

Office of Management and Budget

Mission Statement: The mission of the Office of Management and Budget is to administer the City's budget process and provide analyses and management services to the City Manager in order to achieve financially sustainable and excellent services valued by the community.

Expenditure and Revenue Summary

Expenditure By Classification	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	% Change 2009-2010
Personnel	\$1,053,581	\$1,120,565	\$1,089,953	-2.7%
Non-Personnel	67,942	62,436	50,015	-19.9%
Capital Goods Outlay	0	0	0	0.0%
Total Expenditures	<u>\$1,121,523</u>	<u>\$1,183,001</u>	<u>\$1,139,968</u>	-3.6%
Funding Sources				
Internal Service	\$0	\$0	\$0	0.0%
Special Revenue Fund	0	0	0	0.0%
Total Designated Funding Sources	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	0.0%
Net General Fund Expenditures	<u>\$1,121,523</u>	<u>\$1,183,001</u>	<u>\$1,139,968</u>	-3.6%
Total Department FTE's	11.0	11.0	11.0	0.0%

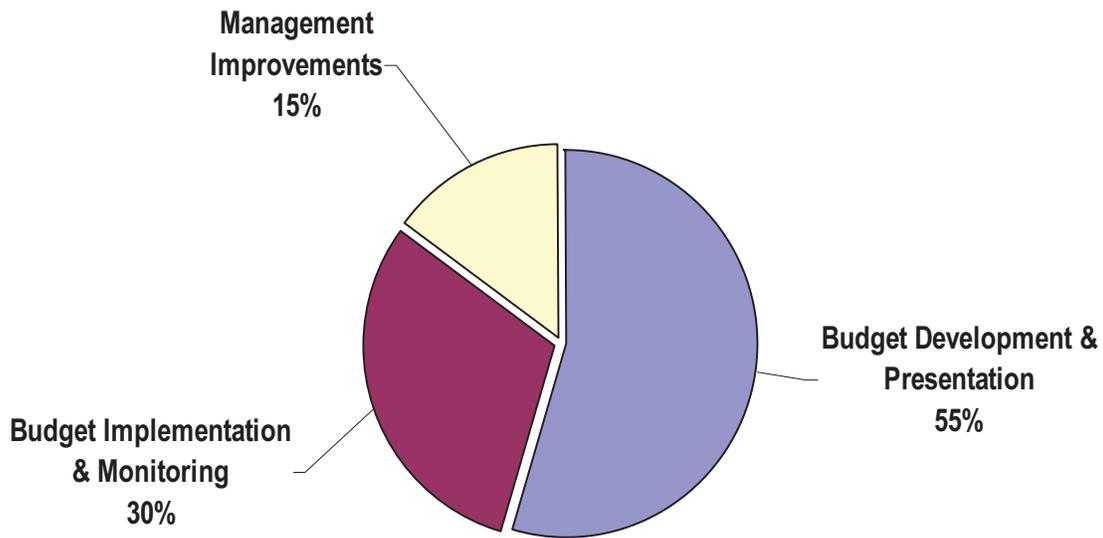
Highlights

- In FY 2010 the approved General Fund budget decreased by \$40,033, or 3.6%.
- FY 2010 personnel costs decreased by \$30,612, or 2.7%; the decrease was due to the hiring of employees at a lower than previously budgeted level and a reduction in temporary services (\$4,000).
- Total non-personnel costs decreased by \$12,421, or 19.9%, attributable to savings from the temporary suspension of the City's Computer Replacement Program and efficiency reductions in various areas of the non-personnel budget; including, other equipment maintenance (\$ 2,523), conference and registration (\$1,258), long distance travel (\$2,442) and photocopying (\$3,777); offset by a slight increase in computer equipment replacement charges.

Selected Performance Measures

Selected Performance Measures	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
% GFOA budget document standards satisfied	97.8%	100.0%	100%
\$ monitored (all funds in millions)	\$649.3	\$658.5	\$641.8
% of departments that do <u>not</u> overspend	95%	100%	100%
% compliance with City adopted debt policies	100%	100%	100%

FY 2010 Approved Expenditures by Activity



Activity Level Summary Information

Expenditure Summary

Expenditure By Activity	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	% Change 2009-2010*
Budget Development and Presentation	\$629,987	\$717,730	\$622,204	-13.3%
Budget Implementation & Monitoring	\$293,555	\$302,389	\$347,011	14.8%
Management Improvements & Long Range Financial Analysis	\$197,981	\$162,882	\$170,753	4.8%

*The percent change in FY 2009 and FY 2010 is partially due to the hiring of new employees at a lower than previously budget level and the reassignment of duties within the department as well as efficiency reductions in various non-personnel costs described on the following pages.

Staffing Summary

Authorized Positions (FTE's) by Activity	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved	% Change 2009-2010
Budget Development and Presentation	6.5	6.5	6.5	0.0%
Budget Implementation & Monitoring	3	3	3	0.0%
Management Improvements & Long Range Financial Analysis	1.5	1.5	1.5	0.0%

Office of Management and Budget Programs and Activities

Budget and Management Services

Budget Development & Presentation
 Budget Implementation & Monitoring
 Management Improvements

Dept Info

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Office of Management and Budget

Budget and Management Services Program

The goal of the Budget and Management Services program is to provide the City Manager, City Council, and public with financial choices to balance the needs of the community for City services with the ability of the community to pay for them.

Program Totals	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Total Expenditures	\$1,121,523	\$1,183,001	\$1,139,968
Less Revenues	0	0	0
Net General Fund Expenditures	\$1,121,523	\$1,183,001	\$1,139,968
Program Outcomes			
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	89.3%	89.3%	89.3%

Activity Data

BUDGET DEVELOPMENT & PRESENTATION – The goal of Budget Development & Presentation is to prepare a proposed budget for the City Manager and Council that clearly explains how the proposed budget accomplishes effective and efficient operation of the City, presents the City's budget to Council and the community in a manner that supports informed Council budget deliberations and community participation, and ensures long range financial sustainability.	FY 2008 Actual	FY 2009 Approved	FY 2010 Approved
Expenditures	\$629,987	\$717,730	\$622,204
FTE's	6.5	6.5	6.5
# of activities for which budgets are developed	504	507	467
# of activities per FTE	45.8	46.1	42.5
Budget Memoranda	133	125	135
% of GFOA budget document standards satisfied	100%	100%	100%
% of GFOA budget document standards outstanding	15.0%	18.8%	20.0%
BUDGET IMPLEMENTATION & MONITORING – The goal of Budget Implementation & Monitoring is to regularly review revenues and expenditures throughout the fiscal year on behalf of the City Manager in order to ensure that established procedures are followed, expenditures do not exceed appropriations and compliance with debt policy guidelines.			
Expenditures	\$293,555	\$302,389	\$347,011
FTE's	3.0	3.0	3.0
\$ monitored (all funds in millions)	\$649.3	\$658.5	\$641.8
\$ million monitored per FTE	\$59.0	\$59.9	\$58.3
# of Council Docket and City Manager Signature Items	64	64	73
% of departments that do not overspend	95%	100%	100%
% compliance with City adopted debt policies in last fiscal year	100%	100%	100%
MANAGEMENT IMPROVEMENTS AND LONG RANGE FINANCIAL ANALYSIS – The goal of Management Improvements is to coordinate with various internal and external groups, develop new processes and plans to improve City management, and report on the progress of these and similar efforts to the City Manager.			
Expenditures	\$197,981	\$162,882	\$170,753
FTE's	1.5	1.5	1.5
# of Managing For Results (MFRI) and Efficiency and Best Practices public reports prepared	11	13	15
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	89.3%	89.3%	89.3%

Summary of Budget Changes

Expenditure Reductions

Activity	Reduction Option	FTE's	FY 2010 Approved
Various	<i>Personnel & Non-Personnel</i>	(0 FTE)	(\$14,000)

These efficiency reductions reflect reductions in temporary personnel costs (\$4,000) and various non-personnel costs (\$10,000); including, other equipment maintenance (\$2,523), conference and registration (\$1,258), long distance travel (\$2,442) and photocopying (\$3,777).