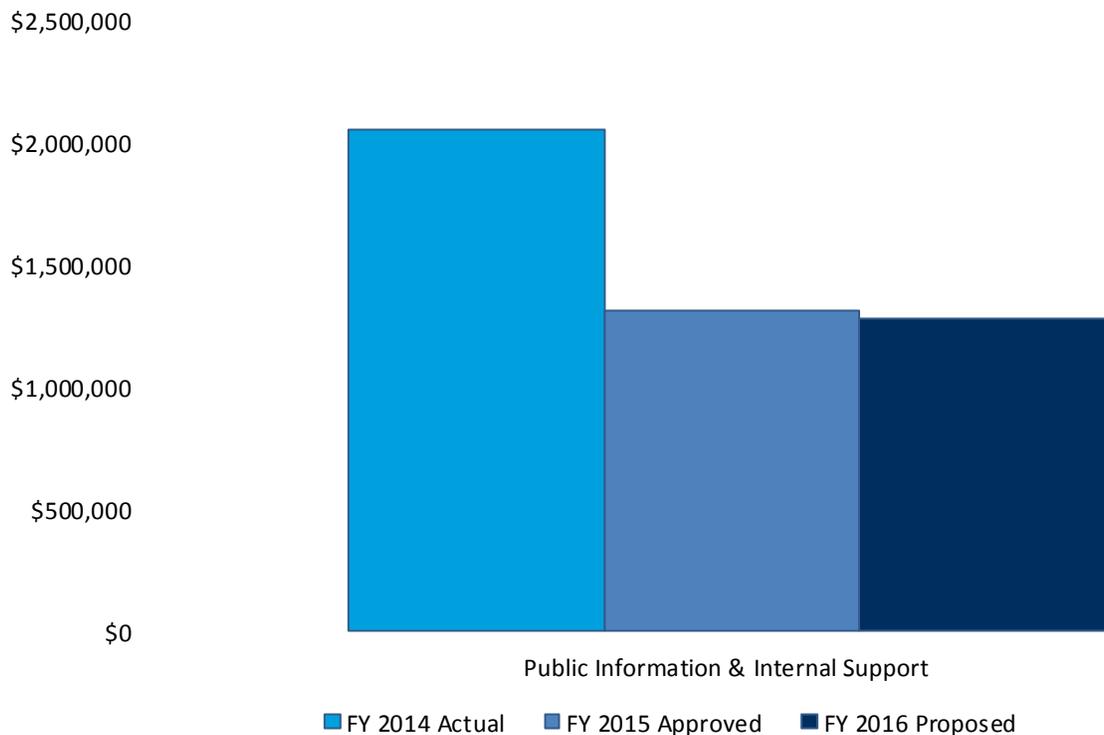
Craig Fifer

Director

703.746.3965

Craig.Fifer@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





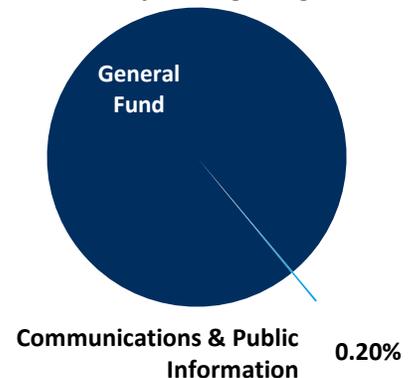
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$1,690,280	\$891,663	\$910,595	\$18,932	2.1%
Non-Personnel	\$363,894	\$422,253	\$370,753	-\$51,500	-12.2%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$2,054,174	\$1,313,916	\$1,281,348	-\$32,568	-2.5%
Expenditures by Fund					
General Fund	\$2,054,174	\$1,313,916	\$1,281,348	-\$32,568	-2.5%
Total Expenditures	\$2,054,174	\$1,313,916	\$1,281,348	-\$32,568	-2.5%
Total Department FTEs	14.00	7.00	7.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

The Office of Communications and Public Information’s overall budget is decreasing by \$32,568 or 2.5% from FY 2015 levels. There is a proposed reduction of \$51,000 to reduce funding to produce ACPS meetings that is no longer needed, and to produce and publish AlexTV video content on City’s website and Channel 70. There are no expected service impacts due to the reduction. Personnel increases of \$18,932 are due to increase for merits and benefits. The FTE count remains unchanged at FY 2015 levels.

Department Share of General Fund Operating Budget





PUBLIC INFORMATION & INTERNAL SUPPORT

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Community Communications	Residents understand issues of importance related to City government
Employee Communications	Employees understand issues of importance in the workplace

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$1,690,280	\$891,663	\$910,595
Non-Personnel	\$363,894	\$422,253	\$370,753
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$2,054,174	\$1,313,916	\$1,281,348
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	14.00	7.00	7.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed

Performance Measures

Percent of City employees surveyed who indicate an understanding of issues of importance in the workplace ¹	-	-	-
Percent of residents surveyed who indicate an understanding of issues of importance related to City government ¹	-	-	-

¹ Measures will be populated once the surveys are completed

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		7.00	\$1,313,916
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$18,432
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Communications & Public Information

PUBLIC INFORMATION & INTERNAL SUPPORT

PROGRAMMATIC ADJUSTMENTS

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Current Service Adjustment	Description	FTE Impact	Cost Modification
Public Information & Internal Support	Eliminate City funding to cablecast meetings of the Alexandria School Board. This service is now provided in-house by the Alexandria City Public Schools.	0.00	(\$31,000)
Public Information & Internal Support	Reduce funding to produce and publish AlexTV video content on the City's website and Channel 70. Remaining funding is sufficient for this need	0.00	(\$20,000)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET			\$1,281,348



**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

www.alexandriava.gov/finance

Department Head

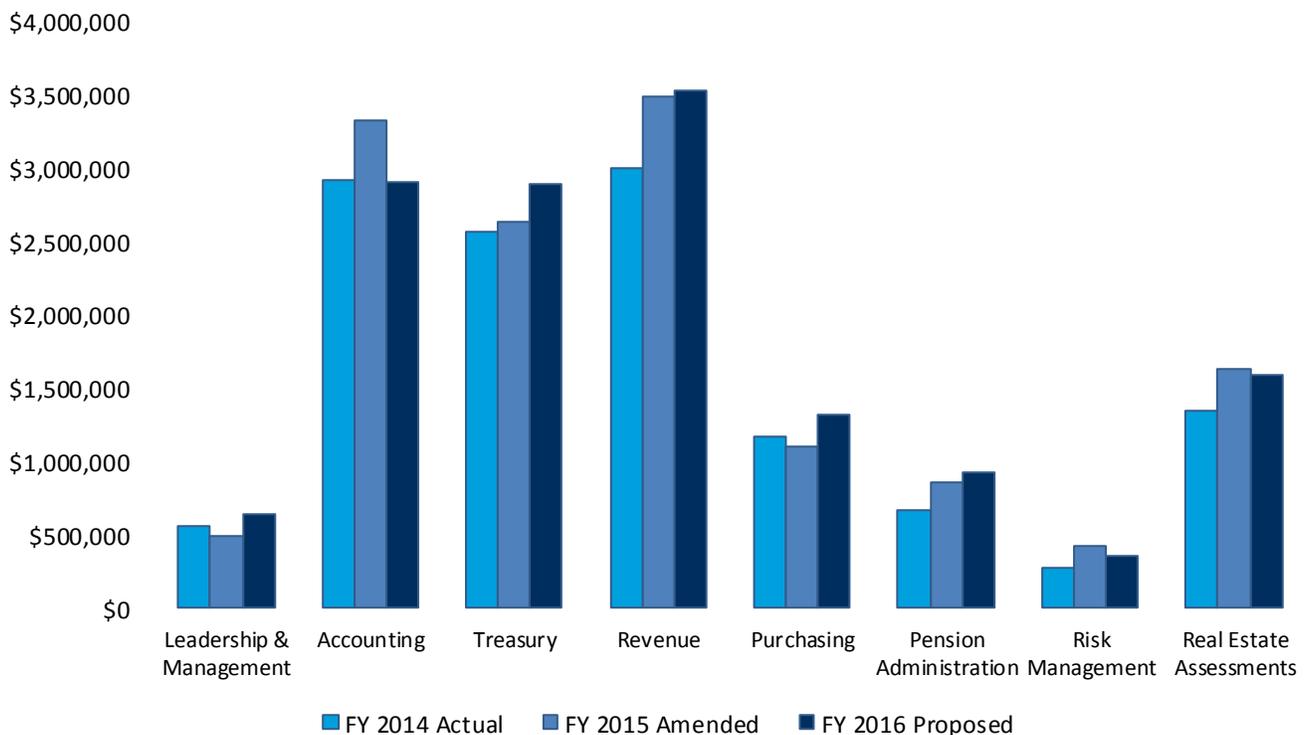
Kendel Taylor

Acting Finance Director

703.746.3900

kendel.taylor@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM



CITY OF ALEXANDRIA, VIRGINIA

Finance Department



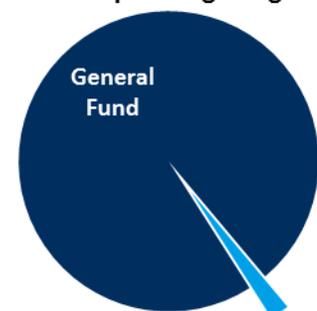
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Amended	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$9,227,375	\$10,459,218	\$10,811,190	\$351,971	3.4%
Non-Personnel	\$3,303,663	\$3,477,705	\$3,332,661	(\$145,044)	-4.2%
Capital Goods Outlay	\$2,600	\$26,185	\$26,185	\$0	0.0%
Interfund Transfer	\$2,224	-	-	\$0	0
Total Expenditures	\$12,535,862	\$13,963,108	\$14,170,036	\$206,927	1.5%
Expenditures by Fund					
General Fund	\$12,036,543	\$13,202,668	\$13,356,917	\$154,248	1.2%
Internal Service Fund	\$468,800	\$44,600	\$44,600	\$0	0.0%
Other Special Revenue Funds	\$30,519	\$715,840	\$768,519	\$52,679	7.4%
Total Expenditures	\$12,535,862	\$13,963,108	\$14,170,036	\$206,927	1.5%
Total Department FTEs	107.50	105.50	104.50	-1.00	-0.9%

FISCAL YEAR HIGHLIGHTS

The FY 2016 budget for the Finance Department increased by 1.5% or \$206,927 above FY 2015 levels. This is primarily due to the restoration of the Finance Director position and Deputy Director of Finance position. In FY 2015 The Finance Director position was transferred to the City Manager’s Office as the Chief Financial Officer as part of the reorganization of the City Manager’s Office. The costs associated with the addition of these positions are partially offset by reclassifying two vacant positions in Revenue. Non-personnel costs are decreasing primarily due to the elimination of the City’s legacy Performance financial system (Cogsdale) maintenance contract, which is expected to be feasible following the implementation of Fixed Asset Module in the City’s new Enterprise Resource System and the elimination of leased space no longer used by Finance.

Department Share of General Fund Operating Budget



CITY OF ALEXANDRIA, VIRGINIA
Finance Department



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditures By Program	FY 2014 Actual	FY 2015 Amended	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Leadership & Management	\$560,369	\$488,642	\$639,385	\$150,743	30.8%
Accounting	\$2,920,293	\$3,329,147	\$2,909,015	(\$420,132)	-12.6%
Treasury	\$2,572,810	\$2,632,400	\$2,897,568	\$265,168	10.1%
Revenue	\$3,004,519	\$3,496,729	\$3,532,339	\$35,610	1.0%
Purchasing	\$1,176,437	\$1,099,864	\$1,314,747	\$214,883	19.5%
Pension Administration	\$672,323	\$859,415	\$923,462	\$64,047	7.5%
Risk Management	\$277,407	\$424,370	\$360,599	(\$63,771)	-15.0%
Real Estate Assessments	\$1,351,706	\$1,632,541	\$1,592,921	(\$39,620)	-2.4%
Total Expenditures	\$12,535,862	\$13,963,108	\$14,170,036	\$206,928	1.5%

Staffing Summary

Authorized Positions (FTEs) by Program	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	FTE Change 2015 - 2016	% Change 2015 - 2016
Leadership & Management*	3.20	3.00	3.15	0.15	5.0%
Accounting	19.70	21.40	20.20	(1.20)	-5.6%
Treasury	17.50	17.50	18.50	1.00	5.7%
Revenue*	33.10	31.30	30.18	(1.12)	-3.6%
Purchasing	11.20	9.00	9.15	0.15	1.7%
Pension Administration	6.00	7.00	7.00	0.00	0.0%
Risk Management	1.80	2.30	2.32	0.02	0.9%
Real Estate Assessments	15.00	14.00	14.00	0.00	0.0%
Total FTEs	107.50	105.50	104.50	(1.00)	-0.9%

*Note: In FY 2015, two vacant positions in Revenue were reclassified to restore the Finance Director and Deputy Director of Finance Position.



LEADERSHIP & MANAGEMENT

Outcomes Supported: Achieve results that the community value
Ensure the fiscal strength of the City Government

<u>Lines of Business</u>	<u>Goals</u>
Citywide Financial Leadership	The City executes financial operations efficiently and accurately
Department Business Processes - Fiscal	Spend all Finance Department budgetary resources authorized by City Council within the appropriate fiscal year, without overspending
Department Business Processes - Non-Fiscal	Finance programs achieve performance goals

	FY 2014 Actual	FY 2015 Amended	FY 2016 Proposed
Expenditure By Character			
Personnel	\$375,686	\$350,103	\$500,740
Non-Personnel	\$179,859	\$115,139	\$115,245
Capital Goods Outlay	\$4,824	\$23,400	\$23,400
Total Expenditures	\$560,369	\$488,642	\$639,385
% of All Funds Departmental Budget			
Total Program FTEs	3.20	3.00	3.15
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of authorized budgetary resources spent within the appropriate fiscal year</i>	87.70%	95.00%	99.50%
<i>Percent of goal indicator targets met or exceeded</i>	-	100.00%	100.00%
<i>Percent of Government Finance Officers Association (GFOA) standards met on financial reporting</i>	-	100.00%	100.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		3.00	\$488,642
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. No service impact.	0.15	\$58,008
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LEADERSHIP & MANAGEMENT

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]

Service / Line of Business	Description	FTE Impact	Cost Modification
Program-wide services	Restoration of the Finance Director position and Deputy Director of Finance position. The costs associated with the addition of these positions are partially offset by reclassifying two vacant positions in Revenue.	2.00	\$92,735
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		3.15	\$639,385

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



ACCOUNTING

Outcomes Supported: Ensure the fiscal strength of the City Government

Lines of Business

Goals

Financial Reporting, Accounting, and Reconciliation | Ensure compliance with fiscal regulations and best practices

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$2,095,361	\$2,216,793	\$2,023,162
Non-Personnel	\$824,932	\$1,109,569	\$883,068
Capital Goods Outlay	\$0	\$2,785	\$2,785
Total Expenditures	\$2,920,293	\$3,329,147	\$2,909,015
% of All Funds Departmental Budget			
Total Program FTEs	19.70	21.40	20.20
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
Percent of Government Finance Officers Association (GFOA) standards met on financial reporting	0.00%	100.00%	100.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		21.40	\$3,329,147
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related decreases due to refined position budgeting (e.g. fringe benefit calculations, lower salary calculations for new-hires, or programmatic budgeting of savings due to turnover), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. Amount also includes technical adjustment due to the reallocation of positions within the Department. No service impact.	(1.20)	(\$195,089)
[Continued on the next page]			



ACCOUNTING

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]			
Service / Line of Business	Description	FTE Impact	Cost Modification
Program-wide services	Elimination of the City's legacy Performance financial system (Cogsdale) maintenance contract due to the implementation of Fixed Asset Module in the City's new Enterprise Resource system.	0.00	(\$165,000)
Program-wide services	Elimination of leased space no longer occupied by Finance.	0.00	(\$60,043)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		3.15	\$2,909,015

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



TREASURY

Outcomes Supported: Ensure the fiscal strength of the City Government

<u>Lines of Business</u>	<u>Goals</u>
Payment Processing (Accounts Receivable)	All payments to the City are processed efficiently and accurately
Tax Billing	Taxpayers receive their accurate tax liability
Cash Management and Investment	City funds are managed safely with a reasonable rate of return

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,526,318	\$1,660,050	\$1,806,886
Non-Personnel	\$1,046,491	\$972,350	\$1,090,682
Total Expenditures	\$2,572,810	\$2,632,400	\$2,897,568
% of All Funds Departmental Budget			
Total Program FTEs	17.50	17.50	18.50
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of accurate tax billings</i>	100.00%	100.00%	100.00%
<i>Percent of tax payments processed accurately</i>	100.00%	100.00%	100.00%
<i>Rate of return on City funds invested in compliance with City's investment policy</i>	0.50%	0.55%	0.85%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		17.50	\$2,632,400
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. In addition, a technical adjustment due to the reallocation of positions within the Department.	1.00	\$265,168
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		18.50	\$2,897,568

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



REVENUE

Outcomes Supported: Ensure the fiscal strength of the City Government

Lines of Business

Goals

Taxpayer Compliance | Ensure taxpayers are compliant with taxation laws and procedures

	FY 2014 Actual	FY 2015 Amended	FY 2016 Proposed
Expenditure By Character			
Personnel	\$2,406,820	\$2,865,396	\$2,936,800
Non-Personnel	\$597,698	\$631,333	\$595,539
Total Expenditures	\$3,004,519	\$3,496,729	\$3,532,339
% of All Funds Departmental Budget			
Total Program FTEs	33.10	31.30	30.18
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of real estate and personal property taxes collected</i>	99.70%	99.70%	99.70%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		31.30	\$3,496,729
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	(0.12)	\$97,498
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REVENUE

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]

Service / Line of Business	Description	FTE Impact	Cost Modification
Program-wide services	Elimination of 1 account clerk II position. There is no service impact of this reduction as its functions will be centralized across the department.	(1.00)	(\$61,888)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		30.18	\$3,532,339

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



PURCHASING

Outcomes Supported: Ensure the fiscal strength of the City Government

Lines of Business

Goals

Purchasing | City legally obtains required goods and services

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$756,254	\$839,490	\$1,051,818
Non-Personnel	\$420,183	\$260,374	\$262,929
Total Expenditures	\$1,176,437	\$1,099,864	\$1,314,747
% of All Funds Departmental Budget			
Total Program FTEs	11.20	9.00	9.15
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of all city purchases that were legally obtained</i>	100.00%	100.00%	100.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		9.00	\$1,099,864
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. In addition, a technical adjustment due to the reallocation of positions within the Department.	0.15	\$214,883
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		9.15	\$1,314,747

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



PENSION ADMINISTRATION

Outcomes Supported: Ensure the fiscal strength of the City Government

Lines of Business

Goals

Pension Investment | City pension funds are sufficient to cover pension liabilities

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$600,856	\$772,771	\$836,673
Non-Personnel	\$71,466	\$86,644	\$86,789
Total Expenditures	\$672,323	\$859,415	\$923,462
% of All Funds Departmental Budget			
Total Program FTEs	6.00	7.00	7.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of pension funds that are financially sound</i>	100.00%	100.00%	100.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		7.00	\$859,415
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$64,047
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		7.00	\$923,462

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



RISK MANAGEMENT

Outcomes Supported: Ensure the fiscal strength of the City Government

Lines of Business

Goals

Risk/Liability Management | Minimize the City's liability exposure

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$253,240	\$338,754	\$274,983
Non-Personnel	\$24,167	\$85,616	\$85,616
Total Expenditures	\$277,407	\$424,370	\$360,599
% of All Funds Departmental Budget			
Total Program FTEs	1.80	2.30	2.32
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of external claims against the City closed within 12 months</i>	97.00%	92.00%	95.00%
<i>Percent of the City's asset value lost due to liability claims payments</i>	-	-	-

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		2.30	\$424,370
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related decreases due to refined position budgeting (e.g. fringe benefit calculations, lower salary calculations for new-hires, or programmatic budgeting of savings due to turnover), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. In addition, a technical adjustment due to the reallocation of positions within the Department.	0.02	(\$63,771)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		2.32	\$360,599

CITY OF ALEXANDRIA, VIRGINIA
Finance Department



REAL ESTATE ASSESSMENT

Outcomes Supported: Ensure the fiscal strength of the City Government

Lines of Business

Goals

Real Estate Assessments | All real estate (real property) is assessed fairly and accurately

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,212,840	\$1,415,861	\$1,380,128
Non-Personnel	\$138,866	\$216,680	\$212,793
Total Expenditures	\$1,351,706	\$1,632,541	\$1,592,921
% of All Funds Departmental Budget			
Total Program FTEs	15.00	14.00	14.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Assessment to sales ratio (assessed value of property compared to the sale price; calendar year)</i>	0.92	-	0.95

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		14.00	\$1,632,541
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related decreases due to refined position budgeting (e.g. fringe benefit calculations, lower salary calculations for new-hires, or programmatic budgeting of savings due to turnover), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	(\$39,620)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		14.00	\$1,592,921



Accountable, Effective & Well Managed Government

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

Department Contact Info

703.746.4770

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

Department Head

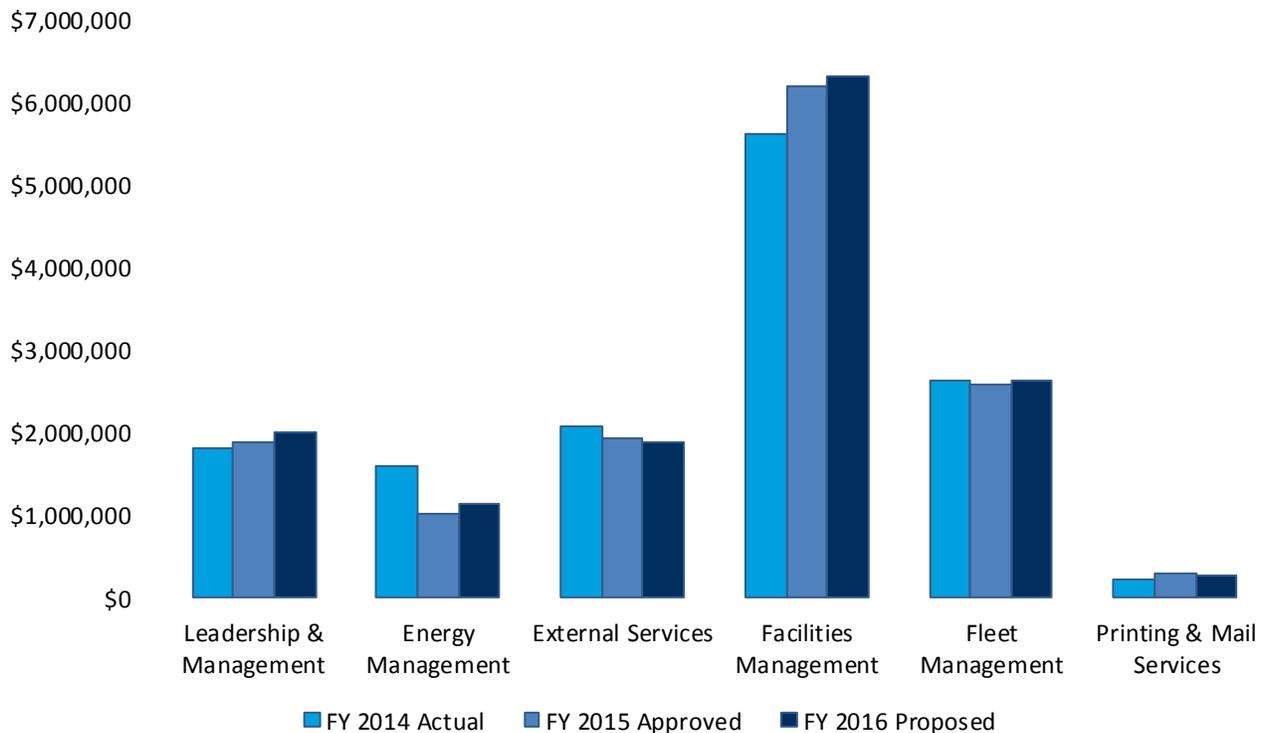
Jeremy McPike

Director

703.746.4770

jeremy.mcpike@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





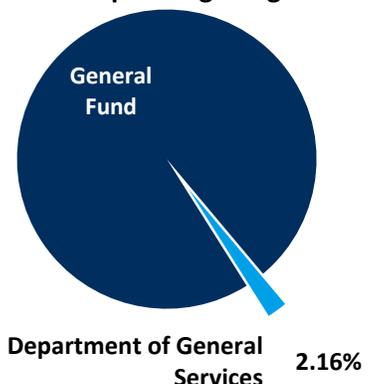
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$6,179,936	\$6,640,086	\$6,812,903	\$172,818	2.6%
Non-Personnel	\$7,589,486	\$7,093,386	\$7,206,625	\$113,239	1.6%
Capital Goods Outlay	\$125,000	\$155,000	\$155,000	\$0	0.0%
Total Expenditures	\$13,894,422	\$13,888,472	\$14,174,528	\$286,057	2.1%
Expenditures by Fund					
General Fund	\$13,651,563	\$13,683,472	\$13,969,528	\$286,057	2.1%
Internal Service	\$127,550	\$155,000	\$155,000	\$0	0.0%
Other Special Revenue	\$115,309	\$50,000	\$50,000	\$0	0.0%
Total Expenditures	\$13,894,422	\$13,888,472	\$14,174,528	\$286,057	2.1%
Total Department FTEs	66.00	69.80	69.20	-0.60	-0.9%

FISCAL YEAR HIGHLIGHTS

The FY 2016 Proposed budget for the Department of General Services increases by 2.1% or \$286,057 over FY 2015 levels. This is primarily due to preventative maintenance for City facilities and the additional expenditures needed to maintain current services. Additionally, 0.4 FTE was added to further improve the City's energy management program, and help with future costs. Expenditure growth was offset by a reduction in the City's parking management contract as a result of the full automation of the Union Street Garage (-\$113,000), made possible through the implementation of a CIP project to replace parking equipment and upgrade systems. Growth was also offset by the elimination of a City Architect position (-\$122,628), as current workload can be completed by existing staff.

Department Share of General Fund Operating Budget





DEPARTMENTAL CHANGES TO CITY SERVICES

Program	City Service Adjustment	FTE Impact	FY 2016 Amount
Energy Management	0.4 FTE increase to Energy Management Analyst position in order to increase the City's utility efficiency and cost savings opportunities.	0.40	\$44,733
Facilities Management	Eliminate City Architect position. This reduction is in line with demand, as current workload can be completed by existing staff.	(1.00)	(\$122,628)
Facilities Management	Stormwater Best Management Practices (BMP) repair and maintenance at City buildings to comply with stormwater regulations.	0.00	\$76,000
External Services	Reduction in the City's parking management contract as a result of the full automation of the Union Street Garage planned in the context of the FY 2016 project, "Old Town Parking Garage Ticketing Modernization and Upgrades," which replaces parking equipment and automates parking garages.	0.00	(\$113,000)



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditures By Program	FY 2014	FY 2015	FY 2016	\$ Change	% Change
	Actual	Approved	Proposed	2015 - 2016	2015 - 2016
Leadership & Management	\$1,801,455	\$1,868,906	\$1,988,085	\$119,179	6.4%
Energy Management	\$1,598,174	\$1,019,895	\$1,122,788	\$102,893	10.1%
External Services	\$2,061,780	\$1,931,443	\$1,867,506	(\$63,937)	-3.3%
Facilities Management	\$5,604,418	\$6,190,985	\$6,303,735	\$112,750	1.8%
Fleet Management	\$5,312,074	\$5,033,400	\$5,008,117	(\$25,283)	-0.5%
Printing & Mail Services	\$403,081	\$443,845	\$437,218	(\$6,627)	-1.5%
Less Recovered Costs For Fleet Management	(\$2,698,384)	(\$2,445,002)	(\$2,388,270)	\$56,732	-2.3%
Less Recovered Costs for Printing Services	(\$188,176)	(\$155,000)	(\$164,650)	(\$9,650)	6.2%
Total Expenditures	\$13,894,422	\$13,888,472	\$14,174,528	\$286,057	2.1%

Staffing Summary

Authorized Positions (FTEs) by Program	FY 2014	FY 2015	FY 2016	FTE Change	% Change
	Actual	Approved	Proposed	2015 - 2016	2015 - 2016
Leadership & Management	10.35	9.75	9.75	0.00	0.0%
Energy Management	0.80	2.60	3.00	0.40	15.4%
External Services	0.00	0.00	0.00	0.00	0.0%
Facilities Management	31.85	35.45	34.45	(1.00)	-2.8%
Fleet Management	19.00	18.00	18.00	0.00	0.0%
Printing & Mail Services	4.00	4.00	4.00	0.00	0.0%
Total FTEs	66.00	69.80	69.20	(0.60)	-0.9%



LEADERSHIP & MANAGEMENT

Outcomes Supported: Achieve results that the community values
 Ensure the fiscal strength of the City Government

Lines of Business	Goals
Department Business Processes—Fiscal	Department of General Services (DGS) spends all budgetary resources authorized by City Council within the appropriate fiscal year, without overspending
Department Business Processes—Non-Fiscal	Department of General Services (DGS) programs achieve performance goals

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,175,147	\$1,096,775	\$1,180,289
Non-Personnel	\$501,307	\$617,131	\$652,796
Capital Goods Outlay	\$125,000	\$155,000	\$155,000
Total Expenditures	\$1,801,455	\$1,868,906	\$1,988,085
% of All Funds Departmental Budget	12.8%	13.5%	14.0%
Total Program FTEs	10.35	9.75	9.75
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of authorized budgetary resources spent within the appropriate fiscal year</i>	98.4%	99.0%	100.0%
<i>Percent of DGS's goal indicator targets met or exceeded</i>	-	100.0%	100.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		9.75	\$1,868,906
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$119,179
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		9.75	\$1,988,085

ENERGY MANAGEMENT



Outcomes Supported: Achieve results that the community values; Ensure the fiscal strength of the City Government; Improve the City's air quality; Reduce harm to people or property from disasters

Lines of Business	Goals
Utility Procurement and Management	Acquisition of affordable utility resources; utility bills paid in minimal time and without error
City Operations Energy Management	City government minimizes energy use in City facilities, operations, and fleet and reduce greenhouse gas emissions
Community Energy Management	Community residents and businesses reduce energy use and greenhouse gas emissions
City Government Electrical Infrastructure Management	City government facilities and operations have uninterrupted electrical service from electrical system deficiencies
City Government Energy Assurance and Reliability	Enhance City operational resiliency to energy and utility disruptions
Utility Regulatory and Policy Affairs	Provide guidance and policy choices to City Council and City Manager for energy conservation, SCC public utility regulation, sustainability, resiliency, consumer advocacy, economic development, and environmental protection

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$199,028	\$169,995	\$250,914
Non-Personnel	\$1,399,146	\$849,900	\$871,874
Total Expenditures	\$1,598,174	\$1,019,895	\$1,122,788
% of All Funds Departmental Budget	12.4%	7.3%	7.9%
Total Program FTEs	0.80	2.60	3.00

Performance Measures	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
<i>Number of recommendations on energy and environmental issues provided to City Council and the City Manager</i>	0.00	2.00	1.00
<i>Percent of instances of utility outages where city government facilitates have uninterrupted electrical service as provided by back-up generators</i>	-	-	100.0%
<i>Percent of utility bills paid on time and without error</i>	99.9%	100.0%	100.0%
<i>Total City government energy use (million BTUs) in City facilities</i>	210.93	207.63	202.52

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		2.60	\$1,019,895
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$58,160
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ENERGY MANAGEMENT

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]

Service / Line of Business	Description	FTE Impact	Cost Modification
Energy Management	0.4 FTE increase to Energy Management Analyst position in order to increase the City's utility efficiency and cost savings opportunities.	0.40	\$44,733
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		3.00	\$1,122,788



EXTERNAL SERVICES

Outcomes Supported: Achieve results that the community values
Promote neighborhoods that are amenity-rich

Lines of Business	Goals
Animal Shelter Management	Promote adoptions, animal welfare, and responsible pet ownership in the community
Parking Facility Management	Maximize utilization of City-owned parking garages and surface lots
Farmers Market Management	Ensure the maximum number of local food and art vendors are available at the Old Town Farmers' Market each week

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,460	\$0	\$0
Non-Personnel	\$2,060,320	\$1,931,443	\$1,867,506
Total Expenditures	\$2,061,780	\$1,931,443	\$1,867,506
% of All Funds Departmental Budget	14.7%	13.9%	13.2%
Total Program FTEs	0.00	0.00	0.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Average number of homeless animals sheltered per year</i>	1,305	1,500	1,600
<i>Percent of available food and art vendor spaces filled at the Old Town Farmers' Market each week</i>	-	90.0%	90.0%
<i>Percent of parking spaces in City-owned garages and lots that are utilized (daily average)</i>	100.0%	100.0%	100.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		0.00	\$1,931,443
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$49,063
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EXTERNAL SERVICES

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]

Service / Line of Business	Description	FTE Impact	Cost Modification
Parking Garages	Reduction in the City's parking management contract as a result of the full automation of the Union Street Garage planned in the context of the FY 2016 project, "Old Town Parking Garage Ticketing Modernization and Upgrades," which replaces parking equipment and automates parking garages.	0.00	(\$113,000)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		0.00	\$1,867,506



FACILITIES MANAGEMENT

Outcomes Supported: Achieve results that the community values

Lines of Business

Building repair and maintenance

Goals

City-owned buildings are in good condition

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$2,982,582	\$3,431,735	\$3,463,228
Non-Personnel	\$2,621,837	\$2,759,250	\$2,840,507
Total Expenditures	\$5,604,418	\$6,190,985	\$6,303,735
% of All Funds Departmental Budget	39.9%	44.6%	44.5%
Total Program FTEs	31.85	35.45	34.45
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of City-owned buildings that are rated in good condition according to the Facility Condition Index (FCI) rating</i>		60.0%	60.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		35.45	\$6,190,985
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$159,378
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FACILITIES MANAGEMENT

PROGRAMMATIC ADJUSTMENTS

[Continued from previous page]

Service / Line of Business	Description	FTE Impact	Cost Modification
Facilities Management	Eliminate City Architect position. This reduction is in line with demand, as current workload can be completed by existing staff. The department is matching resources with current needs.	(1.00)	(\$122,628)
Facilities Management	Stormwater Best Management Practices (BMP) repair and maintenance at City buildings to comply with stormwater regulations.	0.00	\$76,000
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		34.45	\$6,303,735



FLEET MANAGEMENT

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Fuel Management	City departments have access to fuel during all hours
Fleet Management	All fleet vehicle requests from City departments are met

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,566,547	\$1,630,736	\$1,618,955
Non-Personnel	\$3,745,527	\$3,402,664	\$3,389,162
Less Recovered Costs for Fleet Management	(\$2,698,384)	(\$2,445,002)	(\$2,388,270)
Total Expenditures	\$2,613,690	\$2,588,398	\$2,619,847
% of All Funds Departmental Budget	18.6%	18.6%	18.5%
Total Program FTEs	19.00	18.00	18.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of working hours that fuel is available for City department use</i>	99.0%	99.0%	100.0%
<i>Percent of days that both of the two City-owned fuel sites are operational</i>	99.0%	99.0%	100.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		18.00	\$2,588,398
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$31,499
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		18.00	\$2,619,847



PRINTING & MAIL SERVICES

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Print Services	City employees receive all critical print jobs within time targets
Mail Services	City employees have City mail services that meet their work needs

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$255,172	\$310,845	\$299,518
Non-Personnel	\$147,909	\$133,000	\$137,700
Less Recovered Costs for Printing Services	(\$188,176)	(\$155,000)	(\$164,650)
Total Expenditures	\$214,905	\$288,845	\$272,568
% of All Funds Departmental Budget	1.5%	2.1%	1.9%
Total Program FTEs	4.00	4.00	4.00

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of City employees who rate the quality of mail services as satisfactory or better</i>	-	100.0%	100.0%
<i>Percent of critical print jobs received by employees within standard time period</i>	-	99.0%	99.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		4.00	\$288,845
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments, non-personnel resources, and capital goods outlay. Due to reduced pricing from bulk ordering and a higher volume of recovered costs, expenditures are decreasing.	0.00	(\$16,277)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		4.00	\$272,568

Human Resources



Accountable, Effective, & Well Managed Government

- Leadership & Management
- Employee Relations
- Total Compensation

Department Contact Info

703.746.3777

www.alexandriava.gov/hr

Department Head

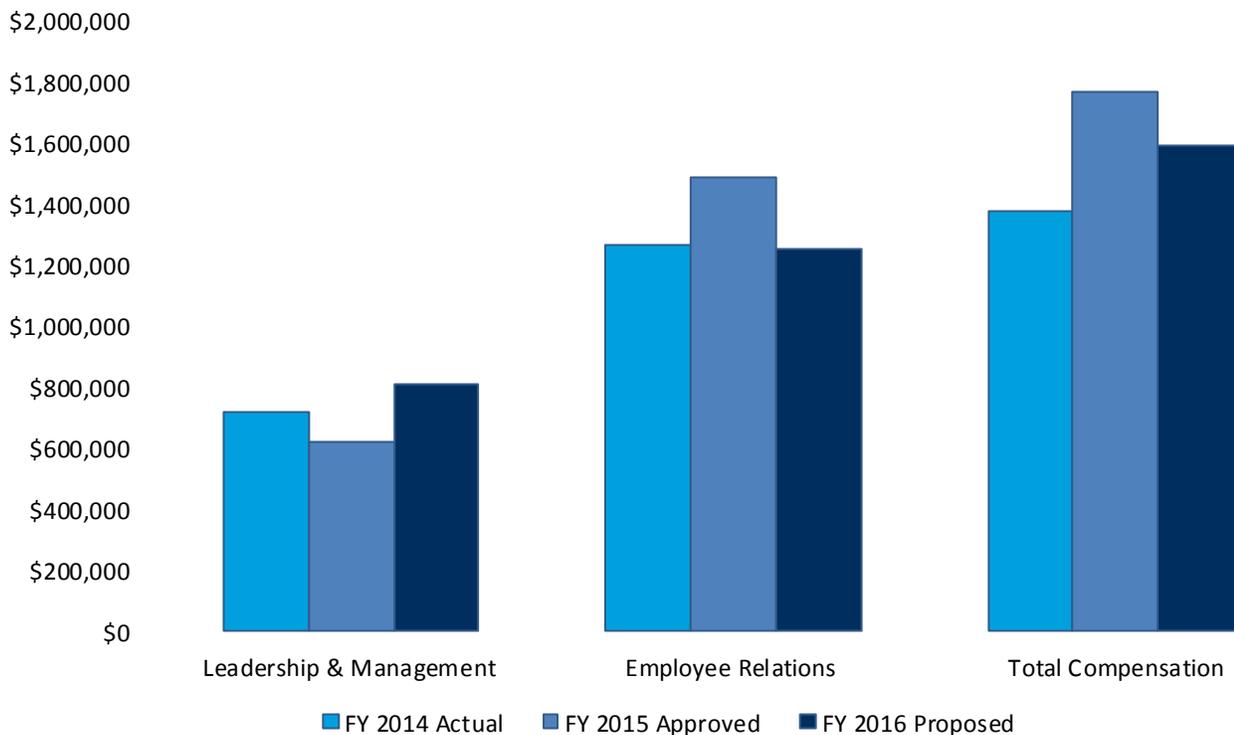
Bill Mitchell

Acting Director

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ALL FUNDS SUMMARY BY PROGRAM





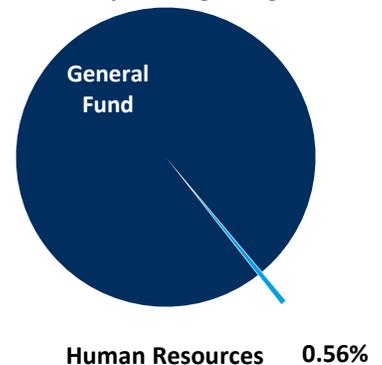
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$2,691,398	\$2,917,734	\$2,858,915	(\$58,819)	-2.0%
Non-Personnel	\$676,833	\$955,640	\$794,646	(\$160,994)	-16.8%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$3,368,231	\$3,873,374	\$3,653,561	(\$219,813)	-5.7%
Expenditures by Fund					
General Fund	\$3,368,231	\$3,873,374	\$3,653,561	(\$219,813)	-5.7%
Total Expenditures	\$3,368,231	\$3,873,374	\$3,653,561	(\$219,813)	-5.7%
Total Department FTEs	23.00	24.00	24.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

The overall Department of Human Resources budget in FY 2016 is decreasing by \$219,813 or 5.7%. FTE counts remain unchanged from FY 2015 levels. The budget reduced \$200,000 in one time funding to study the City's medical standards as that project will be completed in FY 2015. The budget also reduces funding for the wellness program by \$52,000 to better align the budget with spending, and it is anticipated that the City's health insurance providers will increase wellness offerings in FY 2016. The budget includes a service expansion of \$55,000 to study and promote expanded telework options for employees.

Department Share of General Fund Operating Budget



Human Resources



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditures By Program	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Leadership & Management	\$721,819	\$618,384	\$807,553	\$189,169	30.6%
Employee Relations	\$1,267,662	\$1,486,338	\$1,251,120	(\$235,218)	-15.8%
Total Compensation	\$1,378,750	\$1,768,652	\$1,594,889	(\$173,763)	-9.8%
Total Expenditures	\$3,368,231	\$3,873,374	\$3,653,561	(\$219,813)	-5.7%

Staffing Summary

Authorized Positions (FTEs) by Program	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	FTE Change 2015 - 2016	% Change 2015 - 2016
Leadership & Management	5.00	5.00	5.00	0.00	0.0%
Employee Relations	7.25	8.25	8.00	(0.25)	-3.0%
Total Compensation	10.75	10.75	11.00	0.25	2.3%
Total FTEs	23.00	24.00	24.00	0.00	0.0%



LEADERSHIP & MANAGEMENT

Outcomes Supported: Achieve results that the community values
 Ensure the fiscal strength of the City Government

Lines of Business

Goals

Leadership - Non-Fiscal	Human Resources (HR) programs achieve their performance goals
Leadership - Fiscal	HR spends all budgetary resources authorized by City Council within the appropriate fiscal year, without overspending

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$669,179	\$573,656	\$753,371
Non-Personnel	\$52,640	\$44,728	\$54,182
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$721,819	\$618,384	\$807,553
% of All Funds Departmental Budget	21.4%	16.0%	22.1%
Total Program FTEs	5.00	5.00	5.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of authorized budgetary resources spent within the appropriate fiscal year</i>	99.0%	99.0%	99.0%
<i>Percent of HR's goal indicator targets met or exceeded</i>	-	80.0%	80.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		5.00	\$618,384
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$189,169
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		5.00	\$807,553



EMPLOYEE RELATIONS

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Employee Relations	The City has high performing employees that meet or exceed performance standards
Professional Development and Training	The City has high performing employees that meet or exceed performance standards
Recruitment	The City has high performing employees that meet or exceed performance standards

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$924,864	\$1,117,760	\$816,970
Non-Personnel	\$342,798	\$368,578	\$434,150
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$1,267,662	\$1,486,338	\$1,251,120
% of All Funds Departmental Budget	37.6%	38.4%	34.2%
Total Program FTEs	7.25	8.25	8.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of City employees that meet or exceed performance standards</i>	-	-	95.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		8.25	\$1,486,338
Current Service Adjustment	Description	FTE	Cost Modification
Maintaining current service levels	Reduction in personnel is the result of turnover due to successful implementation of a department reorganization which allowed for department to hire new staff at lower salaries. Non-personnel costs are increasing by \$55,000 to study telework & space planning.	(.25)	(\$235,218)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		8.00	\$1,251,120



TOTAL COMPENSATION

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Employee Benefits	The City of Alexandria has a healthy employee population
Employee Compensation	City compensation program attracts, retains, and motivates employees
Enterprise Resource Planning System Implementation	Enterprise Resource Planning System, Tyler MUNIS, captures all relevant City business processes

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,097,354	\$1,226,318	\$1,288,575
Non-Personnel	\$281,396	\$542,334	\$306,314
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$1,378,750	\$1,768,652	\$1,594,889
% of All Funds Departmental Budget	40.9%	45.7%	43.7%
Total Program FTEs	10.75	10.75	11.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of business processes that are captured in MUNIS</i>	-	100.0%	100.0%
<i>Percent of city employees who voluntarily leave the City (turnover rate)</i>	8.0%	9.0%	8.0%
<i>Percent of total claims paid by the City-sponsored self-insured plans that are high-cost claims</i>	35.0%	25.0%	-

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		10.75	\$1,768,652
Current Service Adjustment	Description	FTE	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits). Removed \$200,000 in one-time funding for FY 2015 study on medical standards. Reduced wellness budget by \$52,000 with no service impact.	0.00	(\$173,763)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET			\$1,594,889

Information Technology Services



Accountable, Effective & Well Managed Government

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

Department Contact Info

703.746.3001

www.alexandriava.gov/technology

Department Head

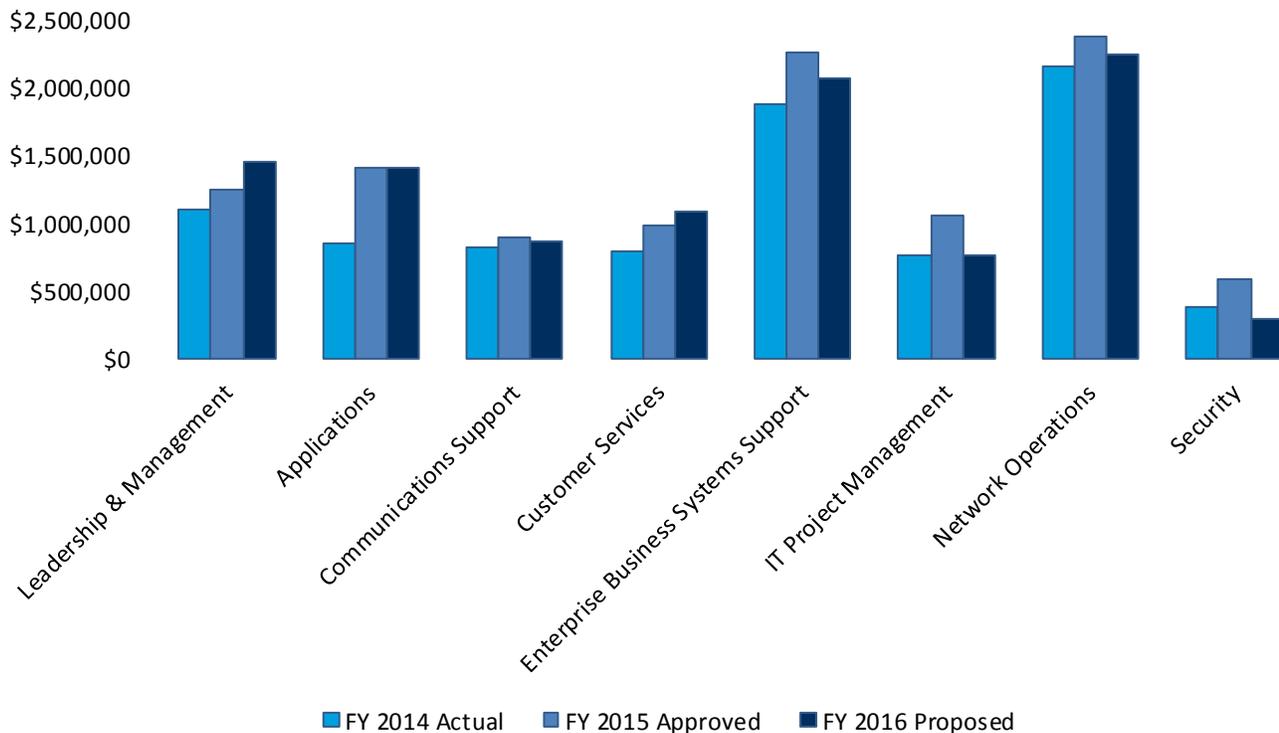
Kevin Edwards

Director

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kevin.edwards@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





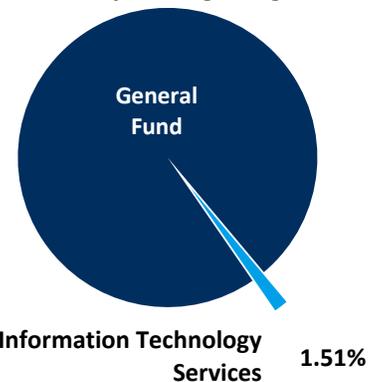
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$5,761,480	\$7,040,223	\$7,268,281	\$228,057	3.2%
Non-Personnel	\$2,979,859	\$3,761,887	\$2,905,167	(\$856,720)	-22.8%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$8,741,339	\$10,802,110	\$10,173,447	(\$628,663)	-5.8%
Expenditures by Fund					
General Fund	\$8,566,629	\$10,411,287	\$9,769,154	(\$642,133)	-6.2%
Other Special Revenue	\$174,711	\$390,823	\$404,293	\$13,470	3.4%
Total Expenditures	\$8,741,339	\$10,802,110	\$10,173,447	(\$628,663)	-5.8%
Total Department FTEs	50.00	58.00	58.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

The FY 2016 budget for the Department of Information and Technology Services (ITS) decreases by 5.8% from FY 2015 levels. This is primarily due to one time funding ITS received in FY 2015 from the General Fund for professional services to augment City staff in data management and programming, training, mobile device support, and security operations; this funding will not be allocated in FY 2016. The FTE count for FY 2016 remains flat at 58.00, and reduction in funding will have negligible impact on current service levels.

Department Share of General Fund Operating Budget



Information Technology Services



PROGRAM LEVEL SUMMARY DATA

Expenditure Summary

Expenditures By Program	FY 2014	FY 2015	FY 2016	\$ Change	% Change
	Actual	Approved	Proposed	2015 - 2016	2015 - 2016
Leadership & Management	\$1,095,669	\$1,246,112	\$1,454,911	\$208,799	16.8%
Applications	\$851,894	\$1,405,128	\$1,405,126	(\$2)	0.0%
Communications Support	\$827,077	\$892,253	\$870,750	(\$21,503)	-2.4%
Customer Services	\$788,459	\$977,762	\$1,080,286	\$102,524	10.5%
Enterprise Business Systems Support	\$1,874,455	\$2,265,824	\$2,063,154	(\$202,669)	-8.9%
IT Project Management	\$768,069	\$1,052,477	\$763,521	(\$288,956)	-27.5%
Network Operations	\$2,149,878	\$2,372,149	\$2,239,441	(\$132,708)	-5.6%
Security	\$385,840	\$590,405	\$296,258	(\$294,147)	-49.8%
Total Expenditures	\$8,741,339	\$10,802,110	\$10,173,447	(\$628,663)	-5.8%

Staffing Summary

Authorized Positions (FTEs) by Program	FY 2014	FY 2015	FY 2016	FTE Change	% Change
	Actual	Approved	Proposed	2015 - 2016	2015 - 2016
Leadership & Management	7.10	7.00	8.50	1.50	21.4%
Applications	7.00	13.00	10.00	(3.00)	-23.1%
Communications Support	4.55	4.50	4.50	0.00	0.0%
Customer Services	6.05	5.60	7.40	1.80	32.1%
Enterprise Business Systems Support	11.50	11.35	13.00	1.65	14.5%
IT Project Management	4.30	6.25	4.75	(1.50)	-24.0%
Network Operations	8.30	8.30	8.65	0.35	4.2%
Security	1.20	2.00	1.20	(0.80)	-40.0%
Total FTEs	50.00	58.00	58.00	0.00	0.0%

Note:

FY 2014 Actuals do not include amounts associated with the E-Government line of business within the Applications program and only reflect the GIS programmatic expenditures previously accounted for under Planning & Zoning.

Multiple FTE are being transferred between programs from FY 2015 to FY 2016; this is a technical adjustment and will not impact services.

FTE numbers reflect the transfer of 2.00 CAD FTEs from the Department of Emergency Communications to ITS in FY 2015.



LEADERSHIP & MANAGEMENT

Outcomes Supported: Achieve results that the community values
 Ensure the fiscal strength of the City Government

Lines of Business

Goals

Department Business Processes—Fiscal

Spends all budgetary resources authorized by City Council within the appropriate fiscal year, without overspending

Department Business Processes—Non-Fiscal

ITS programs achieve performance goals

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$817,021	\$951,225	\$1,174,639
Non-Personnel	\$278,647	\$294,887	\$280,272
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$1,095,669	\$1,246,112	\$1,454,911
% of All Funds Departmental Budget	12.5%	11.5%	14.3%
Total Program FTEs	7.10	7.00	8.50
Performance Measures			
	<i>Percent of budgetary resources expended</i>	-	100.0%
	<i>Percent of ITS's goal indicator targets met or exceeded</i>	-	85.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		7.00	\$1,246,112
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. There is a programmatic transfer of 1.50s FTE into this program in FY 2016.	1.50	\$208,799
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		8.50	\$1,454,911

Information Technology Services



APPLICATIONS

Outcomes Supported: Achieve results that the community values

Lines of Business	Goals
E-Gov	The community uses the City's website and finds it valuable
Geographic Information Systems (GIS)	GIS data and information meets the decision-making needs of City employees

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$732,191	\$1,201,214	\$1,159,228
Non-Personnel	\$119,703	\$203,914	\$245,898
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$851,894	\$1,405,128	\$1,405,126
% of All Funds Departmental Budget	9.7%	13.0%	13.8%
Total Program FTEs	7.00	13.00	10.00
Performance Measures	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
<i>Number of website visits (main City website only, in millions)</i>	3.65	4.3	4.3

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		13.00	\$1,405,128
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. Programmatic efficiencies account for the FY 2016 cost modification. There is a programmatic transfer of 3.00 FTEs out of this program in FY 2016.	(3.00)	(\$2)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		10.00	\$1,405,126



COMMUNICATIONS SUPPORT

Outcomes Supported: Achieve results that the community values

Lines of Business

Voice Communications

Goals

Employees have reliable access to telephone communication through the City telephone network

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$597,928	\$565,749	\$621,738
Non-Personnel	\$229,148	\$326,504	\$249,012
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$827,077	\$892,253	\$870,750
% of All Funds Departmental Budget	9.5%	8.3%	8.6%
Total Program FTEs	4.55	4.50	4.50
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Number of hours that the City telephone network is down</i>	6	5	5

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		4.50	\$892,253
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	(\$21,503)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		4.50	\$870,750



CUSTOMER SERVICES

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Computer Replacement	Employees have reliable personal computers that meet their work needs
Help Desk	Employees have help desk services that meet their work needs

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$395,265	\$577,078	\$736,400
Non-Personnel	\$393,194	\$400,684	\$343,886
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$788,459	\$977,762	\$1,080,286
% of All Funds Departmental Budget	9.0%	9.1%	10.6%
Total Program FTEs	6.05	5.60	7.40
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of employees reporting satisfaction with help desk services</i>	-	90.00%	90.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		5.60	\$977,762
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. There is a programmatic transfer of 1.80 FTEs into this program in FY 2016.	1.80	\$102,524
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		7.40	\$1,080,286

Information Technology Services



ENTERPRISE BUSINESS SYSTEMS SUPPORT

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Programming Support | City employees have software programs that meet their work needs and requirements

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,422,417	\$1,591,793	\$1,670,881
Non-Personnel	\$452,038	\$674,031	\$392,273
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$1,874,455	\$2,265,824	\$2,063,154
% of All Funds Departmental Budget	21.4%	21.0%	20.3%
Total Program FTEs	11.50	11.35	13.00
Performance Measures	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
<i>Percent of surveyed City employees that say ITS software meets their work needs and requirements</i>	-	80.00%	85.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		11.35	\$2,265,824
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. The removal of FY 2015 one time funding for data management and programming support contribute to the FY 2016 cost modification. There is a programmatic transfer of 1.65 FTEs into this program in FY 2016.	1.65	(\$202,670)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		13.00	\$2,063,154



IT PROJECT MANAGEMENT

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Project Management | Departments have IT project management services that meet their needs

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$653,787	\$906,760	\$642,144
Non-Personnel	\$114,282	\$145,717	\$121,377
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$768,069	\$1,052,477	\$763,521
% of All Funds Departmental Budget	8.8%	9.7%	7.5%
Total Program FTEs	4.30	6.25	4.75
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of customers that rate IT project management services as good or excellent</i>	-	92.00%	92.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		6.25	\$1,052,477
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. Programmatic efficiencies, and the programmatic transfer of 1.5 FTEs, account for the FY 2016 cost modification.	(1.50)	(\$288,956)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		4.75	\$763,521



NETWORK OPERATIONS

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

City Network, Servers, and Data Support

City employees have reliable access to the City's network and servers

Messaging and Collaboration

Employees have access to email and other online communication tools that meet their work needs

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$1,009,378	\$1,012,347	\$1,092,129
Non-Personnel	\$1,140,499	\$1,359,802	\$1,147,312
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$2,149,878	\$2,372,149	\$2,239,441

% of All Funds Departmental Budget	24.6%	22.0%	22.0%
Total Program FTEs	8.30	8.30	8.65

Performance Measures	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
<i>Percent of customers rating email and other online communication tools as good or excellent</i>	-	95.00%	95.00%
<i>Percent of time the City's network or servers are unavailable</i>	-	1.00%	1.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		8.30	\$2,372,149
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. Programmatic efficiencies account for the FY 2016 cost modification. There is a programmatic transfer of 0.35 FTE into this program in FY 2016.	0.35	(\$132,708)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		8.65	\$2,239,441



SECURITY

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Security Operations | Maintain security and reliability of City IT assets and data

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditure By Character			
Personnel	\$133,492	\$234,057	\$171,122
Non-Personnel	\$252,347	\$356,348	\$125,136
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$385,840	\$590,405	\$296,258
% of All Funds Departmental Budget	4.4%	5.5%	2.9%
Total Program FTEs	1.20	2.00	1.20
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of time City IT assets or data are unreliable or not secure</i>	-	0.05%	0.05%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		2.00	\$590,405
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay. The removal of FY 2015 one time funding for mobile device support, security, training, and the programmatic transfer of 0.80 FTE contribute to the FY 2016 cost modification.	0.80	(\$294,147)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		1.20	\$296,258



Accountable, Effective, & Well Managed Government

- Office of Internal Audit

Department Contact Info

703.746.4743

www.alexandriava.gov/internalaudit

Department Head

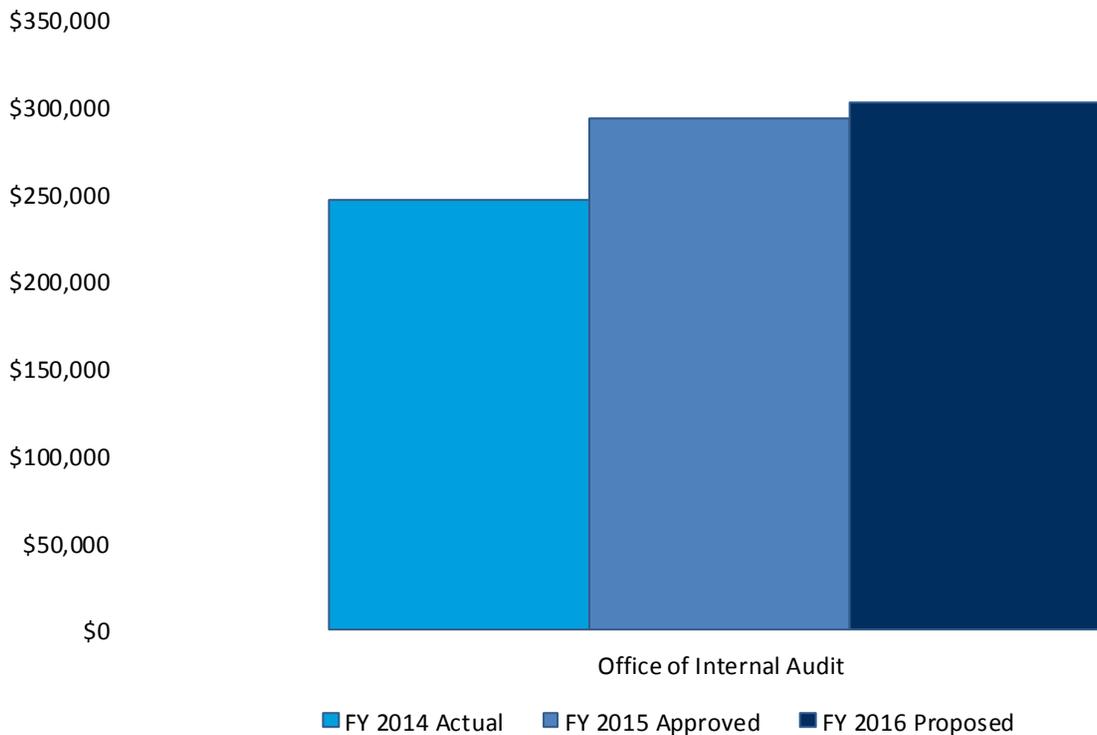
Deborah Welch

Chief Internal Auditor

703.746.4743

Deborah.Welch@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





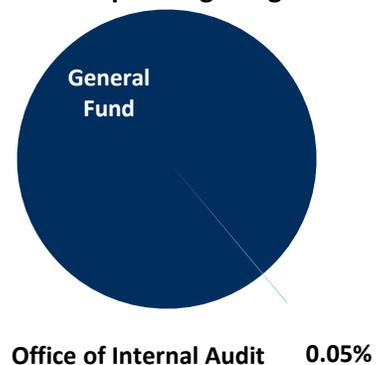
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$223,014	\$264,369	\$272,683	\$8,314	3.1%
Non-Personnel	\$24,042	\$29,704	\$30,212	\$508	1.7%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$247,056	\$294,073	\$302,895	\$8,822	3.0%
Expenditures by Fund					
General Fund	\$247,056	\$294,073	\$302,895	\$8,822	3.0%
Total Expenditures	\$247,056	\$294,073	\$302,895	\$8,822	3.0%
Total Department FTEs	2.00	2.00	2.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

There are no major changes to the Office of Internal Audit’s budget in FY 2016. Personnel spending increases \$8,314 due to merits and benefits. There is no significant change to the level of funding for non-personnel expenditures. For FY 2016 The Office of Internal Audit split from the Office of Performance & Accountability into separate departments. FTE count and budget have been adjusted from prior years to reflect the current department.

Department Share of General Fund Operating Budget



CITY OF ALEXANDRIA, VIRGINIA
Office of Internal Audit



OFFICE OF INTERNAL AUDIT

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Auditing	Departments implement all recommendations for corrective action identified in audits within 45 days
Government Ethics, Fraud, and Waste Resolution	Recommended corrective action for substantiated ethics, fraud, or waste complaints is implemented by departments

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$223,014	\$264,369	\$272,683
Non-Personnel	\$24,042	\$29,704	\$30,212
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$247,056	\$294,073	\$302,895
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	2.00	2.00	2.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>Percent of corrective action plans to resolve audit findings that are implemented by</i>	100.0%	95.0%	95.0%
<i>Percent of recommended corrective actions implemented by departments for</i>	100.0%	100.0%	100.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		2.00	\$294,073
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$8,822
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		2.00	\$302,895



Accountable, Effective, & Well Managed Government

- Budget & Management Services

Department Contact Info

703.746.3737

www.alexandriava.gov/budget

Department Head

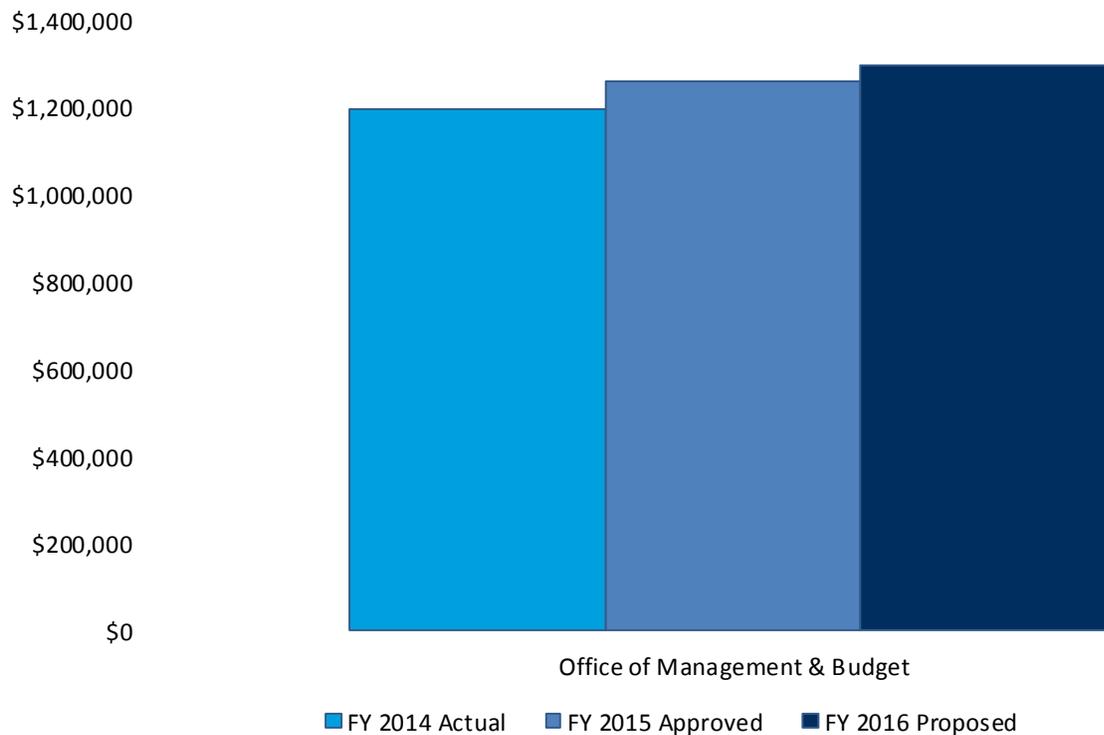
Nelsie L. Birch

Director

703.746.3737

Nelsie.Birch@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





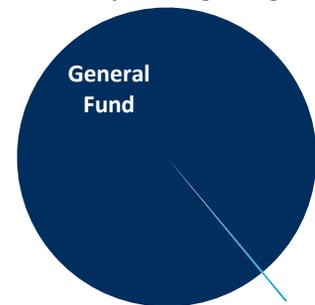
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$1,110,571	\$1,209,155	\$1,237,972	\$28,817	2.4%
Non-Personnel	\$88,636	\$50,751	\$59,732	\$8,981	17.7%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$1,199,207	\$1,259,906	\$1,297,704	\$37,798	3.0%
Expenditures by Fund					
General Fund	\$1,199,207	\$1,259,906	\$1,297,704	\$37,798	3.0%
Total Expenditures	\$1,199,207	\$1,259,906	\$1,297,704	\$37,798	3.0%
Total Department FTEs	11.00	11.00	11.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

There are no major changes to OMB's budget in FY 2016. Personnel spending increases \$28,817 due to personnel increases for merits and benefits. FTE count remains unchanged at FY 2015 levels.

Department Share of General Fund Operating Budget



Office of Management & Budget 0.20%



BUDGET & MANAGEMENT SERVICES

Outcomes Supported: Achieve results the community values
Ensure the fiscal strength of the City Government

<u>Lines of Business</u>	<u>Goals</u>
Budget Development and Communication	Proposed budget is balanced, of high quality and reflects the City Manager's Office (CMO) decisions designed to help achieve the City's Strategic Plan
Operating and Capital Budget Management	City capital projects operate within their appropriated budget; City programs operate within their appropriated budget

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$1,110,571	\$1,209,155	\$1,237,972
Non-Personnel	\$88,636	\$50,751	\$59,732
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$1,199,207	\$1,259,906	\$1,297,704
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	11.00	11.00	11.00
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
Percent of City Capital Projects that operate within their appropriated budget	-	-	100.0%
Percent of City programs that operate within their appropriated budget	-	-	100.0%
Percent of CMO priorities implemented in the City's proposed budget	-	-	100.0%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		11.00	\$1,259,906
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$37,798
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		11.00	\$1,297,704

Non-Departmental

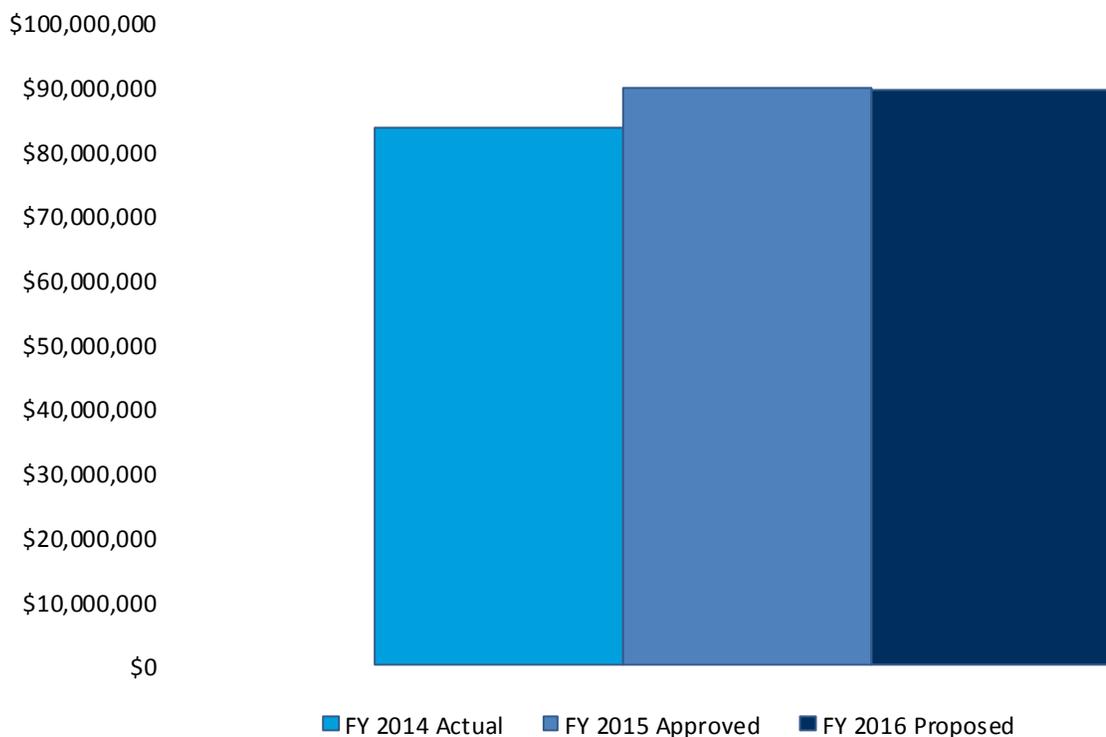


Accountable, Effective & Well-Managed Government

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





EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Classification					
Capital Improvement Program Related Expenses					
General Obligation Debt Service:WMATA	\$1,176,208	\$1,163,480	\$1,146,647	(\$16,833)	-1.4%
General Obligation Debt Service:General City/ACPS	\$54,888,188	\$61,245,349	\$62,592,057	\$1,346,708	2.2%
Northern Virginia Transportation District Debt Service	\$256,070	\$256,070	\$256,070	\$0	0.0%
Transfer to Capital Projects (CIP Cash Capital)	\$17,697,911	\$18,058,794	\$16,025,541	(\$2,033,253)	-11.3%
City Memberships	\$319,342	\$329,071	\$339,538	\$10,467	3.2%
Insurance	\$5,224,932	\$5,005,179	\$5,350,506	\$345,327	6.9%
Employee Compensation	\$1,842,649	\$1,862,159	\$1,875,021	\$12,862	0.7%
Other Operating Expenditures	\$509,638	\$307,744	\$209,744	(\$98,000)	-31.8%
Contingent Reserves		\$7,956	\$134,474	\$126,518	0.0%
Other Post Employment Benefit (OPEB) Obligation	\$200,000	\$0	\$0	\$0	0.0%
Response to Emergencies	\$1,700,496	\$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	\$83,815,434	\$90,071,929	\$89,765,725	(\$306,204)	-0.3%
Expenditures by Fund					
General Fund	\$83,683,614	\$89,071,929	\$88,765,725	(\$306,204)	-0.3%
Non Fiscal Year Grants	\$51,405	\$0	\$0	\$0	N/A
Donations	\$8,891	\$0	\$0	\$0	N/A
Other Special Revenue	\$71,525	\$0	\$0	\$0	N/A
Fiscal Year Grants		\$1,000,000	\$1,000,000	\$0	0.0%
Total Expenditures	\$83,815,435	\$90,071,929	\$89,765,725	(\$306,204)	-0.3%

FISCAL YEAR HIGHLIGHTS

The FY 2016 budget for Non-Departmental is decreasing by -\$306,204 over FY 2015. Cash Capital is decreasing by -\$2.0M or -11.3% over FY 2015 in accordance with the City Council Capital funding policy of 2.5% of Council Fund reverse for Cash Capital. This amount does not include \$2.9 million in prior year project savings also used to fund the CIP. The largest increase in Non-Departmental budget is a \$345,327, or 6.9% increase in the cost of Retiree Health and Life Insurance. Contingent Reserve is increasing by \$126,518 for City Council.

Department Share of General Fund Operating Budget



Non-Departmental 13.70%

Non-Departmental



DEBT SERVICE

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
General Obligation Debt Service:WMATA	\$1,176,208	\$1,163,480	\$1,146,647
General Obligation Debt Service:General City/ACPS	\$54,888,188	\$61,245,349	\$62,592,057
Northern Virginia Transportation District Debt Service	\$256,070	\$256,070	\$256,070
Total Expenditures	\$56,320,466	\$62,664,899	\$63,994,774
% of All Funds Departmental Budget	67.2%	69.6%	71.3%

* For FY 2016, the Schools' portion of debt service is estimated at \$21.4 million.

Debt Service

Total debt service increases \$1.3 million in FY 2016, which is attributed to capital investment for the City and Schools. Northern Virginia Transportation District (NVTD) debt service remains at the FY 2015 level, while there is an approximately \$17,000 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 in the Fire Department and the Transportation & Environmental Services Department.

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$62,664,899
Service / Line of Business	Impacts	Cost Modification
Debt Service: WMATA	Decrease in year-over-year debt service.	(\$16,833)
Debt Service: City/Schools	Increase in year-over-year debt service.	\$1,346,708
Debt Service: NVTD	Maintain prior year funding.	\$0
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$63,994,774

Non-Departmental



CIP CASH CAPITAL

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
Transfer to Capital Projects (CIP Cash Capital)	\$17,697,911	\$18,058,794	\$16,025,541
Total Expenditures	\$17,697,911	\$18,058,794	\$16,025,541
% of All Funds Departmental Budget	21.1%	20.0%	17.9%

Transfer to Capital Projects (CIP Cash Capital)

The City plans to combine the approved amount of \$16,025,541 with \$2.9 million in prior year City funding from completed or closed out projects for a total General Fund supported cash contribution of \$18,937,541. This is a decrease of \$2.1 million, or 10.07% over FY 2015 approved.

As part of FY 2016 budget guidance, City Council provided City staff with a General Fund Cash Capital Transfer target of 2.5% and a “floor” of 2.0% of General Fund expenditures to support the CIP. Providing a minimum and a target ensures that cash capital will be maintained at an acceptable level, while maintaining flexibility in setting budget priorities between the annual General Fund Operating Budget and annual cash capital transfer from the General Fund to the CIP. The General Fund Cash Capital transfer of \$16,025,541 represents 2.47% of all General Fund expenditures.

This cash capital policy will provide City staff the flexibility to develop sustainable and affordable General Fund support to the CIP through debt service paid on General Obligation Bonds and a recurring cash capital transfer supporting City Council capital infrastructure priorities in the ten-year CIP. Furthermore, this policy will tie the cash capital closely to the General Fund, and allow cash capital to grow or decrease proportionally with the General Fund, while still providing the necessary resources to maintain the City's capital infrastructure. The chart below details the planned level of the General Fund Cash Capital Transfer in each year of the CIP along with the percentage of estimated General Fund expenditures comprised by the General Fund Cash Capital Transfer. It is important to note that the General Fund Cash Capital Transfer is only a small portion of all cash sources used to finance the ten-year plan.

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$18,058,794
Service / Line of Business	Impacts	Cost Modification
Cash Capital	Decrease in year-over-year funding for cash transfers to the CIP.	(\$2,033,253)
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$16,025,541

Non-Departmental



CITY MEMBERSHIPS

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
City Memberships	\$319,342	\$329,071	\$339,538
Total Expenditures	\$319,342	\$329,071	\$339,538
% of All Funds Departmental Budget	0.4%	0.4%	0.4%

City Memberships

The budget for City Memberships increases by approximately \$10,000 in FY 2016, reflecting slight increase in membership cost.

- Metropolitan Washington Council of Governments, \$121,427
- Northern Virginia Regional Commission, \$115,146
- Virginia Municipal League, \$38,904
- National League of Cities, \$9,674
- Northern Virginia Transportation Commission, \$37,145
- Conference of Mayors, \$12,242

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$329,071
Service / Line of Business	Impacts	Cost Modification
City Memberships	Year-over-year increase.	\$10,467
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$339,538

Non-Departmental



INSURANCE

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
Insurance Charges	\$5,224,932	\$5,005,179	\$5,350,506
Total Expenditures	\$5,224,932	\$5,005,179	\$5,350,506
% of All Funds Departmental Budget	6.2%	5.6%	6.0%

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 increasing nearly \$345,327 from FY 2015 levels. Group Health & Life Insurance accounts for the largest increase over FY 2015 at \$165,626 combined.

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$5,005,179
Service / Line of Business	Impacts	Cost Modification
Unemployment Compensation	Year-over-year increase.	\$40,000
Labor Relations	Year-over-year increase.	\$11,500
Claims Against City	Year-over-year increase.	\$50,000
Professional Liability	Year-over-year increase.	\$7,049
Group Health Retired Employees	Year-over-year increase.	\$76,378
Life Insurance Retired Employees	Year-over-year increase.	\$89,248
Volunteer Fire Coverage	Year-over-year decrease.	(\$2,384)
Liability Property Insurance	Year-over-year increase.	\$11,144
Fire & Extended Coverage	Year-over-year increase.	\$57,172
Worker's Compensation (claims > \$1mm)	Year-over-year decrease.	(\$73,780)
General Liability	Year-over-year increase.	\$79,000
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$5,350,506

Non-Departmental



EMPLOYEE COMPENSATION

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
Pension Public Safety	\$1,700,000	\$1,700,000	\$1,700,000
Employee Compensation	\$142,649	\$162,159	\$175,021
Total Expenditures	\$1,842,649	\$1,862,159	\$1,875,021

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$1,862,159
Service / Line of Business	Impacts	Cost Modification
Executive Pay Band	The executive pay bands were created in FY 2014. Year to Year increase for additional benefits over FY 2015.	\$12,862
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$1,875,021

Non-Departmental



OTHER OPERATING EXPENSES

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
Public Safety	\$70,907	\$0	\$0
Summer Interns	\$49,140	\$75,000	\$79,259
Citizen Academy	\$2,206		\$4,300
Other Expenditures	\$387,384	\$232,744	\$126,185
Total Expenditures	\$509,638	\$307,744	\$209,744
% of All Funds Departmental Budget	0.6%	0.3%	0.2%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$307,744
Service / Line of Business	Impacts	Cost Modification
Other Expenditures	Reduced certain components of miscellaneous expenses.	(\$98,000)
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$209,744

Non-Departmental



RESPONSE TO EMERGENCIES

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
Response to Emergencies	\$1,700,496	\$836,127	\$836,127
Total Expenditures	\$1,700,496	\$836,127	\$836,127
% of All Funds Departmental Budget	2.0%	0.9%	0.9%

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. City Council approved a level funding amount of \$836,127.

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$836,127
Service / Line of Business	Impacts	Cost Modification
Response to Emergencies	Level funding from FY 2015.	\$0
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$836,127

Non-Departmental



CONTINGENT RESERVES

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Classification			
Contingent Reserves	\$0	\$7,956	\$134,474
Total Expenditures	\$0	\$7,956	\$134,474
% of All Funds Departmental Budget	0.0%	0.0%	0.1%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		\$7,956
Service / Line of Business	Impacts	Cost Modification
Contingent Reserve	Increase in funding for City Council.	\$126,518
TOTAL FY 2016 APPROVED ALL FUNDS PROGRAM BUDGET		\$134,474

Office of Performance & Accountability



Accountable, Effective, & Well

- Office of Performance & Accountability

Department Contact Info

703.746.3729

<http://www.alexandriava.gov/Performance>

Department Head

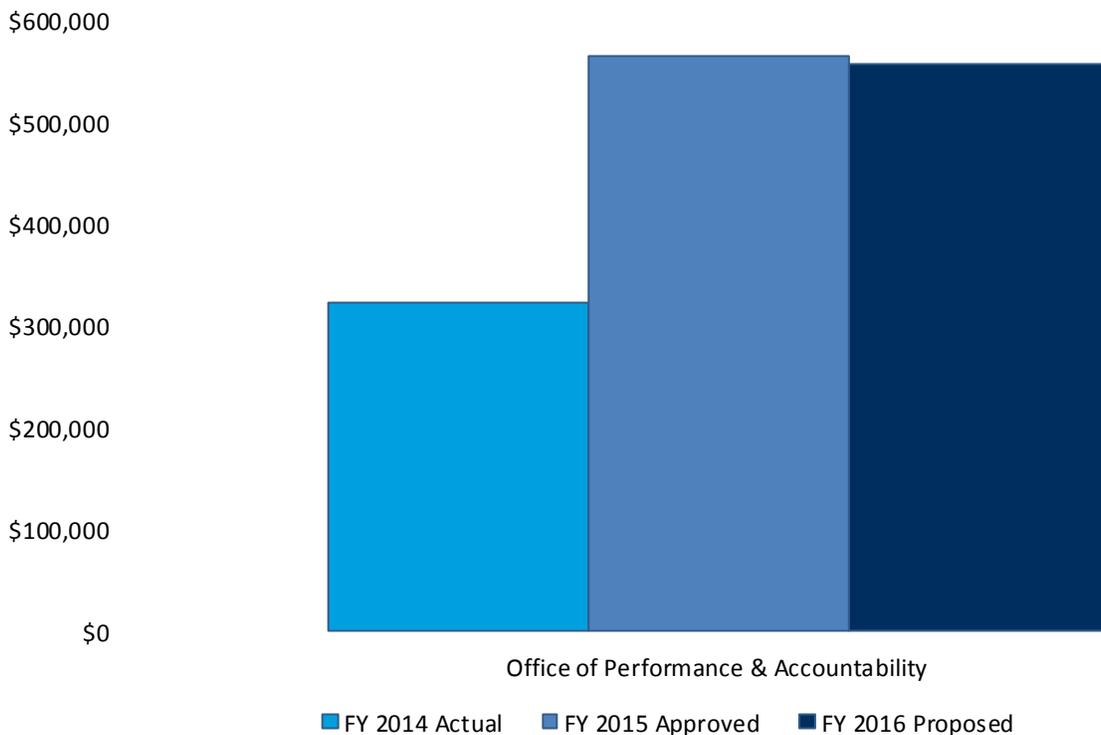
Greg Useem

Chief Performance Officer

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Gregg.Useem@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





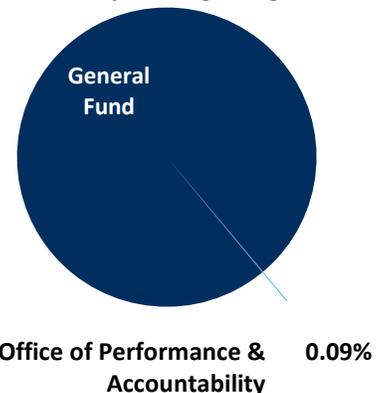
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$307,793	\$496,493	\$487,948	(\$8,545)	-1.7%
Non-Personnel	\$15,990	\$70,000	\$70,400	\$400	0.6%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$323,783	\$566,493	\$558,348	(\$8,145)	-1.4%
Expenditures by Fund					
General Fund	\$323,783	\$566,493	\$558,348	(\$8,145)	-1.4%
Total Expenditures	\$323,783	\$566,493	\$558,348	(\$8,145)	-1.4%
Total Department FTEs	2.00	4.00	4.00	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

There are no major changes to the Office of Performance & Accountability's budget in FY 2016. The personnel budget decreases by \$8,545. There is no change to the level of funding for non-personnel expenditures. FTE counts remain unchanged at FY 2015 levels. For FY 2016 The Office of Performance & Accountability split from the Office of Internal Audit into separate departments. FTE count and budget have been adjusted from prior years to reflect the current department.

Department Share of General Fund Operating Budget



Office of Performance & Accountability



OFFICE OF PERFORMANCE & ACCOUNTABILITY

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

AlexStat and Service Analysis

Strategic, data-driven AlexStat and service analysis implemented recommendations positively impact achieving our City LTOs, goals, and strategies

Citywide Strategic Planning and Measurement

City elected officials and employees understand and are focused on achieving the City's LTOs and department goals, strategies

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$307,793	\$496,493	\$487,948
Non-Personnel	\$15,990	\$70,000	\$70,400
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$323,783	\$566,493	\$558,348
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	2.00	4.00	4.00

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
Percent of city elected officials and employees reporting they understand and focused on achieving the City's LTOs and department goals, strategies	-	-	60.00%
Percent of recommendations that positively impact achieving our City LTOs, goals, and strategies	-	-	55.00%

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		4.00	\$566,493
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	(\$8,145)
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET			\$558,348

Office of Voter Registration & Elections



Accountable, Effective, & Well

- Office of Voter Registration & Elections

Department Contact Info

703.746.4050

www.alexandriava.gov/elections

Department Head

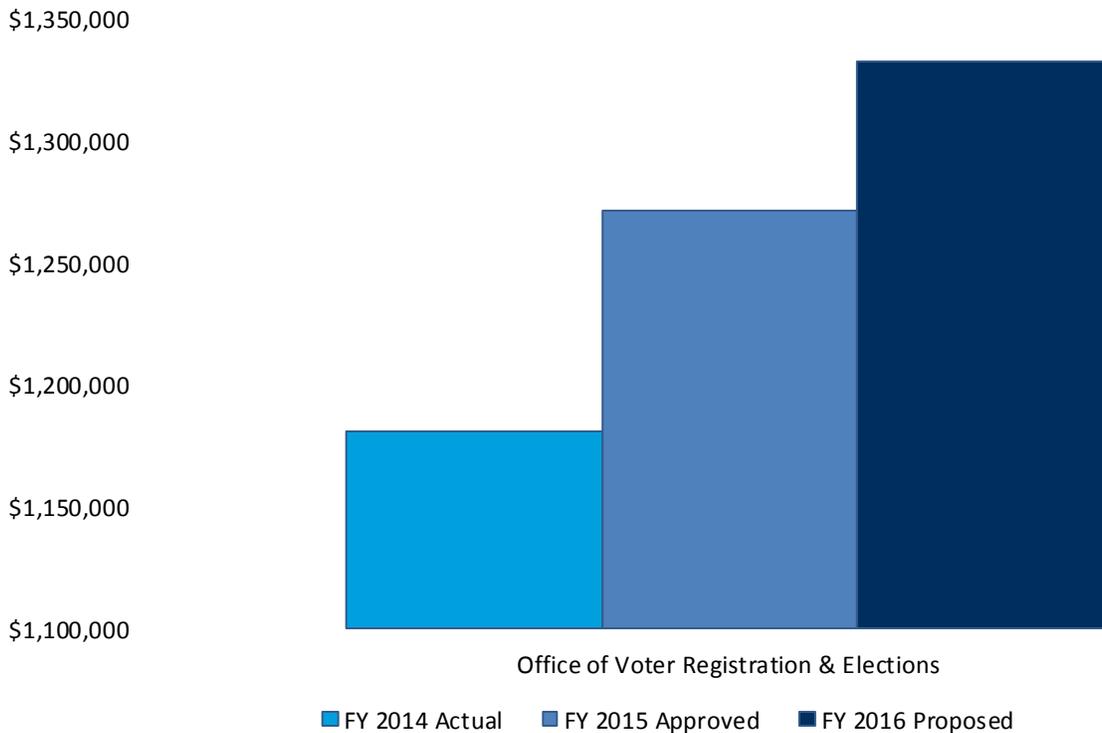
Anna Leider

General Registrar

703.746.4050

Anna.Leider@alexandriava.gov

ALL FUNDS SUMMARY BY PROGRAM





Office of Voter Registration & Elections

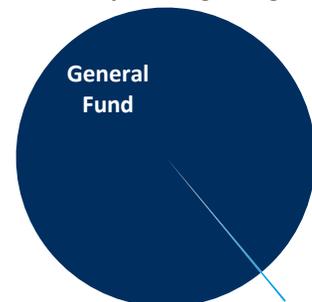
EXPENDITURE & REVENUE SUMMARY

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed	\$ Change 2015 - 2016	% Change 2015 - 2016
Expenditure By Character					
Personnel	\$751,562	\$834,415	\$872,105	\$37,690	4.5%
Non-Personnel	\$429,059	\$436,846	\$460,334	\$23,488	5.4%
Capital Goods Outlay	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$1,180,621	\$1,271,261	\$1,332,439	\$61,178	4.8%
Expenditures by Fund					
General Fund	\$1,180,621	\$1,271,261	\$1,332,439	\$61,178	4.8%
Total Expenditures	\$1,180,621	\$1,271,261	\$1,332,439	\$61,178	4.8%
Total Department FTEs	6.60	6.60	6.60	0.00	0.0%

FISCAL YEAR HIGHLIGHTS

The FY 2016 budget for the Office of Voter registration & Elections is increasing by \$61,178 or 4.8% from FY 2015 levels. There is an increase of \$10,400 due to an increase in stipends for the Election officers. Personnel spending also increased due to increase for merits and benefits. The department is requesting a one-time funding of \$76,742 for the March 1, 2016 Presidential Primary Election. The City will receive reimbursement from the State for the election related costs. The department will also reduce their expenditures by \$15,150 by combining election day functions of their Election Officers.

Department Share of General Fund Operating Budget



Office of Voter Registration & Elections 0.21%



Office of Voter Registration & Elections

OFFICE OF VOTER REGISTRATION & ELECTIONS

Outcomes Supported: Achieve results that the community values

Lines of Business

Goals

Voter Registration	Maintain an accurate list of Alexandria City voters, verify voters who present themselves to vote either at the polling place or by absentee application, and educate and inform Alexandria voters on a range of electoral issues through direct contact, and via the internet, social media and by mail
Elections Administration	Administer local, state and federal elections in Alexandria in accordance with the law; to fairly elect leadership for our government and ensure the legitimate and orderly transfer of power, conduct elections that citizens believe are fair, unbiased and orderly, and ensure that all candidates file accurate finance reports, comply with filing deadlines and provide full disclosure of the campaign's financial activities to the public

	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Expenditures by Character			
Personnel	\$751,562	\$834,415	\$872,105
Non-Personnel	\$429,059	\$436,846	\$460,334
Capital Goods Outlay	\$0	\$0	\$0
Total Expenditures	\$1,180,621	\$1,271,261	\$1,332,439
% of All Funds Departmental Budget	100.0%	100.0%	100.0%
Total Program FTEs	6.60	6.60	6.60
	FY 2014 Actual	FY 2015 Approved	FY 2016 Proposed
Performance Measures			
<i>% of Registration and Elections activities in compliance with federal/state/local requirements (including accessibility)</i>	100.00%	100.00%	100.00%
<i>Number of registered voters in Alexandria</i>	97,870	99,000	101,000
<i>Number of voter registration transactions</i>	82,008	83,000	80,000

MAINTAINING CURRENT SERVICE LEVELS

TOTAL FY 2015 APPROVED ALL FUNDS PROGRAM BUDGET		6.60	\$1,271,261
Current Service Adjustment	Description	FTE Impact	Cost Modification
Maintaining current service levels	Maintain current levels of service delivery with personnel related adjustments (e.g. health coverage, salaries, merit adjustments, career ladders and other fringe benefits), non-personnel resources (e.g. contract administration, fuel costs, rental and lease agreements), and capital goods outlay.	0.00	\$50,778
[Continued on next page]			

Office of Voter Registration & Elections



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Service / Line of Business	Description	FTE Impact	Cost Modification
Office of Voter Registration & Elections	Increase stipend spending for Election Officers by an additional \$25 per Officer.	0.00	\$10,400
TOTAL FY 2016 PROPOSED ALL FUNDS PROGRAM BUDGET		6.60	\$1,332,439