

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 2010 Actual	FY 2011 Approved	FY 2012 Approved	% Change 2011-2012
Personnel	\$1,054,589	\$1,134,844	\$1,183,594	4.3%
Non-Personnel	47,646	51,085	52,795	3.3%
Capital Goods Outlay	\$0	\$0	\$0	NA
Total Expenditures	<u>\$1,102,235</u>	<u>\$1,185,929</u>	<u>\$1,236,389</u>	4.3%
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>\$1,102,235</u>	<u>\$1,185,929</u>	<u>\$1,236,389</u>	4.3%
Total Department FTE's	11.0	11.0	11.0	0.0%

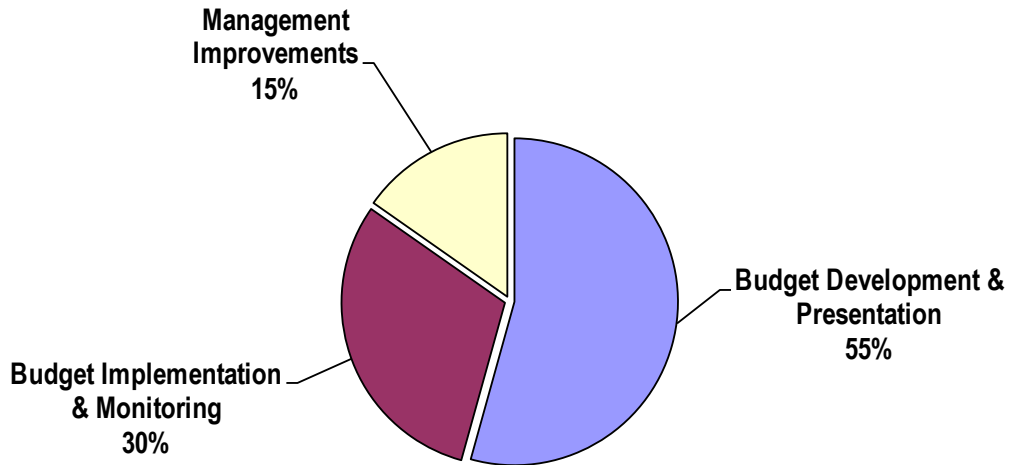
Highlights

- In FY 2012 the Approved General Fund budget increases by \$50,460, or 4.3%.
- FY 2012 personnel costs are increasing by \$48,750, or 4.3%; the increase is due to employee step adjustments and an increase in benefit costs.
- Total non-personnel costs increased by \$1,710, or 3.3%, due to reallocation of telecommunications system costs from ITS to the user departments in FY 2012.

Selected Performance Measures

Selected Performance Measures	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved
% GFOA budget document standards rated proficient	100%	100%	100%
\$ monitored (all funds in millions)	\$667.3	\$659.8	\$698.5
% of departments that do <u>not</u> overspend	100%	100%	100%
% compliance with City adopted debt policies	100%	100%	100%

FY 2012 Approved Expenditures by Activity



Activity Level Summary Information

Expenditure Summary

Expenditure By Activity	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved	% Change 2011-2012
Budget Development and Presentation	\$648,458	\$646,685	\$671,496	3.8%
Budget Implementation & Monitoring	\$266,010	360,119	376,101	4.4%
Management Improvements & Long Range Financial Analysis	\$187,765	179,125	188,792	5.4%
Total Expenditures	\$1,102,233	\$1,185,929	\$1,236,389	4.3%

Staffing Summary

Authorized Positions (FTE's) by Activity	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved	% Change 2011-2012
Budget Development and Presentation	6.5	6.5	6.5	0.0%
Budget Implementation & Monitoring	3.0	3.0	3.0	0.0%
Management Improvements & Long Range Financial Analysis	1.5	1.5	1.5	0.0%
Total Authorized Positions (FTE's) by Activity	11.0	11.0	11.0	0.0%

Office of Management and Budget Programs and Activities

Budget and Management Services

Budget Development & Presentation
 Budget Implementation & Monitoring
 Management Improvements

Dept Info

Department Contact Info

703.746.3737
<http://alexandriava.gov/budget/>

Department Head

Bruce Johnson, Chief Financial Officer
 703.746.3737
bruce.johnson@alexandriava.gov

Department Staff

Kendel Taylor, Assistant Director
 703.746.3741
kendel.taylor@alexandriava.gov

Morgan Routt, Assistant Director
 703.746.3743
morgan.routt@alexandriava.gov

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 2010 Actual	FY 2011 Approved	FY 2012 Approved
Total Expenditures	\$1,102,233	\$1,185,929	\$1,236,389
Less Revenues	0	0	0
Net General Fund Expenditures	\$1,102,233	\$1,185,929	\$1,236,389
Program Outcomes			
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	N/A ¹	89.3%	N/A ¹

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 2010 Actual	FY 2011 Approved	FY 2012 Approved
Expenditures	\$648,458	\$646,685	\$671,496
FTE's	6.5	6.5	6.5
# of activities for which budgets are developed	467	450	411
# of activities per FTE	42.5	40.9	37.4
Budget Memoranda	125	135	125
% of GFOA budget document standards rated proficient	100%	100%	100%
% of GFOA budget document standards rated outstanding	36%	35%	45%

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.	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved
Expenditures	\$266,010	\$360,119	\$376,101
FTE's	3.0	3.0	3.0
\$ monitored (all funds in millions)	\$667.3	\$659.8	\$698.5
\$ million monitored per FTE	\$60.7	\$60.0	\$63.5
# of Council Docket and City Manager Signature Items	77	73	82
% of departments that do not overspend	100%	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.	FY 2010 Actual	FY 2011 Approved	FY 2012 Approved
Expenditures	\$187,765	\$179,125	\$188,792
FTE's	1.5	1.5	1.5
# of Management/Long Range Financial Analysis Reports	9	15	10
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	N/A ¹	89.3%	N/A ¹

¹ No citizen survey was conducted in FY 2010 and none is funded in FY 2012.