

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 2011 Actual	FY 2012 Approved	FY 2013 Approved	% Change 2012-2013
Personnel	\$1,009,682	\$1,183,594	\$1,000,397	-15.5%
Non-Personnel	53,809	52,795	52,795	0.0%
Capital Goods Outlay	\$0	\$0	\$0	NA
Total Expenditures	\$1,063,491	\$1,236,389	\$1,053,192	-14.8%
Funding Sources				
Internal Service	\$0	\$0	\$0	0.0%
Special Revenue Fund	0	0	0	0.0%
Total Designated Funding Sources	\$0	\$0	\$0	0.0%
Net General Fund Expenditures	\$1,063,491	\$1,236,389	\$1,053,192	-14.8%
Total Department FTE's	11.0	11.0	10.0	-9.1%

Highlights

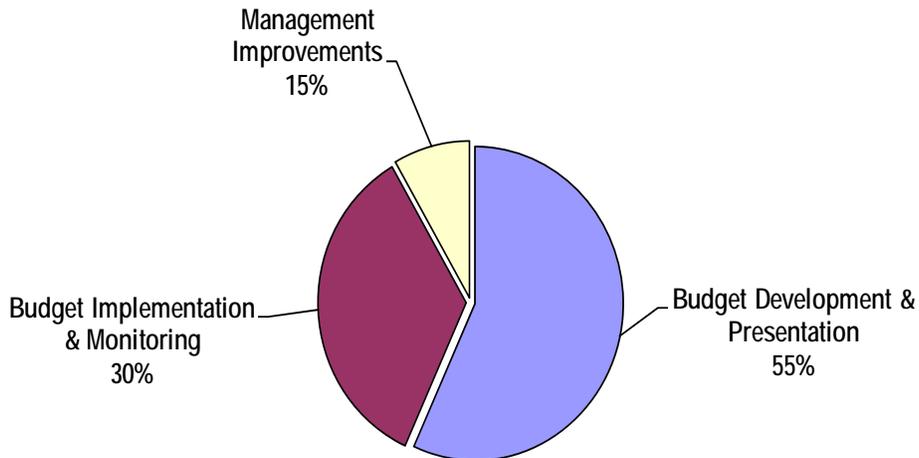
- In FY 2013 the General Fund budget decreases by \$183,197, or 14.8%.
- FY 2013 personnel costs are decreasing by \$183,197, or 15.5%; the decrease is due to the transfer of the former Budget Director/Chief Financial Officer to the City Manager's Office to create the position of Chief of Staff. One vacant budget analyst position has been temporarily reallocated to the City Manager's Office to create the new position, resulting in the reduction of one FTE in the Office of Management and Budget in FY 2013. This decrease is partially offset by employee step adjustments, increase in benefit costs and the 1% increase in the General Government pay scale to offset the 1% shift in the VRS contribution rate from the employer to the employee.
- Total non-personnel costs have remained level in FY 2013.

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Selected Performance Measures

Selected Performance Measures	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved
% GFOA budget document standards rated proficient	98%	100%	100%
\$ monitored (all funds in millions)	\$679.9	\$698.5	\$711.6
% of departments that do <u>not</u> overspend	100%	100%	100%
% compliance with City adopted debt policies	100%	100%	100%

FY 2013 Approved Expenditures by Activity



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Activity Level Summary Information

Expenditure Summary

Expenditure By Activity	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved	% Change 2012-2013
Budget Development and Presentation	\$650,927	\$671,496	\$597,873	-11.0%
Budget Implementation & Monitoring	250,970	376,101	367,457	-2.3%
Management Improvements & Long Range Financial Analysis	161,593	188,792	87,862	-53.5%
Total Expenditures	\$1,063,490	\$1,236,389	\$1,053,192	-14.8%

Staffing Summary

Authorized Positions (FTE's) by Activity	FY 2011 Actual	FY 2012 Approved	FY 2013 Approved	% Change 2012-2013
Budget Development and Presentation	6.5	6.5	5.5	-15.4%
Budget Implementation & Monitoring	3.0	3.0	3.7	23.3%
Management Improvements & Long Range Financial Analysis	1.5	1.5	0.8	-46.7%
Total Authorized Positions (FTE's) by Activity	11.0	11.0	10.0	-9.1%

Office of Management and Budget Programs and Activities		Dept Info
<p>Budget and Management Services Budget Development & Presentation Budget Implementation & Monitoring Management Improvements</p>		<p>Department Contact Info 703.746.3737 http://alexandriava.gov/budget/</p> <p>Department Head Kendel Taylor, Acting Budget Director 703.746.3737</p> <p>Department Staff Morgan Routt, Assistant Director 703.746.3737 kendel.taylor@alexandriava.gov</p>

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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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Total Expenditures	\$1,063,490	\$1,236,389	\$1,053,192
Less Revenues	0	0	0
Net General Fund Expenditures	\$1,063,490	\$1,236,389	\$1,053,192
Program Outcomes			
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	N/A ¹	N/A ¹	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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Expenditures	\$650,927	\$671,496	\$597,873
FTE's	6.5	6.5	5.5
# of activities for which budgets are developed	426	411	400
# of activities per FTE	38.7	37.4	40.0
Budget Memoranda	89	125	100
% of GFOA budget document standards rated proficient or better	98%	100%	100%
% of GFOA budget document standards rated outstanding	41%	45%	50%

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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Expenditures	\$250,970	\$376,101	\$367,457
FTE's	3.0	3.0	3.7
\$ monitored (all funds in millions)	\$679.9	\$698.5	\$711.6
\$ million monitored per FTE	\$61.8	\$63.5	\$71.2
# of Council Docket and City Manager Signature Items	75	82	80
% 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 2011 Actual	FY 2012 Approved	FY 2013 Approved
Expenditures	\$161,593	\$188,792	\$87,862
FTE's	1.5	1.5	0.8
# of Management/Long Range Financial Analysis Reports	7	10	5
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	N/A ¹	N/A ¹	N/A ¹

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