



City of Alexandria
Annual Budget
2016-2017



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Alexandria
Louisiana**

For the Fiscal Year Beginning

May 1, 2015

Jeffrey R. Emery

Executive Director

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

***CITY OF ALEXANDRIA
ELECTED OFFICIALS
2016 - 2017***

EXECUTIVE

Jacques M. Roy

Mayor

LEGISLATIVE

Edward Larvadain, III

Roosevelt Johnson

Jules Green

Harry Silver

Chuck Fowler

Jim Villard

Lee Rubin

District One

District Two

District Three

District Four

District Five

At-Large

At-Large

JUDICIAL

Richard Starling, Jr.

Terrence Grines

City Judge

City Marshal

***CITY OF ALEXANDRIA
EXECUTIVE OFFICERS
2016 - 2017***

| | |
|-------------------|--------------------------------|
| David Gill | Chief of Staff |
| Daniel Williams | Director of Community Services |
| Loren Lampert | Police Chief |
| Bernard Wesley | Fire Chief |
| Michael Marcotte | Director of Utilities |
| Lisa Harris | Director of Human Resources |
| Charles Johnson | City Attorney |
| David Crutchfield | Director of Finance |
| Delores Brewer | Director of Planning |
| David Gill | Director of Public Works |

2016-2017 ANNUAL BUDGET

TABLE OF CONTENTS

| | <u>PAGE</u> |
|--|-------------|
| Distinguished Budget Presentation Award | 1 |
| Elected Officials | 3 |
| Executive Officials | 4 |
| Table of Contents | 5 |
| Mayor's Budget Message | 9 |
| City Organization Chart | 10 |
| Structure and Budgetary Organization | 11 |
| Legal Requirements | 13 |
| Methods of Financing Infrastructure | 14 |
| Statement of Budgetary Policies | 15 |
| Budgetary Process | 16 |
| Budget Calendar | 18 |
| Glossary of Budget Terms | 19 |
| Ordinance Adopting the Budget | 21 |
| Executive Recap | 24 |
| | |
| <u>I. BUDGET SUMMARIES</u> | |
| Combinec Utility Debt Amortization Schedule | I.1 |
| Summaries - General Fund | I.4 |
| Summaries - Pre Trial Intervention Fund | I.6 |
| Summaries - General Debt Service Fund | I.8 |
| Summaries - Risk Management Fund | I.9 |
| Summaries - Employee Benefits Fund | I.10 |
| Summaries - Unemployment Benefits Fund | I.11 |
| Summaries - Utility Fund | I.12 |
| Summaries - Sanitation Fund | I.16 |
| Summaries - Zoological Park Fund | I.17 |
| Summaries - Golf Course Fund | I.18 |
| Summaries - Municipal Transit Fund | I.19 |
| Recap of Personnel | I.21 |
| Fund Balance Analysis | I.38 |
| Summary of Sources, Uses, Changes in Fund Balance | I.40 |

2016-2017 ANNUAL BUDGET

TABLE OF CONTENTS

| II. GENERAL FUND | <u>PAGE</u> |
|--|-------------|
| Revenue | II.1 |
| Legislative - City Council | II.3 |
| Legislative - City Clerk | II.6 |
| Executive - Office of the Mayor | II.9 |
| Executive - General Government | II.12 |
| Executive - Intergovernmental | II.15 |
| Judicial - City Court | II.19 |
| Judicial - City Marshal | II.22 |
| Finance - Administrative | II.25 |
| Finance - Director of Finance | II.27 |
| Finance - Business Office | II.30 |
| Finance - Accounting | II.33 |
| Finance - Purchasing | II.36 |
| Finance - Printing | II.39 |
| Finance - Central Warehouse | II.42 |
| Finance - Parts Warehouse | II.45 |
| Public Works - Divison Director | II.49 |
| Public Wc Utility Debt Amortization Schedule | II.52 |
| Public Works - Engineering | II.55 |
| Public Works - Urban Forestry | II.58 |
| Public Works - Streets | II.61 |
| Public Works - Traffic | II.64 |
| Public Works - Building Services | II.68 |
| Public Works - Broadway Resource Ctr | II.71 |
| Public Works - Martin Community Center | II.74 |
| Public Works - Motor Pool | II.77 |
| Public Works - Animal Shelter | II.80 |
| Planning - Admistration | II.83 |
| Planning - Community Development | II.86 |
| Planning - Construction Development | II.89 |
| Public Safety - Police | II.92 |
| Public Safety - Police & Fire Civil Service | II.96 |
| Public Safety - Fire | II.99 |
| Human Resources/Civil Service | II.103 |
| Human Resources | II.106 |
| Legal | II.109 |
| Community Services - Parks & Recreation | II.112 |
| Community Services - Division Director | II.115 |
| Community Services- Recreation Enhancement | II.119 |

2016-2017 ANNUAL BUDGET

TABLE OF CONTENTS

| | <u>PAGE</u> |
|---|-------------|
| III. SPECIAL REVENUE FUNDS | |
| Pre Trial Intervention Fund | |
| Revenue & Expenditures | III.1 |
| | |
| IV. DEBT SERVICE FUNDS | |
| General Debt Service Combined Summary | IV.1 |
| General Debt Service Amortization Schedule | IV.4 |
| General Debt Service by Issue - Revenue & Exp. | IV.7 |
| | |
| V. INTERNAL SERVICE FUNDS | |
| Risk Mangement Fund | |
| Revenues | V.1 |
| Utility Debt Amortization Schedule | V.2 |
| Premiums and Claims | V.3 |
| Employee Benefits Fund | |
| Revenue | V.7 |
| Premiums and Claims | V.8 |
| Unemployment Benefits Fund | |
| Revenue | V.11 |
| Premiums and Claims | V.12 |
| | |
| VI. CAPITAL PROJECTS FUND | |
| Annual Capital Budget and Five Year Plan | VI.1 |

2016-2017 ANNUAL BUDGET

TABLE OF CONTENTS

| | <u>PAGE</u> |
|---|-------------|
| VII. ENTERPRISE FUNDS | |
| Revenue | VII.1 |
| Finance - Administration | VII.3 |
| Finance - Budget Office | VII.5 |
| Finance - Customer Service | VII.8 |
| Finance - Customer Field Service | VII.12 |
| Finance - Management Information Systems | VII.15 |
| Utilities - Director of Utilities | VII.19 |
| Utilities - Electric Production | VII.22 |
| Utilities - Electric Distribution | VII.26 |
| Utilities - Water Distribution & Production | VII.30 |
| Utilities - Gas | VII.36 |
| Utilities - Wastewater Treatment & Collection | VII.40 |
| Utilities - Environmental Services | VII.45 |
| Utilities - Environmental Compliance | VII.48 |
| Utilities - Utility Services | VII.51 |
| Utility Debt Service | |
| Revenue & Expenses | VII.55 |
| Utility Debt Amortization Schedule | VII.58 |
| Sanitation Fund | |
| Revenue & Expenditures | VII.61 |
| Zoological Park Fund | |
| Revenue & Expenditures | VII.67 |
| Golf Course Fund | |
| Revenue & Expenditures | VII.73 |
| Municipal Transit Fund | |
| Revenue & Expenditures | VII.81 |
| VIII. MISCELLANEOUS STATISTICS | |



March 15, 2016

Mr. Lee Rubin, President
and Members of the Alexandria City Council
City of Alexandria
Post Office Box 71
Alexandria, Louisiana 71309-0071

Dear Mr. Rubin and Members of the City Council:

This constitutes my required Budget Message for Fiscal Year 2017 (2016-2017), regarding the operating and capital budgets proposed for the new fiscal year. Retained earnings (fund balance holdings) were used in formulation of these budgets. With this letter, including a detailed budget ordinance (and any legislation needed to effectuate revenue changes), provided in accordance with Section 5-03 of the Home Rule Charter, Local Act 504 of the State of Louisiana, and other policy provisions; the operating and capital budgets and required ordinance(s) to effectuate the entire Budget for fiscal year 2016-2017 (FY 17) are hereby submitted.

This Budget was prepared using conservative expenditure and revenue projections. Past sluggishness in the national economy has improved; however, the Louisiana economy and state of oil and gas still indicate that responsible, austere spending is vital at all levels of government. This Budget is indicative of those sentiments, reducing expenses where indicated while attempting to preserve the needed and desired services to the citizens of Alexandria.

In order to maintain morale, reward great service, and given the financial position of the City, we are recommending an across-the-board pay adjustment (of 3%), to be applied permanently for qualified classified and unclassified employees following established and new policies. Operating capital needs are addressed in conservative but meaningful measure.

The capital budget for FY 17 addresses the important Community College Initiative and related R.I.V.E.R. Act capital projects, and focuses on completing recreation infrastructure, commitments to utility infrastructure, and resolution of related utility issues.

Sincerely,

Jacques Roy
Mayor, City of Alexandria



Jacques M. Roy
Mayor

Office of the Mayor
Post Office Box 71
Alexandria, Louisiana 71309-0071
Tel (318) 449-5000 · Fax (318) 449-5229
e-mail: tonya.corley@cityofalex.com

***CITY OF ALEXANDRIA
Budget Preparation Manual
Operating Budget***

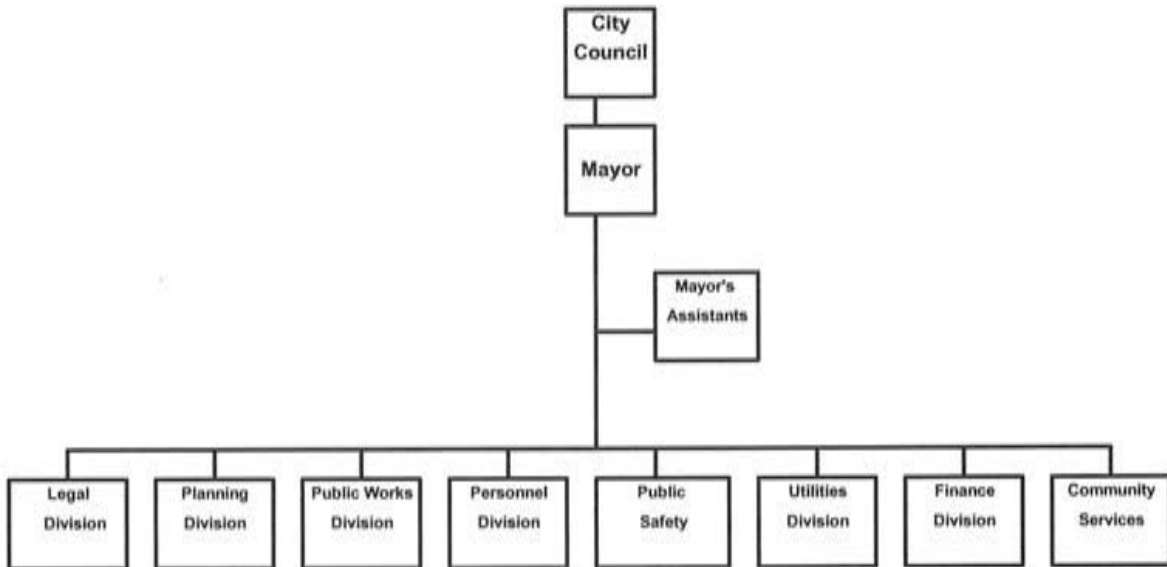
For Fiscal Year 2016 - 2017

BUDGET CALENDAR

| <u>DATE</u> | <u>ACTIVITY</u> |
|--------------------|---|
| December 9, 2015 | Budget Preparation Manual Distributed |
| January 13, 2016 | Completed budget requests <u>must</u> be received in the Budget Office |
| January 2016 | Budget requests reviewed and compiled by Budget Officer |
| February 2016 | Administrative Budget Review Committee met with Department Managers to discuss new additions or request. |
| March 15, 2016 | Administration's Recommend 2015-2016 Operating & Five Year Capital Budget submitted to the Mayor and City Council |
| April 5, 2016 | Public Hearing held on Budget |
| April 5, 2016 | Budget is adopted by City Council |

CITY OF ALEXANDRIA

Organizational Chart



CITY OF ALEXANDRIA STRUCTURE AND BUDGETARY ORGANIZATION

ORGANIZATION

The City of Alexandria was founded in 1785 and incorporated in 1819. In 1977, the current City Charter was adopted, which established a Mayor-Council form of government consisting of a full time Mayor and seven Councilmen, five of which are elected from districts and two of which are elected at-large.

The City provides a full range of municipal services, including police, fire protection, street and drainage systems, refuse collection, parks and recreation, planning and zoning, public transportation, community development programs, and electric, gas, water, and sewerage services.

An organization chart showing all City entities is provided on the preceding page.

BUDGETARY STRUCTURE

The financial transactions of the City are budgeted and recorded in individual funds categorized as follows: Governmental Fund Type, Proprietary Fund and Fiduciary Fund Type. The funds listed under each category are as follows:

GOVERNMENTAL FUND TYPES: Governmental funds are used to account for all or most of the City's general activities and are budgeted bases on the modified accrual basis of accounting.

1.) GENERAL FUND

The General Fund is the general operating fund of the City and is used to account for operations traditionally associated with a city which are not required to be accounted for in another fund. This fund is used to account for the activities of elected officials, general administration, finance, public works, planning, and public safety.

2.) SPECIAL REVENUE FUNDS

Special revenue Funds are used to account for the proceeds of specific revenue sources which by law are designated to finance particular functions or activities of government.

Special Revenue funds contained in the budget are:

- | | |
|------------------------------|---|
| a) Sales Tax Fund | d) Community Development Block Grant Fund |
| b) Hotel/Motel Tax Fund | e) Home Investment Partnership Fund |
| c) Capital Property Tax Fund | f) Youth Baseball Recreation Fund |

3.) DEBT SERVICE FUNDS

Debt Service Funds account for the accumulation of resources for, and the payment of, general governmental long-term debt principal and interest. These funds are funded principally from property taxes and sales tax revenue bonds.

4.) CAPITAL PROJECTS FUNDS

The Capital Projects Funds account for financial resources to be used for the acquisition or construction of major capital facilities/infrastructure. The annual Capital Improvements Program is published in a separate documents and more fully details the funds' activities.

PROPRIETARY FUND TYPES: Proprietary funds are used to account for activities similar to those found in the private sector, where the determination of net income is necessary and useful for sound financial administration.

The City budgets proprietary type funds using the accrual basis of accounting except in its treatment of capital expenditures and debt service.

1.) ENTERPRISE FUNDS

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprise, in that costs of providing goods or services to the general public are financed through user charges. Enterprise Funds contained in this budget are:

- a) Electric, Gas, Water and Sewer System
- b) Municipal Transit System (Atrans)
- c) Sanitation System

2. INTERNAL SERVICE FUNDS

Internal Service Funds are used to account for the cost of goods or services provided by one department to the other departments and generally accounted as an Enterprise Fund. The Internal Service Funds in this budget are:

- a) Risk Management Fund
- b) Employee Benefits Fund
- c) Unemployment Benefit Fund

FIDUCIARY FUND TYPES: Fiduciary funds are used to account for assets held on behalf of outside parties, including other governments, or on behalf of other funds within the City. The Annual Report includes the City's three pension funds: City, Police, and Fire; however, for budgetary purposes, these funds are controlled by the individual retirement boards and are not considered a part of the City's budget process.

CITY OF ALEXANDRIA LEGAL REQUIREMENTS

BUDGET SUBMISSION

The City Charter requires the Mayor to submit a proposed budget to the Council at least forty-five (45) days prior to the beginning of each fiscal year. After submission of the budget, the council holds a public hearing, at which time all interested persons are given an opportunity to be heard. The budget is finally adopted no later than the twenty-seventh (27) day of the last month of the fiscal year (Sec. 5-02).

The City's fiscal year is May 1 - April 30.

BUDGET ADMINISTRATION

Responsibility for administering the annual budget is the Mayor's.

No payment shall be made or obligation incurred against any allotments or appropriations except in accordance with appropriations duly made and unless the Mayor or his designee first certifies that there is a sufficient unencumbered balance and that the funds will be available to cover the claim or meet the obligation when it becomes due and payable. (Sec. 5-04)

BUDGET AMENDMENTS

Budget Amendments are changes to the original budget ordinance that affect different programs or functions or division, department, office or agency (cost centers).

During the year, the Mayor may certify to the Council that additional revenues are available and present a budget amendment to appropriate these revenues. If at any time during the year it appears that the revenues available will be insufficient to meet the amount appropriated, he shall report to the Council without delay, indicated the amount of the deficit, any remedial action taken by him and his recommendations as to other steps to be taken. (Sec. 5-05)

To meet a public emergency affecting life, health, property or the public peace, the Council may adopt an emergency ordinance at the meeting in which it is introduced. (Sec. 5-05)

At any time during the fiscal year, the Mayor may transfer part or all of any unencumbered appropriations balance only within the same program or function of a division, department, office or agency. (Sec. 5-05)

LAPSE OF APPROPRIATIONS

Every appropriation, except an appropriation for the capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned; the purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriations.
(Sec. 5-06)

CITY OF ALEXANDRIA METHODS OF FINANCING INFRASTRUCTURE

Infrastructure refers to public facilities such as roads, bridges, sidewalks, public buildings, mass transit facilities, sewer systems, etc. The following will describe some of the methods which may be or has been utilized by the City of Alexandria to finance the maintenance and expansion of the City's infrastructure.

GENERAL OBLIGATION BONDS

General Obligation (GO) Bonds are backed by the full faith and credit of the City of Alexandria and require voter approval before they can be issued. GO Bonds are secured by a tax levy. The City of Alexandria's debt limit on GO Bonds has been established by state law. LRS 39:562 states GO Bonds may be issued for up to ten percent (10%) of the assessed valuation for any single authorized purpose or thirty-five (35%) of the assessed valuation for all purposes.

REVENUE BONDS

Revenue bonds are serviced from the revenues of a particular enterprise or revenue source. The City of Alexandria primarily issued two types of revenue bonds:

Sales Tax Bonds

Sales Tax Bonds are secured by the revenues received from sales taxes levied by the City of Alexandria. The City is allowed to issue Sales Tax Bonds as long as the annual debt service does not exceed 75% of the estimated sales tax collections for the current year. The City has substantial bonding capacity which varies from time to time depending upon levels of sales tax collections.

Utility Revenue Bonds

Utility Revenue Bonds are secured by the revenues received from the City of Alexandria's Utility Systems. There are no statutory limitations on the amount of bonds that can be issued. Additional Revenue Bonds may be issued after holding or election.

Certificate of Indebtedness (COI)

Certificate of Indebtedness are loans made to the City of Alexandria by financial institution. COIs are secured by excess revenues. The city can issue COIs as long as they are secured by excess revenues of the City above the statutory, necessary and usual charges in each year. The maximum annual debt service on these certificates in any future year may not exceed the budgeted excess revenues for the current year. The City's borrowing capacity varies from time to time depending upon budgeted revenues.

CITY OF ALEXANDRIA STATEMENT OF BUDGETARY POLICIES

Currently the City of Alexandria does not have a formal set of goals and objectives, nor does it have a long-range strategic plan. During the past two years, however, the City Council and the Administration have developed several significant budget policies.

FUND BALANCE:

During the budget process for the 1990-1991 Annual Budget, the City Council includes a policy with the adopted budget that set the Fund Balance for the General Fund at 7% of total revenues with a goal of increasing it to 10% over a three year period. This policy was developed to maintain an adequate operating cash flow and to provide funding for emergencies.

The fund balance goal of 10% was reached and has been maintained since fiscal year 1993-1994.

REVENUES:

The City Council has set the policy of limiting operating transfers from the Utility Fund to the General Fund to five percent of the gross revenues earned by the utility system.

The City's cash flow is normally lowest during the first four months of the fiscal year due to seasonal revenue and expenditure adjustments. In order to address possible cash flow crunches, the Administration has established a policy that limits filling personnel vacancies and purchasing operating capital outlay to an emergency or critical needs basis only.

EXPENDITURES:

The City Council has also established a ceiling of \$300,000 in the General Capital Projects Fund for the purchase of Vehicles and Equipment. However, certain occasional purchases that are very expensive, e.g. a Fire Truck, are excluded from this policy. This policy was created to enable more funds for city infrastructure needs.

RISK MANAGEMENT:

During fiscal year 1989-1990, the City Council created a Risk Management Fund and an Employee Benefits Fund. The purpose of this policy was to better track claims, build up reserves and self-insure a larger part of its insurance program.

CITY OF ALEXANDRIA BUDGETARY PROCESS

The City of Alexandria prepares two separate budget documents: The Annual Operating Budget and the Annual Capital Budget and Five Year plan. In September of each fiscal year the Budget Officer's Office begins compilation of data necessary for the preparation of the Budget Preparation Manuals for both the Annual Capital and Annual Operating Budgets. Each manual contains the criteria to be used in preparing the budget request forms contained in the manuals. The manuals are sent to Division Directors and Department Managers in October. Annual Capital Improvements Budget requests are due the end of November. Annual Budget requests are due mid-December.

While the Division Directors and Department Managers are compiling their expenditure/expense needs, the Mayor and his staff begin preparing the revenue estimates for the upcoming fiscal year.

CAPITAL IMPROVEMENTS PROGRAM BUDGET (CIP)

The Capital Improvements Budget contains a five year plan. The City's goal is to maintain a Capital Improvements Program that will provide for the improvements necessary to meet the needs of the community within the constraints of available resources. Each Division Director and Department Manager is required to review all existing projects contained within the Five Year Plan. Department Managers are required to reassess the cost estimates of projects budgeted in the Five Year Plan. The Division Directors and Department Managers are required to add, delete or revise projects based upon current cost estimates, community and departmental needs. Packages are submitted to the Budget Officer for review. Any request which does not meet the criteria stated in the manual is sent back to the Division Director and Department Manager.

In January of each fiscal year the Administrative Review Committee meets to review all CIP requests. All CIP requests are prioritized based upon a "critical needs assessment" made by the Administrative Review Committee. Projects which maximize local dollars with federal and/or state funds in order to leverage available local funds are given close consideration. The Mayor and his staff diligently work to balance all five years of anticipated revenues with expenditures. Based upon the history of the CIP program, a CIP policy requires a \$500,000 fund balance at the beginning of each fiscal year for the General Capital Projects Funds and the Utility Capital Project Fund. The fund balance requirement is necessary in order to provide funding for any change orders, plan changes, shortfalls, or emergency needs which may occur during the fiscal year.

ANNUAL OPERATING BUDGET

All Division Directors and Department Managers are asked to carefully review their current operating budgets and to anticipate any future requirements for the next fiscal year. A Current Service Level Budget is required by each department to be submitted. A Current Service Level Budget requires each department to develop a budget that would retain the current level of services provided without any increase in operating/contractual line items with the exception of any increases necessary to fund Federal, State or Local mandates. Capital Outlay requests are not limited to a dollar amount but are restricted to only those items imperative to maintaining the current level of service. Any requests for new personnel or operating/contractual increases which were not mandated by law were required to be submitted by budget addendum. In February of each fiscal year the Administrative Review Committee meets to review all operating requests. The Administrative Review Committee meets with all department managers to review their requests.

CITY OF ALEXANDRIA BUDGETARY PROCESS

Once both budgets have been balanced, final figures are compiled by the Budget Officer's Office. A proposed budget document is prepared and submitted to the City Council for their review. The City Charter requires the Mayor to submit a proposed budget to the Council by March 17 of each fiscal year.

CITY OF COUNCIL REVIEW

Once both budgets have been balanced, final figures are compiled by the Budget Officer's Office. A proposed budget document is prepared and submitted to the City Council by March 17 each fiscal year.

A public hearing is held by the Alexandria City Council. The public hearing provides an opportunity for public input to be received on the proposed budget. In April of each fiscal year the Finance Committee of the Alexandria City Council meets with the Administration to review the proposed budgets. The budgets are then presented to the full City Council for adoption. The City Charter requires that the budgets be adopted no later than April 27th.

MAYOR BUDGET AMENDMENT

In November of each fiscal year an analysis of revenues received through the first six months of the current fiscal year is compiled to determine if the budget will be adjusted. If sufficient funds are available, a Major Budget Amendment is prepared. The Administrative Budget Review Committee prepares and approves any additional appropriations to the budget. The Major Budget Amendment is then forwarded to the Alexandria City Council their review and approval.

If the analysis of revenues received should reveal that revenues are not being received as anticipated, then budget "cuts" would be made at this time by the Administrative Budget Review Committee. Any reductions made to the budget by the Administrative Budget Review Committee would be forwarded to the Alexandria City Council for their review and approval.

**CITY OF ALEXANDRIA
GLOSSARY OF BUDGET TERMS**

APPROPRIATIONS - Authorization granted by the City Council to make expenditures to incur obligations for specific purposes.

ASSESSED VALUATION - A value that is established for real or personal property for use as a basis for levying property taxes.

ASSESSMENTS - An amount levied on personal property on a cost sharing basis for improvements made by the benefit of a small group of property owners (e.g. Special assessments for the reconstruction of a sewer line in a lightly populated area).

BUDGET - A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them.

BUDGET CARRYOVER - The total of the current budget, April 30, minus prior year(s) expenditures.

BUDGET MESSAGE - The opening section of the budget which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the current and previous fiscal of years, and the views and recommendations of the Mayor.

CAPITAL IMPROVEMENTS PROGRAM (CIP) - A plan for capital expenditures to be incurred each year over a fixed period of years to meet capital needs.

CAPITAL OUTLAY - Capital expenditures paid for out of operating funds. Generally consists of machinery, furniture and fixtures, etc. that cost \$500 or more and last more than three years. (Items with a cost of less than \$200, which are purchased in a substantial quantity and are outside the normal operating cost are budgeted as capital outlay).

DEBT SERVICE - Cash outlays in the form of debt principal payments, periodic interest payments and related service charges for debt incurred in prior periods.

DEMAND INDICATORS - Statistical measures of what is accomplished or performed by a budgetary unit. For example, total meters disconnected is a workload indicator.

DEPARTMENT - The smallest organizational unit in the budget.

DIVISION - The highest organizational level in the City in which a specific activity is carried out. A division may consist of several departments.

ENCUMBRANCE - The commitment of appropriated funds to purchase an item or service and to set aside those funds for the future expenditure.

FISCAL YEAR - A twelve-month period of time for which the annual operating budget applies. At the end of this period the government determine its financial position and the results of its operations. The fiscal year for the City of Alexandria is May 1 to April 30.

**CITY OF ALEXANDRIA
GLOSSARY OF BUDGET TERMS**

FIVE YEAR CAPITAL PLAN - A plan of financial operation, to fund capital infrastructure needs over a period accordance with special regulations, restrictions or limitations (e.g. General Fund, Utility Fund, etc.).

FUND - A self-balancing accounting entity segregated to carry on specific activities or attain certain objects in accordance with general regulations, restrictions or limitations. (i.e. General Fund)

FUND BALANCE - Resources remaining from prior years which are available to be budgeted in the current year.

FUND SOURCE - The source of Revenue used to pay for a particular project.

INTERFUND TRANSFERS - Amounts transferred from one fund to another. Transfers are not expenditures and must be appropriated and expenditures in the fund receiving the transfer.

OBJECT CODE - An expenditure classification according to the type of items purchased or services obtained (e.g. Office Expense, Machinery and Equipment, etc.)

ORDINANCE - A formal legislative enactment by the governing body of a municipality.

PERFORMANCE INDICATORS - Statistical measures of the service level provided to the citizenry and/or other city departments. For example, the response time to an emergency call would be a performance indicator for the Fire Department.

PERSONAL ROSTER - A list which contains the titles and numbers of positions authorized to be filled by a particular organizational unit.

PROJECT CATEGORY - The functional improvement category under which a project is assigned, (e.g., Public Enterprise, Economic Development, Street, etc.)

RETAINED EARNINGS - The cumulative earnings since the establishment of the system that have been invested in property, plant and equipment or current assets.

URBAN SYSTEMS - Federal funded street projects that match local funds for the reconstruction of major streets.

ORDINANCE 41-2016

AN ORDINANCE ADOPTING THE OPERATING BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2016/2017; TO MAKE APPROPRIATIONS FOR THE ORDINARY EXPENSES OF ALL CITY DIVISIONS, DEPARTMENTS, OFFICES AND AGENCIES, PENSIONS AND OTHERWISE PROVIDING WITH RESPECT TO THE EXPENDITURES OF APPROPRIATIONS; ADOPTING THE CAPITAL BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2016/2017; APPROPRIATING FUNDS FOR THE CAPITAL BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2016/2017 AND PROVIDING FOR CAPITAL EXPENDITURES; AND OTHER MATTERS WITH RESPECT TO APPROPRIATIONS AND THE EXPENDITURE OF FUNDS PERTAINING THERETO.

WHEREAS, the Operating and Capital Budgets for the City of Alexandria involve the need for using fund balance/retained earnings to balance revenues with expenditures. The use of said funds is to cover the deficit between needed services and expenditures, balanced against the projected revenues, in order to effectively plan for the normal and extraordinary expenses to operate City government and its services and programs, thereby requiring conservative budgeting and careful monitoring of the City's financial condition; and,

WHEREAS, this budget ordinance was prepared recognizing better performance by the national economy matched against the potential for increased sluggishness in the Louisiana economy following financial crises and poor oil and gas performance, indicating that responsible spending is vital at all levels of government. This Budget is indicative of those sentiments, reducing expenses where indicated while attempting to preserve the needed and desired services to the citizens of Alexandria, while organizing such services in the most efficient manner possible; and

WHEREAS, in order to maintain morale, reward great service, and given the financial position of the City, an across-the-board pay adjustment applied permanently for qualified and eligible employees is recommended; and, finally

NOW THEREFORE:

SECTION I. BE IT ORDAINED BY THE Council of the City of Alexandria, Louisiana, in legal session convened, that the Council adopts and fully appropriates the 2016/2017 Operating and Capital Budgets for the City as evidenced by the proposed "City of Alexandria Annual Budget 2016-2017," to make appropriations for the ordinary and capital expenses of all city divisions, departments, offices and agencies, pensions and otherwise, provided by the individual appropriation items as detailed therein and the

respective budgets included therein, a copy of which is referred to and attached hereto for greater accuracy and clarity and which line items as set out in the proposed "City of Alexandria Annual Budget 2016-2017" are incorporated by reference herein as if each is fully stated verbatim and appropriated line for line in this section in its entirety.

SECTION II. BE IT FURTHER ORDAINED, etc. that the 2016/2017 budget (FY 2017) authorized number of employees for each division, department, office and agency of the City of Alexandria is hereby indicated, in detail, in this ordinance; and, provided further, that the number of authorized positions approved for each division, department, office and agency may be individually changed by the Mayor by transfer or in conjunction with an administrative reorganization under Section 4-11 of the Home Rule Charter of the City of Alexandria.

SECTION III. BE IT FURTHER ORDAINED, etc. that the budget ordinance shall provide for each and every division, department, office and agency of the City and any transfers of funds or expenditures by or within any division, department, office or agency shall comply with Section 5-05 (d) of the Home Rule Charter of the City of Alexandria or otherwise by transfers which net no additional expenditure.

SECTION IV. BE IT FURTHER ORDAINED, etc. that for FY 2017 the rate for electricity and natural gas sold by the City of Alexandria Utility System to the City of Alexandria shall be equal to the fuel cost only; and further that any transfers of funds settled, recouped, or realized through litigation or the implementation of the Alexandria Utility Sustainability Project, its sales, transmission, or otherwise, shall be placed in the appropriate restricted fund until such time as it is appropriated for proper public purpose; provided, however, that said restricted fund shall not exceed the generally accepted exposure as detailed by the Mayor.

SECTION V. BE IT FURTHER ORDAINED, etc. that for FY 2017, pensions and other fringe benefits are funded as detailed in the budget for each respective division, department, office and agency, except as otherwise modified herein by specific provision.

SECTION VI. BE IT FURTHER ORDAINED, etc. that the salaries of all positions shall continue under the salary plan of the Alexandria Civil Service Commission previously approved by the City Council, and further salaries and fringe benefits of all positions shall be as designated in the 2016-2017 (FY 2017) Annual Budget, or as amended, except that no across-the-board per cent salary increase for a position in the classified service pay plan shall be awarded, without the Mayor's authorization, to any position held under a probationary rule or for any special assigned position; provided, however, that the Police Department and Fire Department personnel, in the past or future, who may be covered by collective bargaining agreements with the

City, the Chief of Fire and all Assistant Chiefs of the Fire Department and the First Assistants, and the Chief of the Police Department, if personnel are excepted from recognition by collective bargaining agreements, shall be paid in accordance with the schedules and designations set out in the respective department appropriation and, subject to any Priority as provided by Section VIII; and except for promotions, no wage increases shall be granted to any employees unless funds are appropriated for that purpose, the General Fund being required to use both Prior Year Revenues and transfers from the Utility System Fund to balance revenue with expense, if in the opinion of the mayor such funds are necessary; provided, however, that each member of the fire department who has three years continuous service and otherwise who qualifies for a statutory wage increase as mandated by R.S. 33:1992(B) shall be deemed to have received such longevity pay increase by the wage increase granted by the Salary increase received in this appropriation, because salary increases in the fire department meet or exceed the appropriation for the statutory requirement.

SECTION VII. BE IT FURTHER ORDAINED, etc. the implementation of this budget shall be May 1, 2016, except as otherwise provided herein or in the opinion of the Mayor when implementation of line items hereunder are deemed necessary for such purposes necessary to administer salaries and other fringe benefits, including determining the ability of the City to administer additional salaries and other fringe benefits contained in collective bargaining; and further otherwise that this ordinance shall become effective upon signature by the Mayor, or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without a signature by the Mayor, subject to retroactive application as provided by this section and accepted by Generally Accepted Accounting Practices (GAAP).

SECTION VIII. BE IT FURTHERMORE ORDAINED, etc. by the City Council of the City of Alexandria for the purpose of prioritizing general fund expenditures that if any across-the-board pay increases shall be made (by permanent raises or one-time supplement), priority categories shall be to provide for an across-the-board pay raise or one-time supplement (at no greater than 3% for permanent raises and its equivalent, or less, is paid as a one-time supplement) to the designated, qualified, and appropriate employees of the City of Alexandria as outlined in the Budget Message and Supplemental Budget Message who, in the discretion of the Administration, shall be eligible therefor, as follows and after completing the necessary documentation and agreements with Human Resources: (i) the employee is not a division head and is a permanent employee of the classified service; (ii) the employee is a non-division head unclassified employee within the approved categories and departments set forth by the Director of Human

Resources; (iii) the employee is credited with having received any longevity increases provided by other law against any contemplated across-the-board increases contemplated by Section VIII; and (iv) the employee has not received serious discipline since April 30, 2015, defined as and limited to discipline of a suspension of 30 or more days, involuntary demotion, in either case of which is final and non-appealable. Section VIII shall become eligible for implementation if, in the opinion of the Finance Director and certification thereof by the Budget Director, such across-the-board increases are appropriate when compared to the continued employer contributions to employee benefits and considering any collective bargaining and pay and class adjustments or other diminutions which, in the discretion of the Administration, are necessary as a result of such employer contributions and employment incentives.

SECTION IX. BE IT FURTHER ORDAINED, etc. that the City hereby prioritizes the capital budget and authorizes the Administration to promulgate such rules as reasonably needed to achieve economies of scale and aid in local economic successes. Categories of priority shall be as follows:

PRIORITY ONE (I)

Priority I (P-I) projects include SPARC, some R.I.V.E.R. Act projects (pertaining to the Community College Initiative) as funded in the fiscal year as primary projects, followed by utilities, drainage and transportation projects of high need and city-wide, multi-district application. These priorities would include projects such as drainage, utility transmission, and Project ABC needs.

The City's Five-Year Capital Improvements Plan must contain 51% or more in P-I projects for the fiscal year.

There shall be \$500,000 in contingency in P-I to commence the fiscal year. Further best planning practices, in compliance with the American Society of Civil Engineers (ASCE), "Principles for Infrastructure Stimulus Investment," are those projects supported by economic stimulus investment criteria, such as:

- Projects must create and sustain employment increases;
- Investments must provide long term benefits to the public (such as congestion relief or drainage needs);
- Long term maintenance and upkeep needs of all infrastructure projects, existing and new, must be taken into account; and
- To ensure accountability and transparency, auditing programs should be able to establish measurable stated outcomes.

In order to ensure the above criteria are met, the following principles will guide Priority I selection decisions:

- The project should deliver measurable improvements in public health, safety and quality of life;
- The project should provide substantial, broad-based economic benefit;
- The project should be designed and built in a sustainable and cost-effective manner, and proper consideration must be given to life-cycle costs; and
- The project should have a significant environmental benefit such as area restoration, improved air quality through reduced congestion and better watershed management through eliminating vulnerabilities in a system.

While funds in P-I may be re-allocated as such projects are matched with other funds or become certified to be economically feasible, this Priority should exhaust itself before considering Priority II or III, and the P-I category shall allow the transfer into it from P-II as P-Is are completed or de-prioritized, subject to the minimum 51% rule.

P-IIs, however, should be funded and prioritized simultaneously with P-Is since P-IIs that are readily feasible may be of high value as economic development projects and not otherwise on a P-I track. Specifically, and without further ordinance required, the associated projects dealing with the City Hall Plaza sealing and related water intrusion and other City Hall HVAC and mechanical work, which are listed within the Mayor's Supplemental Capital Budget Letter and subject to those strictures, shall be immediately substitutable for any P-1 or P-2 project in the adopted FY 17 capital outlay budget, within the Public Enterprise category first but not be limited to Public Enterprise if a project in another category cannot be funded or commenced within this or immediately subsequent fiscal years; provided, however, P-1s will be considered with appropriate deliberation before suspending activity toward their completion as further stated in this Ordinance and policy.

PRIORITY TWO (II)

Projects in this category would be prioritized as P-Is but are not because of one or more of the following reasons:

- The project is awaiting a funding match from another entity.
- The project is a high value economic development project, but is not strictly speaking a project meeting P-I requirements.
- The project does not involve public safety, drainage, or high ASCE ratings.
- The project can be independently phased in different priorities.
- The project is a "stand alone" phase completing already-finished other phases, which were of greater import.

PRIORITY THREE (III)

Other projects provided for in the Five-Year Capital Improvements Plan shall be considered prioritized here, and these projects may move into P-I or P-II status generally in order, but not necessarily, depending on funding availability or other feasibility determinations. These projects may be categorized and listed in the Five-Year Capital Improvements Plan, but may not be actively worked by the City Planning Division. P-IIIs shall be reviewed, however, at least twice yearly for priority assessment, along with P-Is and P-IIIs, to ensure proper oversight and movement toward completion. City Council members shall be advised of the status of these projects on a more often basis as requested.

PRIORITY Indeterminate (P-ind)

All remaining projects shall be grouped as P-ind and may be in the Five-Year Capital Improvements Plan or capital budget of the City, or may be included on a master needs list maintained by the City Planning Division. These projects are neither scheduled for regular review nor given priority, but are instead a list of requested projects that have been initially vetted or requested by the City Council or public based on preliminary feasibility, efficacy and need.

SECTION X. BE IT FINALLY ORDAINED, etc. that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications of this ordinance which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

THIS ORDINANCE was introduced on the 22nd day of March, 2016.

NOTICE PUBLISHED ON THE 25th day of March, 2016.

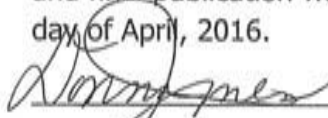
THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:

YEAS: Fowler, Silver, Rubin, Johnson, Villard, Green, Larvadain.

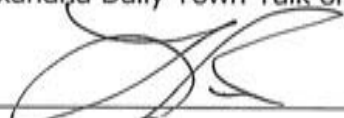
NAYS: None

ABSENT: None

AND THE ORDINANCE was declared adopted on this 5th day of April, 2016 and final publication was made in the Alexandria Daily Town Talk on the 8th day of April, 2016.



CITY CLERK



PRESIDENT



MAYOR'S APPROVAL ~~4/6/16~~

DELIVERED: DATE: 4/6/16 TIME: _____

RECEIVED: DATE: _____ TIME: _____



April 30, 2016

Honorable Mayor and
Members of the Alexandria City Council

The operating budget requests for fiscal year ending April 30, 2017 were compiled and presented to the Alexandria City Council. The following is an executive recap summarizing the most significant factors in the adopted budget including revenue assumptions, major initiatives and expenditure breakdowns. Figures are rounded to the nearest thousand or the nearest tenth of a million where appropriate for ease of understanding.

Changes affecting all funds:

The Board of Trustees of the City of Alexandria's Employees' Retirement System adopted and set the actuarial contribution rate for the City, as recommended by the actuary, at 23.10 % effective May 1, 2016, a decrease of 1.60% from the existing rate of 24.70%. The decrease in cost by fund at existing staff levels follows:

| | |
|-------------------|-------------------|
| General Fund | \$ 141,000 |
| CDBG Fund | 3,000 |
| Utility Fund | 166,000 |
| Sanitation Fund | 23,000 |
| Zoo Fund | 11,000 |
| Municipal Transit | <u>18,000</u> |
| Total | <u>\$ 362,000</u> |

The decreases in costs from pension contribution are more than offset by increases in healthcare costs. The increase in cost by fund for existing coverages follows:

| | |
|-------------------|---------------------|
| General Fund | \$ 1,776,000 |
| CDBG Fund | 11,000 |
| Utility Fund | 876,000 |
| Sanitation Fund | 112,000 |
| Zoo Fund | 56,000 |
| Municipal Transit | <u>99,000</u> |
| Total | <u>\$ 2,930,000</u> |

Jacques M. Roy
Mayor



David Crutchfield
Director of Finance
Post Office Box 71
Alexandria, LA 71309-0071
Tel (318) 449-5027 · Fax (318) 449-5231
email: david.crutchfield@cityofalex.com

Additionally, the City elected to transfer \$992,000 additional deficit support from the General Fund and the Utilities System Fund to provide adequate resources to the Employees' Benefit Fund. A raise of 3% was approved for most full time regular employees. The approximate cost of the raise by fund as follows:

| | |
|-----------------|---------------------|
| General Fund | \$816,000 |
| CDBG Fund | 7,000 |
| Transit Fund | 36,000 |
| Utility Fund | 345,000 |
| Sanitation Fund | 47,000 |
| Zoo Fund | <u>23,000</u> |
| Total | \$ <u>1,274,000</u> |

Operating capital is somewhat less constrained in the 2016-2017 Budget; reflecting an increase of roughly \$1.4 million compared to the prior year. Operating capital totals by fund are as follows:

| | |
|----------------------|---------------------|
| General Fund | \$3,312,000 |
| CDBG Fund | -0- |
| Risk Management Fund | -0- |
| Utility Fund | 6,203,000 |
| Sanitation Fund | 357,000 |
| Bus Fund | 37,000 |
| Zoo Fund | <u>97,000</u> |
| Total | <u>\$10,006,000</u> |

Revenue Outlook in Major Funds:

Sales tax continues to be the major source of revenue for the General Fund and the only "permanent" source for the General Capital Projects Funds. Combined City and Parish sales taxes account for 64% of total revenues in the General Fund. Sales Taxes have shown increases for 8 of the last 10 years, although 1 of the 5 most recently completed years have been decreasing. Sales Taxes are by nature highly volatile in relation to the economy. Sales taxes for the 2016-2017 Fiscal Year are budgeted at the actual levels of Fiscal 2014-2015; or \$1.2 million less than the final budgeted revenues of the 2015-2016 Fiscal Year in an effort to hedge the risk of a down year, this being partially out of concern that the State has increased its sales tax rate by 1% and may adversely affect sales.

Further concerns would include the health of the national and even the global economy and the implications of them on the local economy. Whereas the national economy is predicted by many as improving, the State and local economy show signs of deterioration due to the previously mentioned hike in state sales tax and the worst position of the Louisiana oil industry in over 3 decades.

The Utilities System Fund contributes to the operation of other funds, including roughly 5% of its gross revenues to the General Fund and deficit support to the Municipal Transit Fund. Charges for the four services (electric, water, gas, and wastewater) account for virtually all of the revenue of the system. Of the four services, electric charges alone account for 76% of the total.

The City has had moderate growth in recent years in these services, and has at times been able to sell some of its excess generated electricity on the wholesale market as the demand peaked. With the City's acquisition of Unit #1 of the Bayou Cove Plant and installation of the 7 RICE generators at the power plant, the availability and competitive pricing of generated electricity are greatly enhanced. This condition is further improved by the City now falling under the authority of the Midcontinent Independent System Operator, Inc. (MISO), which facilitates the purchasing and selling of wholesale electricity in the City's region. It is believed that MISO will greatly aid the City both in buying and selling power as needed at a competitive price. Vigilant monitoring of the market activity on the City's behalf is greatly warranted.

Fund Balance/Retained Earnings:

The City has significant revenues in most of its operating funds that have allowed the City to operate without having to borrow short-term funds. The 2016-2017 Budget was prepared to utilize some of those prior year revenues as follows:

The **General Fund** is budgeted to use \$4.8 million in fund balance in Fiscal 2016-2017.

The **Utilities System Fund** is budgeted to use \$7.9 million in retained earnings in Fiscal 2016-2017.

General Fund:

The General Fund budget reflects an increase of \$2.5 million; or 4.10%, compared to the adopted budget of the previous year. As stated earlier, combined sales taxes account for 64% of all General Fund revenues. The summary below details major changes compared to 2015-2016 adopted budget:

Revenues

Taxes were adopted an increase of 7.25%, or \$2.3 million over the prior year budget. This consists of increases in Ad Valorem taxes of \$490,000 and City Sales Taxes of \$1.8 million.

Intergovernmental increased 4.78% or \$454,000 from the 2015-2016 Adopted Budget, the net result of an increase of Parish Sales Tax of \$500,000 being partially offset by decreases in Police and Fire Supplemental pay from the State of roughly \$36,000.

Internal Services/Interfunds increased 2.87%, or \$299,000, the sum of net increases in Cost Allocation transfers from other funds, along with Transfers from PTI Fund.

Fines and Forfeitures decreased 5.68%, or \$36,000, as adjustments were made to better reflect recent history.

Other Revenues decreased \$510,000, or 8.91%, from the previous year's adopted budget. The only change here in the decrease of roughly \$510,000 in the **Use of Prior Years Revenues**.

It has been the Alexandria City Council's policy to allow the use of prior years revenues, Fund Balance, to purchase non-recurring capital outlay items such as; vehicles, machinery and equipment, office furniture and fixtures, etc. Due to increasing adverse financial conditions, the City has in recent years budgetarily funded recurring expenditures with the use of fund balance.

In an effort to curtail that practice, the 2010-2011 Adopted Budget used no fund balance, while the 2011-2012 was adopted with a use of Fund Balance of \$.9 million. The Administration and Council felt that in order to continue necessary City services, additional use of fund balance was needed, leading to the \$3.6 million use in the 2012-2013 Adopted Budget. This trend continued with the 2013-2014 Adopted Budget with a Use of Fund Balance of over \$4.7 million; the 2014-2015 Adopted Budget had a Use of Fund Balance of \$4.8 million, and finally the 2015-2016 Adopted Budget has a Use of Fund Balance of \$5.3 million. As stated earlier, this allowed the purchase of some badly needed capital items.

Expenditures

Salaries and Fringe Benefits overall increased 5.09%, or \$1.9 million, due primarily to the increase in health care costs and to a lesser degree due to the previously mentioned across the board raises partially offset by decreases in pension rates.

Capital Outlay decreased 4.33%, or \$150,000, a virtual standstill to the prior year.

Legislative Division

The Legislative Division increased 8.95%, or \$39,000, due to the raises and increases in health care.

Executive Division

The Executive Division increased 2.92%, or \$30,000, as an increase of \$15,000 was approved for the Human Relations Committee, along with the raises and increases in health care.

Judicial Division

A decrease of 8.14%, or \$91,000, was approved for the Judicial Division, where a decrease of \$100,000 in Capital Outlay is partially offset by the raises and health care increases.

Finance Division

An increase of 9.20%; or \$900,000, was approved for the Finance Division. Transfers to other funds such as Employee Benefits increased by a net of \$724,000. Other changes that make up the remainder include an appropriation for the LMA Convention for \$100,000 along with the raises and health care increases.

Public Works Division

An increase of 2.86%, or \$351,000 was approved for Public Works. Two positions were added and 1 position was upgraded in Building Services accounting for \$82,000 of the change; while increases in Maintenance of Buildings & Facilities account for \$70,000. Capital Outlay is down \$243,000 from the prior year. Raises and increases in health care account for the remainder.

Planning Division

A decrease of 2.23%, or \$30,000, was approved for Planning Division. Here, net decreases in Operating/Contractual line items such as Services – Demolition and Professional Fees more than offset net increases in Salaries and Fringes.

Public Safety Division

An increase of 4.09%, or \$1.2 million, was approved for the Public Safety Division. The greatest change here is the raise and health care increases accounting for \$896,000, while Capital shows an increase of \$383,000. Other relatively minor changes partially offset the increases for the remainder.

Human Resources Division

An increase of 6.51%, or \$62,000, was approved for this division, comprised mostly of the raises and increase in health care totaling roughly \$46,000; along with minor net increases in Operating/Contractual line items such as Drug Testing for \$14,000 accounting for the remainder.

Legal Division

A decrease of 2.45%, or \$52,000, was approved for the Legal Division, mostly due to an increase of \$100,000 in Professional Fees to better reflect recent actual expenditures. This decrease is partially offset by other changes such as the raises and health care increases.

Community Services

An increase of 3.61%, or \$117,000, was approved for this division. Increases in this division include the addition of Student Workers in the Recreational Enhancement Department for \$30,000, with the raises and health care costs accounting for most of the remainder.

Special Revenue Funds:

The Pre Trial Intervention Fund (PTI) remains unchanged compared to the prior year.

Internal Service Funds:

The Risk Management Fund's overall budget increased 2.4%, or \$101,000, from the prior year. The major change in revenue is an increase in Transfers from the other funds totaling \$96,000. On the expense side, the only major change is an increase in Claims of \$101,000.

The Employee Benefits Fund increased 44.92%, or \$3.9 million compared to the prior year. On the revenue side, Charges for Services were adjusted up \$2.9 million, while Transfers from Other Funds are up nearly \$1 million in order to fund expected claims. The anticipated increases in claims are the major change on the expense side accounting for \$3.5 million, while net increases in Stop Loss and Professional Fees account for the remainder.

General Capital Projects

The following is a breakdown of the General Capital Projects by Category, rounded to the nearest thousand for clarity:

| Category | No. of Projects | Total |
|-------------------|----------------------------|-------------------|
| Public Enterprise | 8 | 1,667,000 |
| Drainage | 5 | 2,395,000 |
| Streets | 8 | 5,269,000 |
| Police | 3 | 973,000 |
| Fire | 1 | 695,000 |
| Parks/Recreation | 1 | 10,000 |
| Zoological Parks | 4 | 425,000 |
| CDBG | <u>0</u> | <u>-0-</u> |
| Total | <u>30</u> | <u>11,434,000</u> |

The General Capital Projects are funded by Sales Tax Revenues, Sales Tax Revenue Bond proceeds, Property Tax Revenues, Community Development Block Grant Funds, State and Federal Funds and Other Revenues. A five year 11.25 millage property tax dedicated to general capital projects has been approved by the voters in 1988, 1993, 1998, and 2003. This property tax renewed in 2008 for ten years. One-half of the 76 City Sales and Use Tax is dedicated to payment of principal and interest on the sales tax bonds and capital improvements. In 2014, the City passed an additional 6 mill property tax dedicated to recreation, 35% of 3 mills of which is for capital purposes.

Projects involving economic development, construction of new facilities, renovation of existing public facilities and feasibility or master plan studies are budgeted under the Public Enterprise category. The City currently has budgeted 24 projects in this category. The 2016/2017 Budget will create 3 new projects and adjust funding for 5 others.

Various renovations and improvements at the Alexandria Zoo are budgeted for the current year including the Otter Exhibit and the Colobus Monkey Exhibit. Substantial drainage improvements continue, including 3 phases of Wooddale Outfall, Masonic Drive RCB Extension and Chatlain Lake. Street improvements include replacement of 2 bridges on Hudson Road, and Road Panel Replacements.

The Open Ditch Closure project involves the replacement of open ditches with below grade drainage pipe, giving a safer and more attractive border to the street while increasing the drainage capacity to prevent flooding. Another major capital outlay will be the replacement of a pumper truck for the Fire Department.

The Reserve for Relocation Projects, operates as "holding" account for the other projects. Expenditures from these accounts require Council action. The Reserve for Relocation Projects is used to "hold" Utility Funds transferred to the General Capital Projects fund for use with street or drainage projects. The reconstruction of streets or drainage systems often requires the movement or relocation of utility systems. A minimum appropriation of \$100,000 per year is typically made by the Utility Funds to the General Capital Projects Fund. Budget Amendments will be used to transfer the Utility Funds into special account numbers within a related project. If Utility Funds remain in a completed project, these funds are transferred back to the Reserve for Relocation Projects "holding" account.

Enterprise Capital Projects

The following is a breakdown of the Enterprise Capital Projects by Category:

| Category | No. of Projects | Total |
|-------------------|----------------------------|--------------------|
| Electric | 9 | 3,995,000 |
| Water | 10 | 3,353,000 |
| Gas | 6 | 550,000 |
| Wastewater | 3 | 1,460,000 |
| Other | 0 | -0- |
| Municipal Transit | <u>0</u> | <u>-0-</u> |
| Total | <u>28</u> | <u>\$9,358,000</u> |

The Enterprise Capital Projects are funded by revenues generated by the City's Utility System, Utility Revenue Bonds, revolving loans from the State Department of Health and Hospitals, and matching FTA grants.

In recent years, the City engaged consultants to assess the needs of its Utilities System infrastructure. This will assure the ability of the 4 components; electricity, gas, water and wastewater, to provide reliable service to the customer at the existing level of service as well as provide for any anticipated growth in all areas. This assessment will materially impact the current capital budgets in the Enterprise Capital Projects. To this end, the City will complete this year upgrading electrical production facilities with the addition of DG Hunter Units #5-#11 which adds reciprocating internal combustion generators to the City's Power Plant, and the acquisition of one unit of an existing power plant at Bayou Cove in south Louisiana.

These 2 acquisitions will assure the City's ability to supply customers with electricity for decades into the future. Replacement of legacy systems in the Water and Wastewater Departments will also begin in this budget.

Utilities System Fund:

The **Utilities System Fund's** 2016-2017 adopted budget decreased by \$219,000, or .19% compared to the prior year, a virtual standstill overall. However, some individual changes were significant, and they are explored below.

Revenues

The major change here is the absence of the \$6.5 million Misc revenue from CLECO in the prior year. Penalties Revenue for all services were reduced by a net of \$335,000. This is partially offset by increases of Energy Sales in Electrical of \$1.6 million to better reflect recent experience, while Electric Fuel Cost and Gas Fuel Cost are increased \$801,000 and \$2 million respectively. Wastewater Revenues are up a net of \$363,000. The last significant change is an increase in Use of Retained Earnings of \$1.9 million. Other minor adjustments account for the remainder of the change.

Expenses

The greatest change here, as was the case in revenues, is the absence of the \$6.5 million budgeted rebate to electric customers. This is partially offset by increases in Transfers to Utility Capital Projects of \$2.5 million; Transfer to Debt Service of \$781,000, and increases in other Transfers totaling \$551,000. Operating capital increased \$1.6 million; while salaries and fringes increased \$949,000 due to the raise and increases in health costs. Other relatively small adjustments in the Operating and Contractual category complete the changes.

Sanitation Fund:

Sanitation's budget decreased .37% or \$19,000 compared to the prior year.

In revenues, the change is fully reflected in increases in Fees for Services.

In expenses, salaries and fringes are up \$66,000 reflecting the raise and health care costs; while Transfers to Other Funds are up \$10,000. Operating capital is down \$30,000; while Vehicle Fuel & Maintenance are down \$69,000. Other relatively small adjustments in the Operating and Contractual category complete the changes.

Zoological Park Fund

The Zoo's budget increased .5%, or \$13,000.

In revenues, Taxes increased 19,000 and gate receipts were increased \$10,000. These are partially offset by a decrease in the Transfer from General Fund of almost \$16,000.

In expenses, Salaries and Fringes are up \$59,000 due to the raise and health care costs. Transfer to General Fund is up \$105,000; Professional Fees are up \$18,000; and Operating Supplies & Animal Food are up a combined \$20,000. These increases are partially offset by decreases in Capital Outlay of \$62,000, and Utilities of \$125,000. Other relatively minor adjustments in the Operating and Contractual category complete the changes.

Golf Course Fund:

The Golf Course's budget decreased 3.52%, or \$30,000, compared to the previous year.

In revenues, Transfers from General Fund were decreased by \$30,000.

In expenses, Cost Allocation to General Fund was decreased by 21,000; while Maintenance, Telephone, and Advertising were decreased for a combined total of \$9,000.


Municipal Transit Fund:

Municipal Transit Fund's budget increased 1.68%, or \$58,000, over the previous year.

In revenues, Transfers from the Utilities System Fund increased by \$116,000; partially offset by decreases in Charges for Services of \$18,000 and Intergovernmental Grant Revenue of \$40,000.

In expenses, Salaries & Fringes are up \$60,000 due to the raises and health care; while Capital Outlay is up \$37,000. Transfers to Other Funds are down \$13,000; while Vehicle Costs are down a net of \$26,000. Other minor changes account for the remainder.

Sincerely,

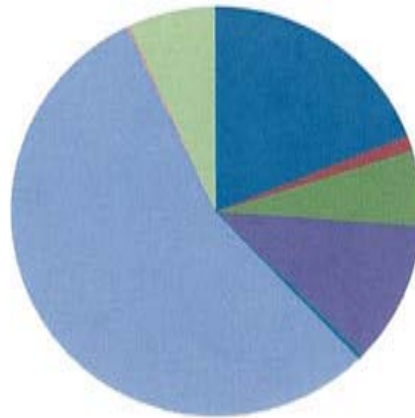


David Crutchfield, CPA
Director of Finance
City of Alexandria

2016-2017 ANNUAL BUDGET

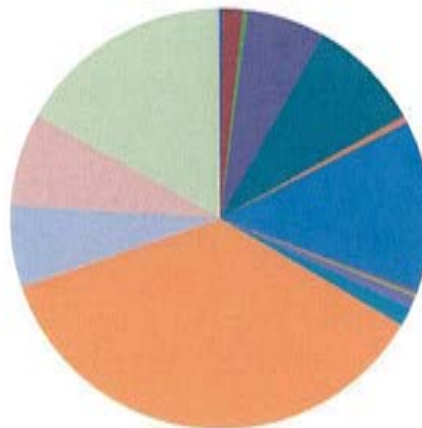
COMBINED ANNUAL BUDGET SUMMARY

Sources



- Taxes
- Licenses and Permits
- Intergovernmental
- Internal Services and Interfunds
- Fines and Forfeits
- Investment Income
- Charges for Services
- Other
- Use of Fund Balance/Retained Earnings

Uses



- Legislative
- Executive
- Judicial
- Finance
- Public Works
- Planning and Development
- Public Safety
- Personnel/Civil Service
- Human Resources
- Legal
- Community Services
- Enterprise Operations
- Debt Principal & Interest
- Claims/Fees Paid
- Other - Interfund Transfers
- Excess Revenue over Expenditures

2016-2017 ANNUAL BUDGET

COMBINED SUMMARY OF BUDGET BY FUND GROUPS

| DESCRIPTION | GOVERNMENTAL FUND TYPES | | | |
|---------------------------------------|-------------------------|-----------------------------|----------------------------|--------------------------------|
| | GENERAL FUND | SPECIAL REVENUE FUNDS | GENERAL DEBT SERVICE | GENERAL CAPITAL PROJECTS |
| SOURCES OF FUNDS | | | | |
| Taxes | 33,877,000 | | 2,716,425 | 7,346,450 |
| Licenses and Permits | 2,790,000 | | | |
| Intergovernmental | 9,944,000 | | | 3,480,000 |
| Internal Services and Interfunds | 10,723,000 | | 1,942,000 | 100,000 |
| Fines and Forfeits | 598,000 | 184,500 | | |
| Investment Income | 0 | | 325 | |
| Charges for Services | 225,000 | | | |
| Other | 410,000 | | | |
| Debt Proceeds | 0 | | | |
| Use of Fund Balance/Retained Earnings | 4,798,753 | | 0 | 1,428,043 |
| TOTAL SOURCES OF FUNDS | 63,365,753 | 184,500 | 4,658,750 | 12,354,493 |
| USES OF FUNDS | | | | |
| Legislative | 471,385 | | | |
| Executive | 1,050,683 | 76,500 | 1,600 | 1,667,000 |
| Judicial | 1,025,159 | | | |
| Finance | 5,712,505 | | | |
| Public Works | 12,625,584 | | | 8,098,500 |
| Planning and Development | 1,319,110 | | | |
| Public Safety | 29,655,100 | | | 1,668,000 |
| Civil Service | 432,340 | | | |
| Human Resources | 584,372 | | | |
| Legal | 2,066,074 | | | |
| Community Services | 3,381,836 | | | |
| Enterprise Operations | | | | |
| Debt Principal & Interest | | | 4,657,150 | |
| Claims/Fees Paid | | | | |
| Other - Interfund Transfers | 5,041,605 | 108,000 | | 411,000 |
| Excess Revenue over Expenditures | | | | 509,993 |
| TOTAL USES OF FUNDS | 63,365,753 | 184,500 | 4,658,750 | 12,354,493 |

CITY OF ALEXANDRIA

2016-2017 ANNUAL BUDGET

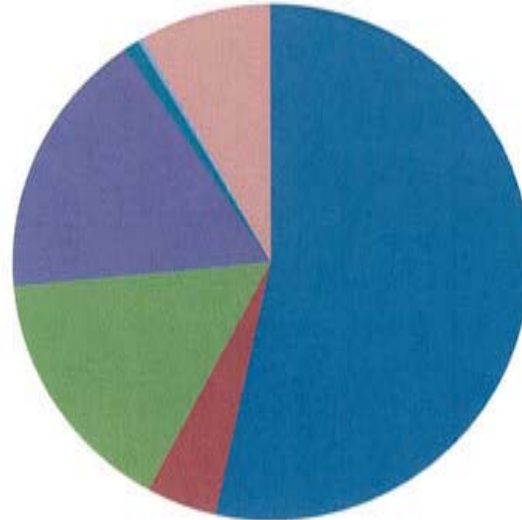
COMBINED SUMMARY OF BUDGET BY FUND GROUPS

| PROPRIETARY FUND TYPES | | | | | | | COMBINED TOTAL |
|------------------------------|-------------------|------------|--------------------------------|-------------|------------------------|-----------------------------------|-------------------|
| INTERNAL SERVICE FUNDS | UTILITY SYSTEM | SANITATION | MUNICIPAL TRANSIT SYSTEM | ZOO FUND | GOLF COURSE FUND | ENTERPRISE CAPITAL PROJECTS | |
| | | | | 1,135,000 | | | 45,074,875 |
| | | | | | | | 2,790,000 |
| | | | 486,000 | | | | 13,910,000 |
| 2,600,000 | 172,000 | | 2,627,690 | 964,605 | 219,000 | 7,293,334 | 26,641,629 |
| | | | | | | | 782,500 |
| | | | | | | | 325 |
| 14,351,000 | 108,771,000 | 5,075,000 | 409,000 | 560,000 | 603,000 | | 129,994,000 |
| 85,600 | 40,000 | | 6,000 | | | | 541,600 |
| | | | | | | | 0 |
| | 7,914,667 | | | | | 2,080,724 | 16,222,187 |
| 17,036,600 | 116,897,667 | 5,075,000 | 3,528,690 | 2,659,605 | 822,000 | 9,374,058 | 235,957,116 |
| | | | | | | | 471,385 |
| | 879,677 | | | | | | 3,675,460 |
| | | | | | | | 1,025,159 |
| | 8,255,384 | | | | | | 13,967,889 |
| | | | | | | | 20,724,084 |
| | | | | | | | 1,319,110 |
| | | | | | | | 31,323,100 |
| | | | | | | | 432,340 |
| | | | | | | | 584,372 |
| 75,000 | | | | | | | 2,141,074 |
| | | | | | | | 3,381,836 |
| | 66,421,268 | 4,169,000 | 2,744,690 | 2,019,605 | 787,000 | 9,358,000 | 85,499,563 |
| | 10,170,657 | | | | | | 14,827,807 |
| 16,961,600 | | | | | | | 16,961,600 |
| | 31,170,681 | 906,000 | 784,000 | 640,000 | 35,000 | | 39,096,286 |
| | | | | | | 16,058 | 526,051 |
| 17,036,600 | 116,897,667 | 5,075,000 | 3,528,690 | 2,659,605 | 822,000 | 9,374,058 | 235,957,116 |

CITY OF ALEXANDRIA

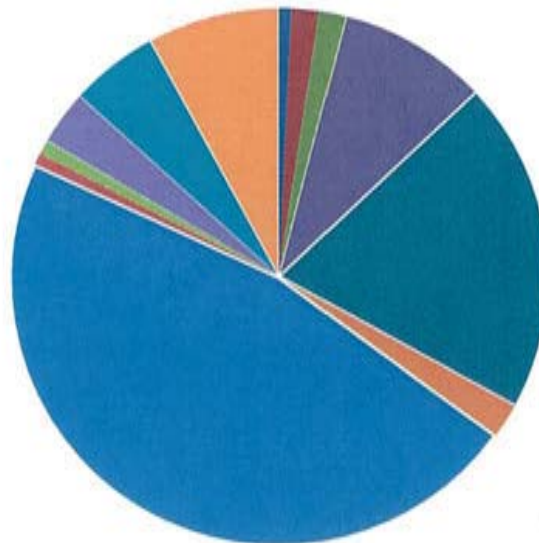
2016-2017 ANNUAL BUDGET
GENERAL FUND
ADOPTED BUDGET SUMMARY

Revenues



- Taxes
- Internal Transfers/Interfunds
- Charges for Services
- Licenses & Permits
- Fines & Forfeitures
- Other
- Intergovernmental
- Investment Income

Expenditures



- Legislative
- Executive
- Judicial
- Finance
- Public Works
- Planning
- Public Safety
- Civil Service
- Human Resources
- Legal
- Community Services
- Interfund Transfers

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
GENERAL FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------------|-----------------|-----------------|----------------|--------------|----------------|------------|---------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | Adopted |
| Taxes | 31,796,884 | 33,357,377 | 31,587,000 | 34,927,000 | 33,877,000 | 33,877,000 | 7.25% |
| Licenses & Permits | 2,980,017 | 3,174,057 | 2,790,000 | 2,950,000 | 2,790,000 | 2,790,000 | 0.00% |
| Intergovernmental | 10,116,419 | 10,572,580 | 9,490,000 | 10,579,000 | 9,944,000 | 9,944,000 | 4.78% |
| Internal Transfers/Interfunds | 11,483,242 | 9,623,947 | 10,424,000 | 10,735,000 | 10,723,000 | 10,723,000 | 2.87% |
| Fines & Forfeitures | 670,699 | 515,753 | 634,000 | 598,000 | 598,000 | 598,000 | -5.68% |
| Investment Income | 20,249 | 21,885 | 0 | 25,000 | 0 | 0 | 0.00% |
| Charges for Services | 349,192 | 313,160 | 225,000 | 274,000 | 225,000 | 225,000 | 0.00% |
| Other | 579,796 | 846,794 | 5,718,445 | 5,629,445 | 5,146,136 | 5,208,753 | -8.91% |
| Total Revenues | 57,996,498 | 58,425,553 | 60,868,445 | 65,717,445 | 63,303,136 | 63,365,753 | 4.10% |

EXPENDITURE SUMMARY BY DIVISION

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|---------------------|------------|------------|----------------|--------------|----------------|------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Legislative | 416,299 | 343,803 | 432,672 | 443,672 | 448,768 | 471,385 | 8.95% |
| Executive | 905,689 | 945,502 | 1,020,838 | 1,038,838 | 1,050,683 | 1,050,683 | 2.92% |
| Judicial | 976,451 | 983,235 | 1,116,034 | 1,114,034 | 1,025,159 | 1,025,159 | -8.14% |
| Finance | 6,127,998 | 5,433,613 | 5,530,483 | 6,098,483 | 5,672,505 | 5,712,505 | 3.29% |
| Public Works | 10,734,261 | 10,788,587 | 12,274,937 | 12,777,639 | 12,625,584 | 12,625,584 | 2.86% |
| Planning | 1,191,189 | 1,156,257 | 1,349,157 | 1,328,157 | 1,319,110 | 1,319,110 | -2.23% |
| Public Safety | 29,026,414 | 27,219,421 | 28,490,228 | 28,764,526 | 29,655,100 | 29,655,100 | 4.09% |
| Civil Service | 254,947 | 333,670 | 419,199 | 430,199 | 432,340 | 432,340 | 3.13% |
| Human Resources | 472,037 | 573,501 | 535,373 | 532,373 | 584,372 | 584,372 | 9.15% |
| Legal | 1,860,322 | 2,191,248 | 2,118,072 | 2,131,072 | 2,066,074 | 2,066,074 | -2.45% |
| Community Services | 2,221,978 | 2,680,328 | 3,264,104 | 3,618,104 | 3,381,836 | 3,381,836 | 3.61% |
| Interfund Transfers | 4,339,293 | 4,551,845 | 4,317,348 | 7,440,348 | 5,041,605 | 5,041,605 | 16.78% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenditures | 58,326,878 | 57,201,010 | 60,868,445 | 65,717,445 | 63,303,136 | 63,365,753 | 4.10% |

EXPENDITURE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------|------------|------------|----------------|--------------|----------------|------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries | 26,359,053 | 25,038,282 | 26,202,283 | 25,842,683 | 26,497,959 | 26,518,959 | 1.21% |
| Fringe Benefits | 9,645,172 | 10,200,867 | 10,967,420 | 11,448,020 | 12,562,537 | 12,564,154 | 14.56% |
| Operating & Contractual | 10,660,279 | 10,988,572 | 10,789,000 | 11,714,000 | 10,604,000 | 10,604,000 | -1.71% |
| Other | 9,057,632 | 9,547,445 | 9,447,404 | 13,098,404 | 10,326,338 | 10,366,338 | 9.73% |
| Capital Outlay | 2,604,742 | 1,425,844 | 3,462,338 | 3,614,338 | 3,312,302 | 3,312,302 | -4.33% |
| Total Expenditures | 58,326,878 | 57,201,010 | 60,868,445 | 65,717,445 | 63,303,136 | 63,365,753 | 4.10% |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
PRE TRIAL INTERVENTION FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|---------------------|-----------|-----------|-----------|---------|-----------|---------|----------------|
| | Actual | Actual | Adopted | Final | Admin | | |
| | Received | Received | Budget | Budget | Approved | Adopted | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Investment Income | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fines & Forfeitures | 258,664 | 841,176 | 184,500 | 222,000 | 184,500 | 184,500 | 0.00% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | 258,664 | 841,176 | 184,500 | 222,000 | 184,500 | 184,500 | 0.00% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|-----------|-----------|-----------|---------|-----------|---------|----------------|
| | Actual | Actual | Adopted | Final | Admin | | |
| | Exp | Exp | Budget | Budget | Approved | Adopted | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating & Contractual | 0 | 76,500 | 76,500 | 102,000 | 76,500 | 76,500 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 158,664 | 108,000 | 108,000 | 120,000 | 108,000 | 108,000 | 0.00% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 158,664 | 184,500 | 184,500 | 222,000 | 184,500 | 184,500 | 0.00% |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
GENERAL DEBT SERVICE FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|-----------------|-----------------|----------------|--------------|----------------|-----------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Taxes | 3,603,766 | 2,855,721 | 2,760,013 | 2,992,400 | 2,716,425 | 2,716,425 | -1.58% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 1,926,038 | 4,875,211 | 1,960,620 | 2,199,141 | 1,942,000 | 1,942,000 | -0.95% |
| Investment Income | 5,598 | 3,789 | 5,100 | 5,100 | 325 | 325 | -93.63% |
| Charges for Services | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 0 | 7,596,268 | 623,230 | 18,025,806 | 0 | 0 | 100.00% |
| Total Revenue | 5,535,402 | 15,330,989 | 5,348,963 | 23,222,447 | 4,658,750 | 4,658,750 | -12.90% |

EXPENDITURE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating & Contractual | 801 | 1,000 | 5,100 | 5,100 | 1,600 | 1,600 | -68.63% |
| Other | 5,598,598 | 17,915,015 | 5,343,863 | 23,217,347 | 4,657,150 | 4,657,150 | -12.85% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenditures | 5,599,399 | 17,916,015 | 5,348,963 | 23,222,447 | 4,658,750 | 4,658,750 | -12.90% |

2016-2017 ANNUAL BUDGET

| |
|----------------------|
| SUMMARY OF FUNDS |
| RISK MANAGEMENT FUND |

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|
| | Actual | Actual | Adopted | Final | Admin | | |
| | Received | Received | Budget | Budget | Approved | Adopted | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Investment Income | 16,223 | 19,117 | 0 | 18,000 | 0 | 0 | 0.00% |
| Charges for Services | 3,908,171 | 5,293,665 | 4,130,000 | 4,878,000 | 4,226,000 | 4,226,000 | 2.32% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 394,244 | 618,555 | 70,303 | 120,303 | 75,000 | 75,000 | 6.68% |
| Total Revenue | 4,318,638 | 5,931,337 | 4,200,303 | 5,016,303 | 4,301,000 | 4,301,000 | 2.40% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|-----------|-----------|-----------|-----------|-----------|-----------|----------------|
| | Actual | Actual | Adopted | Final | Admin | | |
| | Exp | Exp | Budget | Budget | Approved | Adopted | |
| Salaries | 52,816 | 51,825 | 52,660 | 52,660 | 52,660 | 52,660 | 0.00% |
| Fringe | 14,444 | 15,578 | 13,813 | 13,813 | 12,970 | 12,970 | -6.10% |
| Operating & Contractual | 1,243,056 | 1,195,200 | 1,223,830 | 1,223,830 | 1,224,370 | 1,224,370 | 0.04% |
| Other | 4,248,530 | 4,458,279 | 2,910,000 | 3,726,000 | 3,011,000 | 3,011,000 | 3.47% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 100.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 5,558,846 | 5,720,882 | 4,200,303 | 5,016,303 | 4,301,000 | 4,301,000 | 2.40% |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS EMPLOYEE BENEFITS FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|------------------|------------------|------------------|-------------------|-------------------|-------------------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 597,500 | 1,274,000 | 1,608,000 | 3,728,000 | 2,600,000 | 2,600,000 | 61.69% |
| Investment Income | 6,670 | 2,268 | 0 | 1,000 | 0 | 0 | 0.00% |
| Charges for Services | 7,199,338 | 7,959,229 | 7,173,000 | 8,388,000 | 10,125,000 | 10,125,000 | 41.15% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | 7,803,508 | 9,235,497 | 8,781,000 | 12,117,000 | 12,725,000 | 12,725,000 | 44.92% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating & Contractual | 2,059,165 | 2,213,375 | 1,781,000 | 2,217,000 | 2,217,000 | 2,217,000 | 24.48% |
| Other | 6,853,361 | 7,947,310 | 7,000,000 | 9,900,000 | 10,508,000 | 10,508,000 | 50.11% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 8,912,526 | 10,160,685 | 8,781,000 | 12,117,000 | 12,725,000 | 12,725,000 | 44.92% |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
UNEMPLOYMENT BENEFITS FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|-----------------|-----------------|----------------|--------------|----------------|---------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Investment Income | 900 | 973 | 0 | 1,000 | 0 | 0 | 0.00% |
| Charges for Services | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 0 | 0 | 10,600 | 9,600 | 10,600 | 10,600 | 0.00% |
| Total Revenue | 900 | 973 | 10,600 | 10,600 | 10,600 | 10,600 | 0.00% |

EXPENSE SUMMARY BY CATEGORY

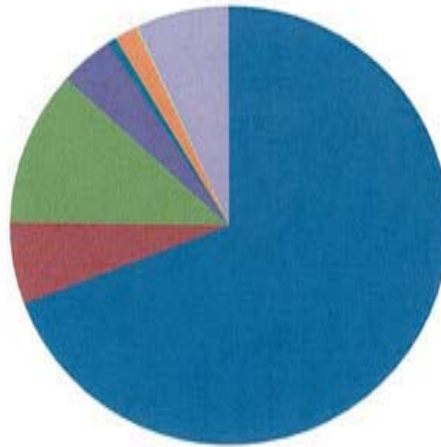
| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating & Contractual | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 6,842 | 2,554 | 10,600 | 10,600 | 10,600 | 10,600 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 6,842 | 2,554 | 10,600 | 10,600 | 10,600 | 10,600 | 0.00% |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

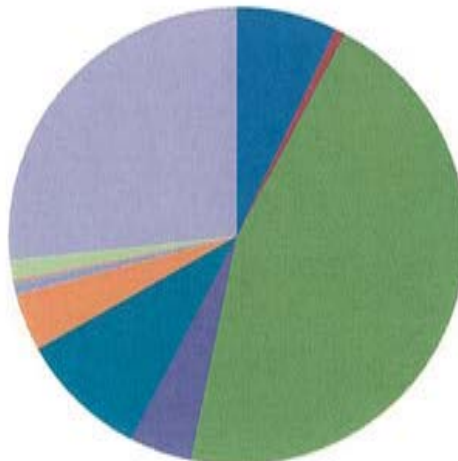
**2016-2017 ANNUAL BUDGET
UTILITY SYSTEM FUND
ADOPTED BUDGET SUMMARY**

Revenues



- | | | | |
|----------------------------|-----------------|---------------------|---------------------|
| ■ Electric | ■ Water | ■ Gas | ■ Wastewater |
| ■ Environmental Compliance | ■ Other Charges | ■ Investment Income | ■ Intergovernmental |
| ■ Interfund Transfers | ■ Other | | |

Expenses



- | | | | |
|--------------------|-----------------------|--------------------------|----------------------------|
| ■ Finance | ■ Administration | ■ Electric | ■ Water |
| ■ Gas | ■ Wastewater | ■ Environmental Services | ■ Environmental Compliance |
| ■ Utility Services | ■ Interfund Transfers | | |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS

UTILITY FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|--------------------------|-----------------|-----------------|----------------|--------------|----------------|-------------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Electric | 70,327,813 | 75,712,845 | 85,398,000 | 79,498,000 | 80,929,000 | 80,929,000 | -5.23% |
| Water | 7,296,996 | 7,180,228 | 7,125,000 | 7,110,000 | 7,110,000 | 7,110,000 | -0.21% |
| Gas | 13,541,711 | 13,403,977 | 11,382,000 | 13,327,000 | 13,327,000 | 13,327,000 | 17.09% |
| Wastewater | 4,236,617 | 4,650,672 | 4,312,000 | 4,175,000 | 4,675,000 | 4,675,000 | 8.42% |
| Environmental Compliance | 746,903 | 766,296 | 725,000 | 755,000 | 755,000 | 755,000 | 4.14% |
| Other Charges | 2,051,925 | 2,010,440 | 1,975,000 | 1,995,000 | 1,975,000 | 1,975,000 | 0.00% |
| Investment Income | 62,082 | 46,191 | 0 | 35,000 | 0 | 0 | 0.00% |
| Intergovernmental | 0 | 69,470 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 145,125 | 171,803 | 145,000 | 172,000 | 172,000 | 172,000 | 18.62% |
| Other | 63,910 | 50,498 | 6,054,622 | 5,765,622 | 7,954,667 | 7,954,667 | 31.38% |
| Total Revenue | 98,473,082 | 104,062,420 | 117,116,622 | 112,832,622 | 116,897,667 | 116,897,667 | -0.19% |

EXPENSE SUMMARY BY DIVISION

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|--------------------------|-------------|-------------|----------------|--------------|----------------|-------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Finance | 7,856,250 | 6,584,958 | 15,028,055 | 14,899,055 | 8,255,384 | 8,255,384 | -45.07% |
| Administration | 642,317 | 527,103 | 848,856 | 765,856 | 879,677 | 879,677 | 3.63% |
| Electric | 50,707,455 | 54,096,488 | 52,173,184 | 46,216,184 | 53,111,991 | 53,111,991 | 1.80% |
| Water | 3,662,440 | 4,235,078 | 4,593,425 | 4,528,425 | 5,222,827 | 5,222,827 | 13.70% |
| Gas | 12,311,753 | 10,739,244 | 10,567,611 | 12,519,611 | 10,639,932 | 10,639,932 | 0.68% |
| Wastewater | 3,443,615 | 3,933,016 | 4,210,629 | 4,325,629 | 4,782,576 | 4,782,576 | 13.58% |
| Environmental Services | 489,200 | 492,430 | 598,176 | 600,176 | 802,425 | 802,425 | 34.15% |
| Environmental Compliance | 156,969 | 120,486 | 408,000 | 408,000 | 408,000 | 408,000 | 0.00% |
| Utility Services | 1,128,685 | 1,187,549 | 1,350,182 | 1,352,182 | 1,624,174 | 1,624,174 | 20.29% |
| Interfund Transfers | 20,364,786 | 21,761,964 | 27,338,504 | 27,217,504 | 31,170,681 | 31,170,681 | 14.02% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 100,763,470 | 103,678,316 | 117,116,622 | 112,832,622 | 116,897,667 | 116,897,667 | -0.19% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|-------------|-------------|----------------|--------------|----------------|-------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 9,213,406 | 9,031,125 | 10,453,120 | 9,850,120 | 10,636,049 | 10,636,049 | 1.75% |
| Fringe Benefits | 3,804,303 | 4,287,743 | 4,451,918 | 4,864,918 | 5,217,668 | 5,217,668 | 17.20% |
| Operating & Contractual | 62,719,858 | 63,827,895 | 62,292,000 | 58,250,000 | 62,320,000 | 62,320,000 | 0.04% |
| Other | 21,933,684 | 22,819,263 | 35,338,504 | 34,917,504 | 32,520,681 | 32,520,681 | -7.97% |
| Capital Outlay | 3,092,219 | 3,712,290 | 4,581,080 | 4,950,080 | 6,203,269 | 6,203,269 | 35.41% |
| Total Expenses | 100,763,470 | 103,678,316 | 117,116,622 | 112,832,622 | 116,897,667 | 116,897,667 | -0.19% |

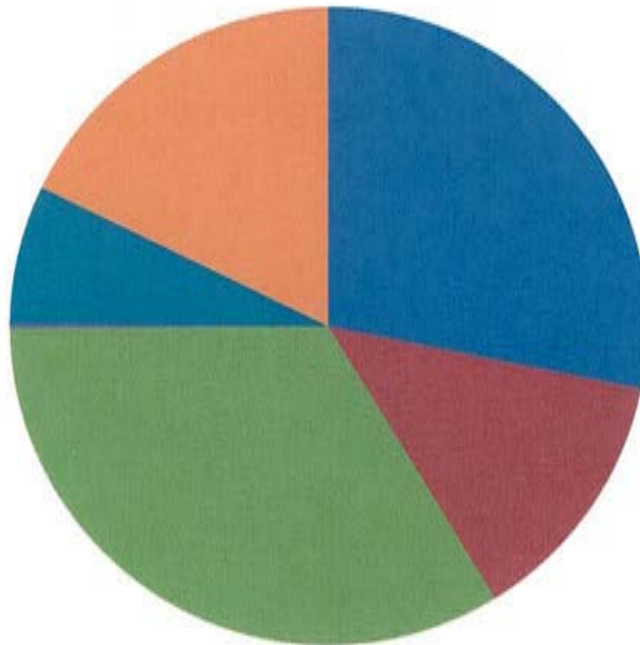
2016-2017 ANNUAL BUDGET
SANITATION FUND
ADOPTED BUDGET SUMMARY

Revenues



■ Interntal Service/Interfunds ■ Other ■ Charges for Services

Expenses



■ Salaries ■ Fringe ■ Operating & Contractual ■ Other ■ Capital Outlay ■ Interfund Transfers

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
SANITATION FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|-----------------|-----------------|----------------|--------------|----------------|-----------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Investment Income | 2,398 | 4,566 | 0 | 4,000 | 0 | 0 | 0.00% |
| Charges for Services | 4,976,708 | 4,973,365 | 5,093,978 | 4,977,978 | 5,075,000 | 5,075,000 | -0.37% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 5,112 | 13,872 | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | 4,984,218 | 4,991,803 | 5,093,978 | 4,981,978 | 5,075,000 | 5,075,000 | -0.37% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 1,304,510 | 1,197,998 | 1,414,072 | 1,245,072 | 1,429,507 | 1,429,507 | 1.09% |
| Fringe | 502,049 | 570,590 | 615,267 | 676,267 | 666,159 | 666,159 | 8.27% |
| Operating & Contractual | 1,758,002 | 1,628,954 | 1,770,000 | 1,763,000 | 1,704,686 | 1,704,686 | -3.69% |
| Other | 11,645 | 11,645 | 12,000 | 12,000 | 12,000 | 12,000 | 0.00% |
| Capital Outlay | 386,458 | 424,152 | 386,639 | 386,639 | 356,648 | 356,648 | -7.76% |
| Interfund Transfers | 887,514 | 898,658 | 896,000 | 899,000 | 906,000 | 906,000 | 1.12% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 4,850,178 | 4,731,997 | 5,093,978 | 4,981,978 | 5,075,000 | 5,075,000 | -0.37% |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
ZOOLOGICAL PARK FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|-----------------|-----------------|----------------|--------------|----------------|-----------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Taxes | 0 | 1,127,494 | 1,116,000 | 1,135,000 | 1,135,000 | 1,135,000 | 1.70% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 1,798,366 | 1,088,159 | 980,328 | 1,266,328 | 964,605 | 964,605 | -1.60% |
| Investment Income | 3,091 | 10,505 | 0 | 4,000 | 0 | 0 | 0.00% |
| Charges for Services | 592,533 | 549,034 | 550,000 | 560,000 | 560,000 | 560,000 | 1.82% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 1,158 | 338 | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | 2,395,148 | 2,775,530 | 2,646,328 | 2,965,328 | 2,659,605 | 2,659,605 | 0.50% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 481,108 | 506,371 | 660,360 | 568,360 | 670,677 | 670,677 | 1.56% |
| Fringe | 185,962 | 232,099 | 277,205 | 297,205 | 326,332 | 326,332 | 17.72% |
| Operating & Contractual | 957,447 | 1,062,240 | 1,015,000 | 1,301,000 | 926,000 | 926,000 | -8.77% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 84,289 | 141,371 | 158,763 | 158,763 | 96,596 | 96,596 | -39.16% |
| Interfund Transfers | 684,757 | 640,360 | 535,000 | 640,000 | 640,000 | 640,000 | 19.63% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 2,393,563 | 2,582,441 | 2,646,328 | 2,965,328 | 2,659,605 | 2,659,605 | 0.50% |

2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
GOLF COURSE FUND

REVENUE SUMMARY

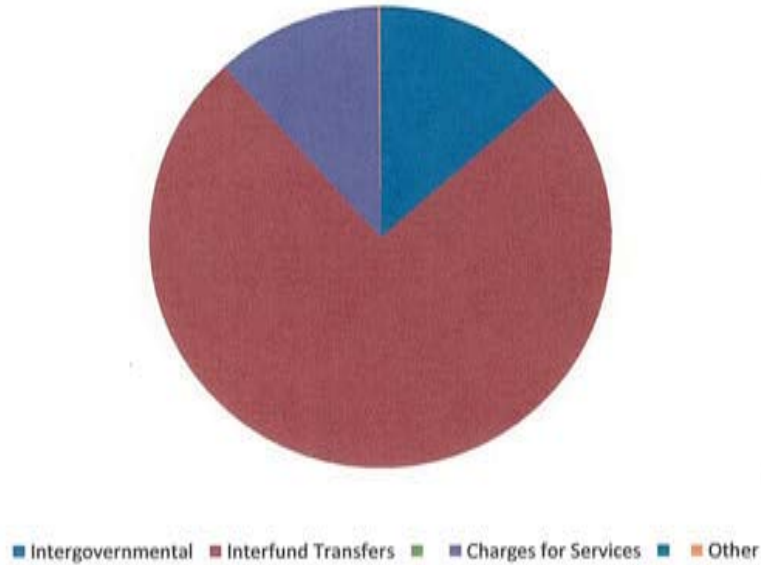
| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------------------|-----------------|-----------------|----------------|--------------|----------------|---------|----------------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Intergovernmental | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 178,850 | 260,525 | 249,000 | 214,000 | 219,000 | 219,000 | -12.05% |
| Investment Income | 396 | 1,635 | 0 | 0 | 0 | 0 | 0.00% |
| Charges for Services | 609,385 | 615,912 | 603,000 | 616,000 | 603,000 | 603,000 | 0.00% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Revenue | 788,631 | 878,072 | 852,000 | 830,000 | 822,000 | 822,000 | -3.52% |

EXPENSE SUMMARY BY CATEGORY

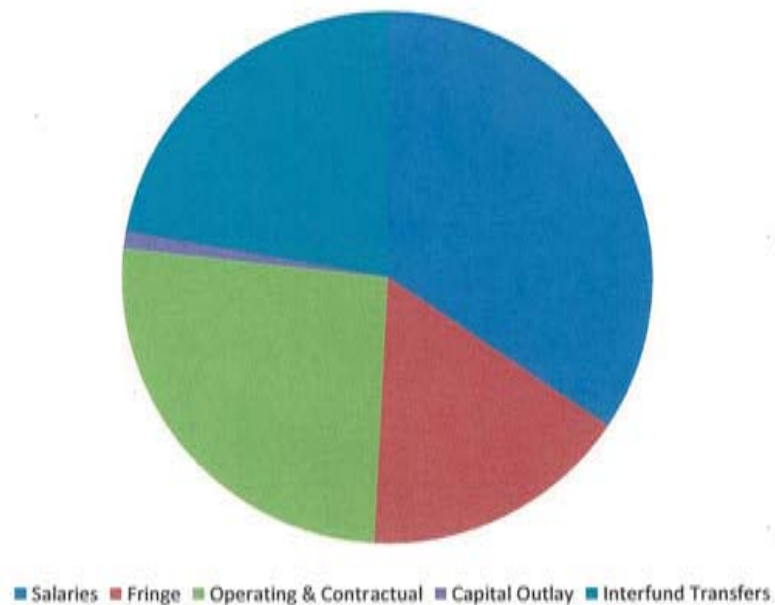
| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-------------------------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating & Contractual | 742,376 | 732,825 | 796,000 | 795,000 | 787,000 | 787,000 | -1.13% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 6,905 | 10,755 | 0 | 0 | 0 | 0 | 0.00% |
| Interfund Transfers | 56,442 | 34,584 | 56,000 | 35,000 | 35,000 | 35,000 | -37.50% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 805,723 | 778,164 | 852,000 | 830,000 | 822,000 | 822,000 | -3.52% |

2016-2017 ANNUAL BUDGET
MUNICIPAL TRANSIT FUND
ADOPTED BUDGET SUMMARY

Revenues



Expenses



2016-2017 ANNUAL BUDGET

SUMMARY OF FUNDS
MUNICIPAL TRANSIT FUND

REVENUE SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|----------------------|--------------------|--------------------|-------------------|-----------------|-------------------|-----------|---------|
| | Actual Received | Actual Received | Adopted Budget | Final Budget | Admin Approved | Adopted | Adopted |
| Taxes | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Intergovernmental | 1,180,815 | 752,464 | 526,000 | 626,000 | 486,000 | 486,000 | -7.60% |
| Interfund Transfers | 1,484,263 | 2,080,579 | 2,511,385 | 2,242,385 | 2,627,690 | 2,627,690 | 4.63% |
| Investment Income | 742 | 1,631 | 0 | 0 | 0 | 0 | 0.00% |
| Charges for Services | 421,454 | 402,873 | 427,000 | 409,000 | 409,000 | 409,000 | -4.22% |
| Use of Property | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Other | 53,247 | 52,964 | 6,000 | 6,000 | 6,000 | 6,000 | 0.00% |
| Total Revenue | 3,140,521 | 3,290,511 | 3,470,385 | 3,283,385 | 3,528,690 | 3,528,690 | 1.68% |

EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------|---------------|---------------|-------------------|-----------------|-------------------|-----------|-------------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries | 1,139,983 | 1,090,655 | 1,223,495 | 1,143,495 | 1,214,051 | 1,214,051 | -0.77% |
| Fringe | 484,834 | 530,530 | 509,890 | 553,890 | 579,639 | 579,639 | 13.68% |
| Operating & Contractual | 854,078 | 821,406 | 940,000 | 810,000 | 914,000 | 914,000 | -2.77% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 37,000 | 37,000 | 100.00% |
| Interfund Transfers | 772,738 | 771,525 | 797,000 | 776,000 | 784,000 | 784,000 | -1.63% |
| Operating Reserve | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Expenses | 3,251,633 | 3,214,116 | 3,470,385 | 3,283,385 | 3,528,690 | 3,528,690 | 1.68% |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|----------------------------------|-----------|-----------|-----------|-----------|----------|---------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| City Council | | | | | | |
| City Council Persons | 7 | 7 | 7 | 7 | 7 | 7 |
| Total City Council | 7 | 7 | 7 | 7 | 7 | 7 |
| City Clerk | | | | | | |
| City Clerk | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy City Clerk | 1 | 0 | 0 | 0 | 0 | 0 |
| Administrative Assistant | 0 | 1 | 1 | 1 | 1 | 1 |
| Total City Clerk | 2 | 2 | 2 | 2 | 2 | 2 |
| Office of the Mayor | | | | | | |
| Mayor | 1 | 1 | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Office of the Mayor | 2 | 2 | 2 | 2 | 2 | 2 |
| General Government | | | | | | |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Total General Government | 3 | 3 | 3 | 3 | 3 | 3 |
| Intergovernmental Agency | | | | | | |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Intergovt'l Agency | 7 | 7 | 7 | 7 | 7 | 7 |
| City Court | | | | | | |
| City Judge | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy Clerk | 7 | 7 | 7 | 7 | 7 | 7 |
| Clerk of Court | 1 | 1 | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Total City Court | 10 | 10 | 10 | 10 | 10 | 10 |
| Finance | | | | | | |
| Director of Finance | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Finance | 2 | 2 | 2 | 2 | 2 | 2 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|----------------------------------|-----------|-----------|-----------|-----------|----------|----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Business Office | | | | | | |
| Business Office Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Accounts Representative | 2 | 2 | 2 | 2 | 2 | 2 |
| Customer Accounts Team Leader | 1 | 1 | 1 | 1 | 1 | 1 |
| Student Worker | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Business Office | 5 | 5 | 5 | 5 | 5 | 5 |
| Accounting | | | | | | |
| Accounting Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Accountant | 3 | 3 | 3 | 3 | 3 | 3 |
| Accounting Technician | 3 | 3 | 3 | 3 | 3 | 3 |
| Total Accounting | 7 | 7 | 7 | 7 | 7 | 7 |
| Purchasing | | | | | | |
| Purchasing Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Purchasing Technician | 2 | 2 | 2 | 2 | 2 | 2 |
| Senior Buyer | 2 | 2 | 2 | 2 | 2 | 2 |
| Buyer | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Purchasing | 7 | 7 | 7 | 7 | 7 | 7 |
| Printing | | | | | | |
| Print Shop Coordinator | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Printing | 2 | 2 | 2 | 2 | 2 | 2 |
| Central Warehouse | | | | | | |
| Supervisor Central Warehouse | 1 | 1 | 1 | 1 | 1 | 1 |
| Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Stock Clerk | 3 | 3 | 3 | 3 | 3 | 3 |
| Total Central Warehouse | 6 | 6 | 6 | 6 | 6 | 6 |
| Parts Warehouse | | | | | | |
| Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 |
| Stock Clerk | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Parts Warehouse | 2 | 2 | 2 | 2 | 2 | 2 |
| Public Works | | | | | | |
| Director of Public Works | 1 | 1 | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 0 | 0 | 1 | 1 | 1 | 1 |
| Asst Director Public Works | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Public Works | 4 | 4 | 5 | 5 | 5 | 5 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Code Enforcement | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Leader | 1 | 1 | 1 | 1 | 1 | 1 |
| Code Enforcement Officer | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator II | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker | 1 | 1 | 1 | 1 | 1 | 1 |
| Code Enforcement Officer Senior | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Code Enforcement | 8 | 8 | 8 | 8 | 8 | 8 |
| Engineering | | | | | | |
| Assistant City Engineer | 2 | 2 | 2 | 2 | 2 | 2 |
| City Engineer | 1 | 1 | 1 | 1 | 1 | 1 |
| Lead Engineering Technician | 1 | 1 | 1 | 1 | 1 | 1 |
| Land Surveyor | 1 | 1 | 1 | 1 | 1 | 1 |
| Survey Technician | 1 | 1 | 1 | 1 | 1 | 1 |
| Engineering Tech III | 1 | 1 | 1 | 1 | 1 | 1 |
| Construction Inspector | 1 | 1 | 1 | 1 | 1 | 1 |
| Survey Party Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Survey Instrument Operator | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Engineering | 12 | 12 | 12 | 12 | 12 | 12 |
| Urban Forestry | | | | | | |
| Landscape Architect | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Urban Forestry | 1 | 1 | 1 | 1 | 1 | 1 |
| Streets & Parks | | | | | | |
| Superintendent-Streets | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Supervisor Street Maint | 2 | 2 | 2 | 2 | 2 | 2 |
| Crew Leader Street Maintenance | 3 | 3 | 3 | 3 | 3 | 3 |
| Maintenance Worker Senior | 3 | 3 | 3 | 3 | 3 | 3 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator III | 4 | 4 | 4 | 4 | 4 | 4 |
| Equipment Operator II | 7 | 7 | 7 | 7 | 7 | 7 |
| Fleet Maintenance Tech | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator I | 4 | 4 | 4 | 4 | 4 | 4 |
| Maintenance Worker | 3 | 3 | 3 | 3 | 3 | 3 |
| Supervisor - Streets | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Streets & Parks | 31 | 31 | 31 | 31 | 31 | 31 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Traffic Department | | | | | | |
| Traffic Signal Tech | 2 | 2 | 2 | 2 | 2 | 2 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Sign Artist | 1 | 1 | 1 | 1 | 1 | 1 |
| Sign & Marking Specialist | 3 | 3 | 3 | 3 | 3 | 3 |
| Total Traffic Department | 8 | 8 | 8 | 8 | 8 | 8 |
| Maintenance Public Buildings | | | | | | |
| Crew Leader | 0 | 0 | 0 | 1 | 1 | 1 |
| Custodial Worker | 5 | 5 | 5 | 6 | 6 | 6 |
| Supervisor Custodial | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisor Building Maintenance | 2 | 2 | 2 | 2 | 2 | 2 |
| Superintendent - Building Maint | 1 | 1 | 1 | 1 | 1 | 1 |
| Community Center Attendant | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Electrician | 1 | 1 | 1 | 1 | 1 | 1 |
| Painter | 3 | 3 | 3 | 3 | 3 | 3 |
| Carpenter | 3 | 3 | 3 | 3 | 3 | 3 |
| Trades Worker | 1 | 1 | 1 | 0 | 0 | 0 |
| Lead Custodial Worker | 2 | 2 | 2 | 3 | 3 | 3 |
| Building Maintenance Specialist | 2 | 2 | 2 | 2 | 2 | 2 |
| Mechanical Systems Technician | 3 | 3 | 3 | 3 | 3 | 3 |
| Total Maint.Public Bldgs. | 27 | 27 | 27 | 29 | 29 | 29 |
| Motor Pool | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisor -Fleet Maintenance | 3 | 3 | 3 | 3 | 3 | 3 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Fleet Maintenance Tech Senior | 5 | 5 | 5 | 6 | 11 | 11 |
| Fleet Maintenance Tech | 5 | 5 | 5 | 5 | 0 | 0 |
| Fleet Collision Repair Tech | 2 | 2 | 2 | 2 | 2 | 2 |
| Fleet Service Tech | 6 | 6 | 6 | 6 | 6 | 6 |
| Total Motor Pool | 24 | 24 | 24 | 25 | 25 | 25 |
| Animal Shelter | | | | | | |
| Crew Leader | 1 | 1 | 1 | 1 | 1 | 1 |
| Kennel Technician | 2 | 2 | 3 | 3 | 3 | 3 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Superintendent-Animal Control | 1 | 1 | 1 | 1 | 1 | 1 |
| Animal Control Officer | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Animal Shelter | 8 | 8 | 9 | 9 | 9 | 9 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|-----------------------------------|------------|------------|------------|------------|------------|------------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Planning | | | | | | |
| Director of Planning | 1 | 1 | 1 | 1 | 1 | 1 |
| Historic Preservation Asst PT | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 0 | 1 | 1 | 1 | 1 | 1 |
| Planner | 1 | 1 | 1 | 0 | 0 | 0 |
| Zoning Enforcement Analyst | 1 | 1 | 1 | 2 | 2 | 2 |
| Total Planning | 4 | 5 | 5 | 5 | 5 | 5 |
| Construction Development | | | | | | |
| Permit Technician | 2 | 2 | 2 | 2 | 2 | 2 |
| Electrical Inspector | 2 | 2 | 0 | 0 | 0 | 0 |
| Multi Trades Inspector | 5 | 5 | 7 | 7 | 7 | 7 |
| Superintendent Construction Dev | 1 | 1 | 1 | 1 | 1 | 1 |
| Plans Reviewer | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Construction Develop | 11 | 11 | 11 | 11 | 11 | 11 |
| Public Safety Police | | | | | | |
| Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Deputy Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Captain | 4 | 4 | 4 | 4 | 4 | 4 |
| Lieutenant | 12 | 12 | 12 | 12 | 12 | 12 |
| Sergeant | 32 | 32 | 32 | 32 | 32 | 32 |
| Communications Officer | 16 | 17 | 17 | 17 | 17 | 17 |
| Corporal | 82 | 80 | 61 | 64 | 64 | 64 |
| Police Officer | 28 | 30 | 49 | 46 | 46 | 46 |
| Jailer | 2 | 2 | 2 | 2 | 2 | 2 |
| School Patrol | 15 | 15 | 15 | 15 | 15 | 15 |
| Reserve Police Officer | 20 | 20 | 20 | 20 | 20 | 20 |
| Records Clerk | 14 | 13 | 13 | 13 | 13 | 13 |
| Secretary-Police Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Accounting Technician | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Police Department | 230 | 230 | 230 | 230 | 230 | 230 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|----------------------------------|------------|------------|------------|------------|------------|------------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Public Safety Fire | | | | | | |
| Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| 1st Assistant Chief | 3 | 3 | 3 | 3 | 3 | 3 |
| 2nd Assistant Chief | 7 | 7 | 7 | 7 | 7 | 7 |
| Chief of Fire Prevention | 1 | 1 | 1 | 1 | 1 | 1 |
| Chief of Fire Communications | 1 | 1 | 1 | 1 | 1 | 1 |
| Captain | 27 | 27 | 27 | 27 | 27 | 27 |
| Fire Communications Officer | 7 | 7 | 7 | 7 | 7 | 7 |
| Fire Training Officer | 1 | 1 | 1 | 1 | 1 | 1 |
| Fire Prevention Officer | 3 | 3 | 3 | 3 | 3 | 3 |
| Director of EMS | 1 | 1 | 1 | 1 | 1 | 1 |
| Fire Equipment Operator | 33 | 33 | 33 | 33 | 33 | 33 |
| Firefighter 1st Class | 39 | 39 | 39 | 39 | 39 | 39 |
| Secretary - Fire Chief | 1 | 1 | 1 | 1 | 1 | 1 |
| Records Clerk | 2 | 2 | 2 | 2 | 2 | 2 |
| Mechanic | 1 | 1 | 1 | 0 | 0 | 0 |
| Total Fire Department | 128 | 128 | 128 | 127 | 127 | 127 |
| Civil Service | | | | | | |
| Director of Civil Service | 1 | 1 | 1 | 1 | 1 | 1 |
| Compensation Analyst | 1 | 1 | 1 | 1 | 1 | 1 |
| Examination Analyst | 1 | 1 | 1 | 1 | 1 | 1 |
| Asst Director Civil Service | 0 | 0 | 1 | 1 | 1 | 2 |
| Personnel Analyst | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Civil Service | 4 | 4 | 5 | 5 | 5 | 6 |
| Human Resources | | | | | | |
| Director of Human Resources | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 |
| Asst Director of Human Resources | 0 | 1 | 1 | 1 | 1 | 1 |
| Personnel Analyst | 4 | 5 | 4 | 4 | 4 | 4 |
| Total Human Resources | 6 | 8 | 7 | 7 | 7 | 7 |
| Legal | | | | | | |
| City Attorney | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant City Attorney | 3 | 5 | 5 | 5 | 5 | 5 |
| Safe Alex Tech PT | 0 | 6 | 6 | 6 | 6 | 6 |
| Assistant City Attorney PT | 2 | 3 | 3 | 3 | 3 | 3 |
| Legal Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Legal | 8 | 17 | 17 | 17 | 17 | 17 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

GENERAL FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|--------------------------------------|------------|------------|------------|------------|------------|------------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Community Services | | | | | | |
| Director of Community Services | 1 | 1 | 1 | 1 | 1 | 1 |
| Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Special Events Coordinator | 1 | 1 | 1 | 1 | 1 | 1 |
| Youth Programs Coordinator | 0 | 0 | 1 | 1 | 1 | 1 |
| Community Outreach Coordinator | 1 | 1 | 0 | 0 | 0 | 0 |
| Student Worker | 9 | 9 | 9 | 9 | 9 | 9 |
| Total Community Services | 13 | 13 | 13 | 13 | 13 | 13 |
| Rectn Facilities Maintenance | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Leader Parks Maintenance | 3 | 3 | 3 | 3 | 3 | 3 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator I | 5 | 5 | 5 | 5 | 5 | 5 |
| Equipment Operator I (Seasonal) | 4 | 4 | 4 | 4 | 4 | 4 |
| Maintenance Worker | 4 | 4 | 4 | 4 | 4 | 4 |
| Maintenance Worker (Seasonal) | 3 | 3 | 3 | 3 | 3 | 3 |
| Building Maintenance Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Rectn Facilities Maint. | 22 | 22 | 22 | 22 | 22 | 22 |
| Recreational Enhancement | | | | | | |
| Mayor's Asst | 0 | 0 | 1 | 1 | 1 | 1 |
| Student Worker | 0 | 0 | 0 | 11 | 11 | 11 |
| Total Recreational Enhcmnt | 0 | 0 | 1 | 12 | 12 | 12 |
| TOTAL GENERAL FUND | 611 | 623 | 626 | 639 | 639 | 640 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|--------------------------------|-----------|-----------|-----------|-----------|----------|---------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Community Development | | | | | | |
| Administrator | 1 | 1 | 1 | 1 | 1 | 1 |
| Permit Technician | 1 | 1 | 1 | 1 | 1 | 0 |
| Program Manager | 1 | 1 | 1 | 1 | 1 | 2 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Community Develop | 5 | 5 | 5 | 5 | 5 | 5 |
| TOTAL CDBG FUND | 5 | 5 | 5 | 5 | 5 | 5 |

2016-2017 ANNUAL BUDGET

RECAP OF PERSONNEL

RISK MANAGEMENT FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|------------------------------|-----------|-----------|-----------|-----------|----------|---------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Office of Risk Manager | | | | | | |
| Risk Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Office of Risk Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL RISK MGMT FUND | 1 | 1 | 1 | 1 | 1 | 1 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

UTILITY FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Budget Office | | | | | | |
| Mayor's Asst - Budget Officer | 1 | 1 | 1 | 1 | 1 | 1 |
| Mayor's Asst - Chief Info Officer | 0 | 1 | 1 | 1 | 1 | 1 |
| Assistant Director Finance | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Systems Analyst | 1 | 1 | 1 | 0 | 0 | 0 |
| Accountant | 0 | 1 | 1 | 1 | 1 | 1 |
| Total Budget Office | 3 | 5 | 5 | 4 | 4 | 4 |
| Customer Service | | | | | | |
| Customer Service Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Mail Clerk | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Service Supervisor | 1 | 1 | 1 | 1 | 1 | 1 |
| Accountant | 2 | 2 | 2 | 2 | 2 | 2 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Accounts Representative | 13 | 12 | 12 | 12 | 12 | 12 |
| Customer Accounts Team Leader | 5 | 5 | 5 | 5 | 5 | 5 |
| Customer Services Representative | 8 | 9 | 9 | 9 | 9 | 9 |
| Student Worker | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Cust.Service Dep. | 33 | 33 | 33 | 33 | 33 | 33 |
| Customer Field Services | | | | | | |
| Supervisor Utility Field Services | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Leader | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Meter Reader | 11 | 11 | 11 | 11 | 11 | 11 |
| Utility Service Worker | 7 | 7 | 7 | 7 | 7 | 7 |
| Total Customer Field Service | 21 | 21 | 21 | 21 | 21 | 21 |
| Management Infor. Systems | | | | | | |
| Information Systems Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Information Systems Analyst | 3 | 3 | 3 | 4 | 4 | 4 |
| PC / Network Technician | 3 | 3 | 3 | 3 | 3 | 3 |
| Computer Operator I | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Mgt Info Systems | 9 | 9 | 9 | 10 | 10 | 10 |
| Utility Director | | | | | | |
| Director of Utilities | 1 | 1 | 1 | 1 | 1 | 1 |
| Executive Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Enviro Compliance Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Professional Engineer | 0 | 0 | 1 | 1 | 1 | 1 |
| Assistant Director Utilities | 1 | 2 | 1 | 1 | 1 | 1 |
| Total Utility Director | 4 | 5 | 5 | 5 | 5 | 5 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

UTILITY FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|---------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Electric Production | | | | | | |
| Superintendent - Electric Prod | 1 | 1 | 1 | 1 | 1 | 1 |
| Custodial Worker | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisor Electric Production | 1 | 1 | 1 | 1 | 1 | 1 |
| Plant Maintenance Supervisor | 1 | 1 | 1 | 1 | 1 | 1 |
| Enviromental Tech II | 0 | 0 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Electric Plant Shift Supervisor | 4 | 4 | 5 | 5 | 5 | 5 |
| Maintenance Mechanic II | 1 | 1 | 1 | 1 | 1 | 1 |
| Electric Plant Operator II | 4 | 4 | 4 | 4 | 4 | 4 |
| Maintenance Mechanic I | 0 | 0 | 1 | 1 | 1 | 1 |
| Electric Plant Operator I | 4 | 4 | 5 | 5 | 5 | 5 |
| Trades Worker | 1 | 1 | 1 | 1 | 1 | 1 |
| Industrial Electrician-Electric Pr | 1 | 1 | 1 | 1 | 1 | 1 |
| Electronic & Instr Tech-Electric | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Electric Production | 21 | 21 | 25 | 25 | 25 | 25 |
| Electric Distribution | | | | | | |
| Maintenance Worker Senior | 0 | 1 | 1 | 1 | 1 | 1 |
| Crew Supervisor Electric Distribution | 2 | 2 | 2 | 3 | 3 | 3 |
| Supervisor Electric Distribution | 1 | 1 | 1 | 1 | 1 | 1 |
| Engineering Tech II | 0 | 0 | 1 | 1 | 1 | 1 |
| SCADA Operator - Electric Dist | 4 | 4 | 4 | 4 | 4 | 4 |
| Administrative Assistant | 0 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 0 | 0 | 0 | 0 | 0 |
| Electric Substation Supervisor | 1 | 1 | 1 | 1 | 1 | 1 |
| Electric Line Worker Senior | 9 | 9 | 10 | 9 | 9 | 9 |
| Electric Service Worker | 1 | 1 | 0 | 0 | 0 | 0 |
| Electric Meter Technician | 2 | 2 | 2 | 2 | 2 | 2 |
| Electric Line Worker | 3 | 3 | 3 | 3 | 3 | 3 |
| Electric Substation Tech II | 1 | 1 | 1 | 1 | 1 | 1 |
| Electric Substation Tech I | 2 | 2 | 2 | 2 | 2 | 2 |
| Maintenance Worker | 1 | 0 | 0 | 0 | 0 | 0 |
| Trades Worker | 5 | 5 | 5 | 5 | 5 | 5 |
| Supervisor Meter & Service | 1 | 1 | 1 | 1 | 1 | 1 |
| Electric Distribution Tech | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Electric Distrib.Dept. | 36 | 36 | 37 | 37 | 37 | 37 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

UTILITY FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Water Distribution | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker Senior | 2 | 2 | 2 | 2 | 2 | 2 |
| Crew Supervisor Water Distribution | 5 | 5 | 6 | 6 | 6 | 6 |
| Supervisor Water Distribution | 1 | 1 | 1 | 1 | 1 | 1 |
| Assistant Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Meter Technician | 2 | 2 | 2 | 2 | 2 | 2 |
| Construction Inspector | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 2 | 2 | 2 | 1 | 1 | 1 |
| Clerical Specialist | 0 | 0 | 0 | 1 | 1 | 1 |
| Inventory Coordinator | 1 | 1 | 0 | 0 | 0 | 0 |
| Pipe Layer | 3 | 3 | 4 | 4 | 4 | 4 |
| Equipment Operator III | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker | 5 | 5 | 5 | 5 | 5 | 5 |
| Industrial Painter | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Water Distribution | 26 | 26 | 27 | 27 | 27 | 27 |
| Water Production | | | | | | |
| Maintenance Worker Senior | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Supervisor Water Distribution | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisor Water Treatment | 1 | 1 | 1 | 1 | 1 | 1 |
| Water Production Operator | 3 | 3 | 3 | 7 | 7 | 7 |
| Water Production Operator Sr | 4 | 4 | 4 | 0 | 0 | 0 |
| Equipment Operator III | 2 | 2 | 2 | 2 | 2 | 2 |
| Industrial Painter | 1 | 1 | 1 | 1 | 1 | 1 |
| Electronic & Instr Tech | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Water Production Dept. | 14 | 14 | 14 | 14 | 14 | 14 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

UTILITY FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Gas Distribution | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Supervisor Gas Distribution | 4 | 4 | 4 | 4 | 4 | 4 |
| Gas General Supervisor | 1 | 1 | 1 | 1 | 1 | 1 |
| Meter Technician | 1 | 1 | 1 | 1 | 1 | 1 |
| Gas System Technician | 1 | 1 | 2 | 2 | 2 | 2 |
| Cathodic Protection Technician | 1 | 1 | 1 | 1 | 1 | 1 |
| Leak Survey Technician | 2 | 2 | 2 | 2 | 2 | 2 |
| SCADA Operator - Gas | 5 | 5 | 5 | 5 | 5 | 5 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Inventory Coordinator | 0 | 0 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Gas Service Technician | 2 | 2 | 1 | 1 | 1 | 1 |
| Pipe Layer | 5 | 5 | 5 | 5 | 5 | 5 |
| Pipeline Welder | 2 | 2 | 2 | 2 | 2 | 2 |
| Equipment Operator III | 1 | 1 | 1 | 1 | 1 | 1 |
| Trades Worker | 4 | 4 | 4 | 4 | 4 | 4 |
| Crew Supervisor Cathodic Protect | 1 | 1 | 1 | 1 | 1 | 1 |
| Electronic & Instr Tech | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Gas Distributin Dept. | 34 | 34 | 35 | 35 | 35 | 35 |
| Wastewater Treatment | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisor Wastewater Treatment | 1 | 1 | 1 | 1 | 1 | 1 |
| Wastewater Plant Operator | 8 | 8 | 8 | 8 | 8 | 8 |
| Wastewater Treatment/SCADA | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Electronic & Instr Tech | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Wastewater Treat Dept. | 14 | 14 | 14 | 14 | 14 | 14 |
| Wastewater Collection | | | | | | |
| Maintenance Worker Senior | 0 | 0 | 1 | 1 | 1 | 1 |
| Supervisor Wastewater Collection | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Supervisor WW Line Maint | 6 | 6 | 6 | 6 | 6 | 6 |
| Maintenance Mechanic I | 3 | 3 | 3 | 3 | 3 | 3 |
| Pipe Layer | 2 | 2 | 2 | 2 | 2 | 2 |
| Equipment Operator III | 3 | 3 | 3 | 3 | 3 | 3 |
| Equipment Operator II | 2 | 2 | 3 | 3 | 3 | 3 |
| Equipment Operator I | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Wastewater Collection | 20 | 20 | 22 | 22 | 22 | 22 |

**2016-2017 ANNUAL BUDGET
RECAP OF PERSONNEL**

UTILITY FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|-------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Environmental Services | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Environmental Lab Supervisor | 1 | 1 | 1 | 1 | 1 | 1 |
| Environmental Technician I | 1 | 1 | 2 | 2 | 2 | 2 |
| Environmental Technician II | 2 | 2 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Environmental Services | 6 | 6 | 6 | 6 | 6 | 6 |
| Utility Services | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Maintenance Worker Senior | 2 | 2 | 2 | 2 | 2 | 2 |
| Crew Supervisor Utility Services | 2 | 2 | 2 | 2 | 2 | 2 |
| Engineering Tech II | 4 | 4 | 4 | 4 | 4 | 4 |
| Engineering Tech III | 1 | 1 | 1 | 1 | 1 | 1 |
| Engineering Tech I | 1 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Pipe Layer | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator III | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator II | 2 | 2 | 2 | 2 | 2 | 2 |
| Welder | 1 | 1 | 1 | 1 | 1 | 1 |
| GIS Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Utility Services | 18 | 18 | 18 | 18 | 18 | 18 |
| TOTAL UTILITY FUND | 259 | 262 | 271 | 271 | 271 | 271 |

CITY OF ALEXANDRIA

**2016-2017 ANNUAL BUDGET
 RECAP OF PERSONNEL**

SANITATION

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Sanitation | | | | | | |
| Superintendent | 1 | 1 | 1 | 1 | 1 | 1 |
| Crew Supervisor Sanitation | 3 | 3 | 3 | 3 | 3 | 3 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Equipment Operator III | 7 | 7 | 7 | 7 | 7 | 7 |
| Equipment Operator II | 10 | 10 | 10 | 10 | 10 | 10 |
| Equipment Operator I | 8 | 8 | 8 | 8 | 8 | 8 |
| Refuse Collector | 20 | 20 | 20 | 20 | 20 | 20 |
| Total Sanitation Department | 50 | 50 | 50 | 50 | 50 | 50 |
| TOTAL SANITATION FUND | 50 | 50 | 50 | 50 | 50 | 50 |

2016-2017 ANNUAL BUDGET

RECAP OF PERSONNEL

ZOOLOGICAL PARK

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| Zoo | | | | | | |
| Zoo Director | 1 | 1 | 1 | 1 | 1 | 1 |
| Supervisor Zoo Facilities Maint | 0 | 0 | 1 | 1 | 1 | 1 |
| Veterinarian | 1 | 1 | 1 | 1 | 1 | 1 |
| Zoo Media Specialist | 1 | 1 | 1 | 1 | 1 | 1 |
| Zoo Curator - Education | 0 | 1 | 1 | 1 | 1 | 1 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 |
| Customer Services Representative | 1 | 1 | 1 | 1 | 1 | 1 |
| Trades Worker | 0 | 0 | 1 | 1 | 1 | 1 |
| Zoo Curator - Health | 1 | 1 | 1 | 1 | 1 | 1 |
| Zoo Curator - General | 1 | 1 | 1 | 1 | 1 | 1 |
| Zoo Keeper I | 2 | 2 | 2 | 2 | 2 | 2 |
| Security Officer | 1 | 1 | 1 | 1 | 1 | 1 |
| Zoo Keeper II | 5 | 5 | 5 | 5 | 5 | 5 |
| Total Zoo Department | 16 | 17 | 19 | 19 | 19 | 19 |
| TOTAL ZOO FUND | 16 | 17 | 19 | 19 | 19 | 19 |

2016-2017 ANNUAL BUDGET

RECAP OF PERSONNEL

MUNICIPAL TRANSIT FUND

| DEPARTMENT | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | | |
|--------------------------------------|------------|--------------|--------------|--------------|--------------|--------------|
| | ADOPTED | ADOPTED | ADOPTED | DEP.REQ | ADMN APV | ADOPTED |
| General Administration | | | | | | |
| Transit Manager | 1 | 1 | 1 | 1 | 1 | 1 |
| Transit Shift Supervisor | 1 | 1 | 2 | 2 | 2 | 2 |
| Asst Manager Transit | 1 | 1 | 1 | 1 | 1 | 1 |
| Transit Analyst | 1 | 1 | 0 | 0 | 0 | 0 |
| Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Department | 5 | 5 | 5 | 5 | 5 | 5 |
| Revenue Vehicle Operating | | | | | | |
| Transit Operator | 18 | 18 | 18 | 21 | 21 | 21 |
| Transit Operator (PT) | 6 | 10 | 10 | 10 | 10 | 10 |
| Total Vehicle Operator | 24 | 28 | 28 | 31 | 31 | 31 |
| Inspection & Maintenance | | | | | | |
| Fleet Maintenance Tech Senior | 4 | 4 | 4 | 4 | 4 | 4 |
| Fleet Service Technician | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Inspection & Maint. | 6 | 6 | 6 | 6 | 6 | 6 |
| ADA Van | | | | | | |
| Transit Operator | 3 | 3 | 3 | 0 | 0 | 0 |
| Total Inspection & Maint. | 3 | 3 | 3 | 0 | 0 | 0 |
| Maintenance Administration | | | | | | |
| Supervisor Fleet Maintenance | 1 | 1 | 1 | 1 | 1 | 1 |
| Total Maint Administration | 1 | 1 | 1 | 1 | 1 | 1 |
| TOTAL TRANSIT FUND | 39 | 43 | 43 | 43 | 43 | 43 |
| TOTAL CITY WIDE | 981 | 1,001 | 1,015 | 1,028 | 1,028 | 1,029 |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

2016-2017 ANNUAL BUDGET
FUND BALANCE ANALYSIS
FOR GOVERNMENTAL FUND TYPES

| FUND | 2014-2015 | 2015-2016 | 2016-2017 |
|--------------------------------------|--------------|--------------|--------------|
| | ACTUAL | ESTIMATED | PROPOSED |
| GENERAL FUND | | | |
| Beginning Balance | 20,297,480 | 21,522,023 | 16,580,578 |
| Revenues | 58,425,553 | 60,733,000 | 58,567,000 |
| Expenditures | (57,201,010) | (65,674,445) | (63,365,753) |
| Ending Balance | 21,522,023 | 16,580,578 | 11,781,825 |
| Ending Fund Balance as % of Revenues | 36.84% | 27.30% | 20.12% |
| SPECIAL REVENUE FUNDS | | | |
| Beginning Balance | 452,630 | 1,139,544 | 815,284 |
| Revenues | 1,954,599 | 1,537,230 | 184,500 |
| Expenditures | (1,267,685) | (1,861,490) | (184,500) |
| Ending Balance | 1,139,544 | 815,284 | 815,284 |
| Ending Fund Balance as % of Revenues | 58.30% | 53.04% | 441.89% |
| GENERAL DEBT SERVICE FUND | | | |
| Beginning Balance | 5,958,470 | 3,373,444 | 2,992,689 |
| Revenues | 15,330,989 | 22,599,217 | 4,658,750 |
| Expenditures | (17,916,015) | (22,979,972) | (4,658,750) |
| Ending Balance | 3,373,444 | 2,992,689 | 2,992,689 |
| Ending Fund Balance as % of Revenues | 22.00% | 13.24% | 64.24% |
| GENERAL CAPITAL PROJECTS FUND | | | |
| Beginning Balance | 28,630,257 | 24,138,582 | 2,114,219 |
| Revenues | 11,958,564 | 25,751,278 | 10,926,450 |
| Expenditures | (16,450,239) | (47,775,641) | (10,816,457) |
| Ending Balance | 24,138,582 | 2,114,219 | 2,224,212 |
| Ending Fund Balance as % of Revenues | 201.85% | 8.21% | 20.36% |

Note: In order to calculate true unreserved/undesignated/unappropriated fund balance, Revenues and Expenditures for the General Capital Projects Fund assumes all budgeted revenues will be received and all appropriated expenditures will be spent by April 30th.

2016-2017 ANNUAL BUDGET

NET POSITION ANALYSIS
FOR PROPRIETARY FUND TYPES

| FUND | 2014-2015 | 2015-2016 | 2016-2017 |
|---------------------------------|---------------|---------------|---------------|
| | ACTUAL | ESTIMATED | PROPOSED |
| INTERNAL SERVICE FUNDS | | | |
| Beginning Balance | (1,539,290) | (2,384,414) | (2,394,014) |
| Revenues | 15,167,807 | 17,134,303 | 17,026,000 |
| Expenses | (16,012,931) | (17,143,903) | (17,036,600) |
| Ending Balance | (2,384,414) | (2,394,014) | (2,404,614) |
| Ending Net Position as % of Rev | -15.72% | -13.97% | -14.12% |
| UTILITY FUND | | | |
| Beginning Balance | 107,034,009 | 103,724,561 | 97,998,939 |
| Revenues | 104,123,987 | 107,107,000 | 108,983,000 |
| Expenses | (107,433,435) | (112,832,622) | (116,897,667) |
| Ending Balance | 103,724,561 | 97,998,939 | 90,084,272 |
| Ending Net Position as % of Rev | 99.62% | 91.50% | 82.66% |
| MUNICIPAL TRANSIT FUND | | | |
| Beginning Balance | (9,538,088) | (9,980,026) | (9,980,026) |
| Revenues | 3,290,511 | 3,283,385 | 3,528,690 |
| Expenses | (3,732,449) | (3,283,385) | (3,528,690) |
| Ending Balance | (9,980,026) | (9,980,026) | (9,980,026) |
| Ending Net Position as % of Rev | -303.30% | -303.96% | -282.83% |
| SANITATION FUND | | | |
| Beginning Balance | 2,136,915 | 2,590,813 | 2,590,813 |
| Revenues | 5,028,716 | 4,981,978 | 5,075,000 |
| Expenses | (4,574,818) | (4,981,978) | (5,075,000) |
| Ending Balance | 2,590,813 | 2,590,813 | 2,590,813 |
| Ending Net Position as % of Rev | 51.52% | 52.00% | 51.05% |

Note:

Actual is based on the City's Financial Statements for the fiscal year ending April 30th. Estimates are calculated on a NON-GAAP Basis which therefore includes debt principal and does not include depreciation.

2016-2017 ANNUAL BUDGET

| |
|---|
| SUMMARY OF SOURCES, USES, AND CHANGES IN FUND BALANCE GENERAL FUND |
|---|

Sources of Funds

| Description | YTD Actual 03-31-16 | Fiscal Year 2016 Projected | Fiscal Year 2017 Budget | % Change 2016 Proj TO 2017 Budget |
|-------------------------------|------------------------|-------------------------------|----------------------------|--------------------------------------|
| Taxes | 32,307,909 | 34,927,000 | 33,877,000 | -3.01% |
| Licenses & Permits | 3,011,139 | 2,950,000 | 2,790,000 | -5.42% |
| Intergovernmental | 7,814,408 | 10,579,000 | 9,944,000 | -6.00% |
| Internal Transfers/Interfunds | 9,720,083 | 10,735,000 | 10,723,000 | -0.11% |
| Fines & Forfeitures | 474,659 | 598,000 | 598,000 | 0.00% |
| Investment Income | 45,321 | 25,000 | 0 | -100.00% |
| Charges for Services | 215,796 | 274,000 | 225,000 | -17.88% |
| Other | 798,734 | 645,000 | 410,000 | -36.43% |
| Budgeted Use of Fund Balance | 0 | 4,984,445 | 4,798,753 | -3.73% |
| Total Sources | 54,388,049 | 65,717,445 | 63,365,753 | -3.58% |

Uses of Funds

| Description | YTD Actual 03-31-16 | Fiscal Year 2016 Projected | Fiscal Year 2017 Budget | % Change 2016 Proj TO 2017 Budget |
|---------------------|------------------------|-------------------------------|----------------------------|--------------------------------------|
| Legislative | 318,235 | 443,672 | 471,385 | 6.25% |
| Executive | 698,287 | 1,038,838 | 1,050,683 | 1.14% |
| Judicial | 861,423 | 1,114,034 | 1,025,159 | -7.98% |
| Finance | 3,390,344 | 6,098,483 | 5,712,505 | -6.33% |
| Public Works | 10,636,907 | 12,777,639 | 12,625,584 | -1.19% |
| Planning | 949,408 | 1,328,157 | 1,319,110 | -0.68% |
| Public Safety | 23,725,465 | 28,764,526 | 29,655,100 | 3.10% |
| Civil Service | 285,177 | 430,199 | 432,340 | 0.50% |
| Human Resources | 437,522 | 532,373 | 584,372 | 9.77% |
| Legal | 1,565,329 | 2,131,072 | 2,066,074 | -3.05% |
| Community Services | 2,947,649 | 3,618,104 | 3,381,836 | -6.53% |
| Interfund Transfers | 6,298,824 | 7,440,348 | 5,041,605 | -32.24% |
| Total Uses | 52,114,570 | 65,717,445 | 63,365,753 | -3.58% |

| | | | |
|-----------------------------------|------------------|--------------------|--------------------|
| Net Change in Fund Balance | 2,273,479 | (4,984,445) | (4,798,753) |
| Beginning Fund Balance | | 21,522,023 | 16,537,578 |
| Ending Fund Balance | | 16,537,578 | 11,738,825 |

CITY OF ALEXANDRIA

2016-2017 ANNUAL BUDGET

SUMMARY OF SOURCES, USES, AND CHANGES IN FUND BALANCE
PRE-TRIAL INTERVENTION FUND

Sources of Funds

| Description | YTD Actual 03-31-16 | Fiscal Year 2016 Projected | Fiscal Year 2017 Budget | % Change 2016 Proj TO 2017 Budget |
|----------------------|------------------------|-------------------------------|----------------------------|--------------------------------------|
| Fines & Forfeitures | 325,070 | 385,000 | 184,500 | -52.08% |
| TOTAL SOURCES | 325,070 | 385,000 | 184,500 | -52.08% |

Uses of Funds

| Description | YTD Actual 03-31-16 | Fiscal Year 2016 Projected | Fiscal Year 2017 Budget | % Change 2016 Proj TO 2017 Budget |
|---------------------|------------------------|-------------------------------|----------------------------|--------------------------------------|
| Interfund Transfers | 120,000 | 592,000 | 108,000 | -81.76% |
| Legal | 85,000 | 102,000 | 76,500 | -25.00% |
| TOTAL USES | 205,000 | 694,000 | 184,500 | -73.41% |

| | | | |
|----------------------------|---------|-----------|---------|
| Net Change in Fund Balance | 120,070 | (309,000) | 0 |
| Beginning Fund Balance | | 756,676 | 447,676 |
| Ending Fund Balance | | 447,676 | 447,676 |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

General Fund

This is the General Operating Fund of the City and is used to account for activities not required to be accounted for in some other fund type. The revenues and expenditures for this fund are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable.

This fund accounts for the activities of elected officials, general administration, finance, public works, planning, public safety, personnel and legal.

City of Alexandria
Annual Operating Budget

General Fund



2016-2017 ANNUAL BUDGET

GENERAL FUND
REVENUE DETAIL

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | Actual Received | Actual Received | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Taxes: | | | | | | | |
| 311101 | Taxes - Ad Valorem | 2,542,592 | 3,209,502 | 3,267,000 | 3,757,000 | 3,757,000 | 3,757,000 | 3,757,000 |
| 311303 | Taxes - Franchise | 730,489 | 709,962 | 650,000 | 700,000 | 650,000 | 650,000 | 650,000 |
| 311301 | Sales & Use Tax - 1976 | 7,123,837 | 7,353,264 | 6,900,000 | 7,600,000 | 7,350,000 | 7,350,000 | 7,350,000 |
| 311304 | Sales & Use Tax - 1998 | 14,247,673 | 14,706,527 | 13,800,000 | 15,200,000 | 14,700,000 | 14,700,000 | 14,700,000 |
| 311308 | Sales & Use Tax - 2005 | 7,123,406 | 7,350,658 | 6,900,000 | 7,600,000 | 7,350,000 | 7,350,000 | 7,350,000 |
| 311900 | Interest - Delinquent Taxes | 4,595 | 2,180 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| 333103 | Housing Authority-P.I.L.O.T | 24,292 | 25,284 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | Total Taxes | 31,796,884 | 33,357,377 | 31,587,000 | 34,927,000 | 33,877,000 | 33,877,000 | 33,877,000 |
| | Licenses and Permits: | | | | | | | |
| 322101 | Licenses - Occupation | 2,766,300 | 2,866,193 | 2,600,000 | 2,700,000 | 2,600,000 | 2,600,000 | 2,600,000 |
| 322102 | Licenses- Competency Cards | 6,047 | 7,969 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 322201 | Permits - Building | 199,600 | 290,534 | 170,000 | 230,000 | 170,000 | 170,000 | 170,000 |
| 322202 | Permits - Zoning | 8,070 | 9,361 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 322204 | Permits - Bingo | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Licenses And Permits | 2,980,017 | 3,174,057 | 2,790,000 | 2,950,000 | 2,790,000 | 2,790,000 | 2,790,000 |
| | Intergovernmental: | | | | | | | |
| 311302 | Parish Sales Taxes | 7,826,717 | 8,162,024 | 7,600,000 | 8,300,000 | 8,100,000 | 8,100,000 | 8,100,000 |
| 333431 | State - Forestry & Agriculture | 0 | 0 | 10,000 | 10,000 | 0 | 0 | 0 |
| 333480 | Federal - FEMA Recovery | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 333484 | Federal - Homeland Security | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 333502 | State - Beer Tax | 80,700 | 79,383 | 75,000 | 80,000 | 75,000 | 75,000 | 75,000 |
| 333504 | State - Fire Insurance Rebate | 138,821 | 138,509 | 83,000 | 156,000 | 83,000 | 83,000 | 83,000 |
| 333510 | State Grant - DARE Officers | 22,495 | 23,403 | 0 | 21,000 | 0 | 0 | 0 |
| 333526 | State Grant - LA Comm on Law Enf | 69,834 | 44,292 | 0 | 24,000 | 0 | 0 | 0 |
| 333527 | Grants - Police | 63,853 | 85,918 | 0 | 65,000 | 0 | 0 | 0 |
| 333529 | State - Dept of Culture, Recreation | 2,820 | 1,330 | 0 | 0 | 0 | 0 | 0 |
| 333534 | Parish - Sales Tax Rebate | 250,000 | 266,641 | 108,000 | 108,000 | 108,000 | 108,000 | 108,000 |
| 333536 | State - Police Supplemental Pay | 918,033 | 877,717 | 918,000 | 878,000 | 878,000 | 878,000 | 878,000 |
| 333537 | State - Fire Supplemental Pay | 660,985 | 665,485 | 661,000 | 665,000 | 665,000 | 665,000 | 665,000 |
| 333543 | Federal - US Dept of Justice | 53,900 | 26,623 | 0 | 56,000 | 0 | 0 | 0 |
| 333545 | Federal - Drug Confiscations | 1,513 | 128,354 | 35,000 | 14,000 | 35,000 | 35,000 | 35,000 |
| 333549 | State - Small Business Development | 26,748 | 26,343 | 0 | 42,000 | 0 | 0 | 0 |
| 333554 | Federal - USDA | 0 | 23,437 | 0 | 131,000 | 0 | 0 | 0 |
| 399014 | State - Confiscations | 0 | 23,121 | 0 | 29,000 | 0 | 0 | 0 |
| | Total Intergovernmental | 10,116,419 | 10,572,580 | 9,490,000 | 10,579,000 | 9,944,000 | 9,944,000 | 9,944,000 |
| | Internal Services/Interfunds: | | | | | | | |
| 381401 | Transfer from Utility-Other | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| 333401 | Cost Allocation-Utility Fund | 3,063,441 | 3,206,074 | 3,063,000 | 3,206,000 | 3,206,000 | 3,206,000 | 3,206,000 |
| 333402 | Cost Allocation-Sanitation Fund | 608,787 | 589,209 | 609,000 | 589,000 | 589,000 | 589,000 | 589,000 |
| 333403 | Cost Allocation-Zoo Fund | 684,757 | 640,360 | 535,000 | 640,000 | 640,000 | 640,000 | 640,000 |
| 333404 | Cost Allocation-Golf Course Fund | 56,442 | 34,584 | 56,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| 333450 | Cost Allocation-Municipal Transit | 592,804 | 577,373 | 593,000 | 577,000 | 577,000 | 577,000 | 577,000 |
| 388175 | Transfers - PTI Fund | 158,664 | 108,000 | 0 | 120,000 | 108,000 | 108,000 | 108,000 |
| 388300 | Transfers - General Capital Projects | 411,000 | 411,000 | 411,000 | 411,000 | 411,000 | 411,000 | 411,000 |
| 388401 | Transfers-Utility System 5% | 5,883,347 | 4,033,347 | 5,133,000 | 5,133,000 | 5,133,000 | 5,133,000 | 5,133,000 |
| | Total Int Service/Interfunds. | 11,483,242 | 9,623,947 | 10,424,000 | 10,735,000 | 10,723,000 | 10,723,000 | 10,723,000 |

2016-2017 ANNUAL BUDGET

GENERAL FUND
REVENUE DETAIL

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|------------------------------------|-----------------|-----------------|----------------|--------------|--------------|----------------|------------|
| | | Actual Received | Actual Received | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| 367101 | Investment Income: | | | | | | | |
| | Interest - Investments | 20,249 | 21,885 | 0 | 25,000 | 0 | 0 | 0 |
| | Total Investment Income | 20,249 | 21,885 | 0 | 25,000 | 0 | 0 | 0 |
| | Fines and Forfeitures: | | | | | | | |
| 354701 | City Court - Civil Fees | 78,021 | 77,370 | 80,000 | 74,000 | 74,000 | 74,000 | 74,000 |
| 354702 | City Court - Legal | 93,245 | 67,150 | 85,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| 354703 | City Court - Fines | 479,086 | 357,112 | 450,000 | 425,000 | 425,000 | 425,000 | 425,000 |
| 354705 | Fines - Parking Tickets | 413 | 175 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 354708 | City Court-Police Officers Witness | 13,935 | 9,882 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| 354710 | Fines-DWI Collections | 5,999 | 4,064 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| | Total Fines and Forfeitures | 670,699 | 515,753 | 634,000 | 598,000 | 598,000 | 598,000 | 598,000 |
| | Charges for Services: | | | | | | | |
| 334701 | Charges - Training Academy | 43,270 | 43,542 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 344001 | Charges - Grass Mowing | 86,707 | 61,637 | 20,000 | 74,000 | 20,000 | 20,000 | 20,000 |
| 344205 | Charges - Demolition | 3,005 | 0 | 0 | 0 | 0 | 0 | 0 |
| 344703 | Charges - R-O-W Maintenance | 60,190 | 60,190 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| 344705 | Charges - Animal Shelter | 70,377 | 80,222 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| 344708 | Charges - Photo Copies | 41,973 | 27,214 | 40,000 | 35,000 | 40,000 | 40,000 | 40,000 |
| 344709 | Charges - Alarm Billing | 43,670 | 40,355 | 0 | 0 | 0 | 0 | 0 |
| | Total Charges for Services | 349,192 | 313,160 | 225,000 | 274,000 | 225,000 | 225,000 | 225,000 |
| | Other: | | | | | | | |
| 377504 | Rent - Sutherland's | 144,525 | 144,525 | 144,000 | 144,000 | 144,000 | 144,000 | 144,000 |
| 377505 | Rent - Incubator | 104,432 | 163,618 | 110,000 | 131,000 | 110,000 | 110,000 | 110,000 |
| 377600 | Rent - Bolton Avenue Center | 22,620 | 19,257 | 10,000 | 20,000 | 10,000 | 10,000 | 10,000 |
| 377601 | Rent - Convention Hall | 62,260 | 83,164 | 55,000 | 69,000 | 55,000 | 55,000 | 55,000 |
| 377604 | Rent - M.L. King Center | 5,430 | 4,120 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 377605 | Rent - Broadway Resource Center | 8,713 | 11,365 | 12,000 | 10,000 | 12,000 | 12,000 | 12,000 |
| 377700 | Rent - Harold Miles Park | 11,085 | 11,975 | 5,000 | 9,000 | 5,000 | 5,000 | 5,000 |
| 377702 | Rent - Farmers Market | 15,281 | 19,362 | 10,000 | 16,000 | 10,000 | 10,000 | 10,000 |
| 377703 | Rent - Amphitheatre | 2,955 | 2,738 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 377708 | Rent - Martin Center | 18,378 | 19,372 | 3,000 | 18,000 | 3,000 | 3,000 | 3,000 |
| 388200 | Sale of Fixed Assets | 36,790 | 12,574 | 0 | 24,000 | 0 | 0 | 0 |
| 399000 | Miscellaneous Revenue | 109,372 | 157,054 | 45,000 | 139,000 | 45,000 | 45,000 | 45,000 |
| 399001 | Misc - Return Checks | 24,825 | 17,087 | 0 | 0 | 0 | 0 | 0 |
| 399004 | Misc - Arts & Humanities | 0 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 399015 | Misc - Field Usage | 13,130 | 8,083 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 399510 | Revenue - Other | 0 | 172,500 | 0 | 24,000 | 0 | 0 | 0 |
| 399524 | Revenue - Other Winter Fete | 0 | 0 | 0 | 25,000 | 0 | 0 | 0 |
| 399999 | Use of Prior Year Revenues | 0 | 0 | 5,308,445 | 4,984,445 | 0 | 4,736,136 | 4,798,753 |
| | Total Other | 579,796 | 846,794 | 5,718,445 | 5,629,445 | 410,000 | 5,146,136 | 5,208,753 |
| | TOTAL REVENUES | 57,996,498 | 58,425,553 | 60,868,445 | 65,717,445 | 58,567,000 | 63,303,136 | 63,365,753 |

City of Alexandria
Annual Operating Budget

Legislative Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Legislative | FUND: | 101 |
| DEPARTMENT: | City Council | ORGANIZATION: | 010200 |

GOAL MISSION STATEMENT

To serve as the legislative branch of city government as detailed by the Alexandria Home Rule Charter.

FUNCTION DESCRIPTION

The City Council meets as needed to conduct the legislative business of the City. Individual committees of the council meet with the administration to provide recommendations to the full council concerning the City.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|----------------------------|---------------------|---------------------|---------------------|
| Regular council meetings | 26 | 26 | 26 |
| Council work sessions | 26 | 26 | 26 |
| Council committee meetings | 205 | 205 | 205 |
| Ordinances adopted | 408 | 408 | 408 |
| Resolutions adopted | 305 | 305 | 305 |
| Telephone inquiries | 12,565 | 12,565 | 12,565 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Legislative | FUND #: | 101 |
| DEPARTMENT: | City Council | ORGANIZATION: | 010200 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 126,485 | 126,485 | 126,000 | 126,000 | 126,000 | 147,000 | 16.67% |
| Fringe Benefits | 44,555 | 44,544 | 38,244 | 45,244 | 51,102 | 52,719 | 37.85% |
| Operating/Contractual | 48,435 | 36,784 | 86,000 | 86,000 | 86,000 | 86,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 219,475 | 207,813 | 250,244 | 257,244 | 263,102 | 285,719 | 14.18% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|----------|-------------------------------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 480110 | Salary - City Council Persons | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| | Total Positions | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| ===== | | | | | | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Legislative | FUND #: | 101 |
| DEPARTMENT: | City Council | ORGANIZATION: | 010200 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| 480110 | Salaries: | | | | | | | |
| | Salary - City Council Persons | 126,485 | 126,485 | 126,000 | 126,000 | 126,000 | 126,000 | 147,000 |
| | Total Salaries | 126,485 | 126,485 | 126,000 | 126,000 | 126,000 | 126,000 | 147,000 |
| | Fringe: | | | | | | | |
| 510202 | Fringe - Hospital | 35,894 | 35,748 | 28,311 | 35,311 | 41,169 | 41,169 | 41,169 |
| 510206 | Fringe - Medicare Insurance Tax | 1,615 | 1,643 | 1,827 | 1,827 | 1,827 | 1,827 | 2,132 |
| 510207 | Fringe - Life Insurance | 139 | 130 | 294 | 294 | 294 | 294 | 294 |
| 510208 | Fringe - FICA Tax Retirement | 6,907 | 7,023 | 7,812 | 7,812 | 7,812 | 7,812 | 9,124 |
| | Total Fringe | 44,555 | 44,544 | 38,244 | 45,244 | 51,102 | 51,102 | 52,719 |
| | Operating & Contractual: | | | | | | | |
| 531500 | Printing | 1 | 100 | 0 | 0 | 0 | 0 | 0 |
| 531900 | Advertising | 32,566 | 17,758 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 |
| 533024 | Economic Development | 0 | 0 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 543000 | Miscellaneous | 3,574 | 12,193 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 543003 | Travel & Training | 12,294 | 6,733 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| | Total Operating & Contractual | 48,435 | 36,784 | 86,000 | 86,000 | 86,000 | 86,000 | 86,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 219,475 | 207,813 | 250,244 | 257,244 | 263,102 | 263,102 | 285,719 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------|----------------------|--------|
| DIVISION: | Legislative | FUND: | 101 |
| DEPARTMENT: | City Clerk | ORGANIZATION: | 010300 |

GOAL MISSION STATEMENT

To serve as the official keeper of records. To serve the City Council as its independent legislative staff.

FUNCTION DESCRIPTION

1. Municipal Policy formulation.
2. Issue analysis.
3. Contract negotiation.
4. Financial reporting.
5. Performance auditing.
6. Planning.
7. Parliamentary opinions.
8. Agenda organization.
9. Committee coordination & staffing.
10. Composition and retention of ordinances and resolutions.
11. Public relations.
12. Citizen complaint referral and response.
13. Records retention.
14. Record certification.
15. Municipal code compilation.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|----------------------------|---------------------|---------------------|---------------------|
| Regular council meetings | 26 | 26 | 26 |
| Council work sessions | 26 | 26 | 26 |
| Council committee meetings | 205 | 205 | 205 |
| Ordinances adopted | 408 | 408 | 408 |
| Resolutions adopted | 305 | 305 | 305 |
| Telephone inquires | 12,565 | 12,565 | 12,565 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------|----------------------|--------|
| DIVISION: | Legislative | FUND #: | 101 |
| DEPARTMENT: | City Clerk | ORGANIZATION: | 010300 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 136,181 | 100,083 | 111,486 | 111,486 | 112,729 | 112,729 | 1.11% |
| Fringe Benefits | 41,983 | 19,041 | 28,942 | 32,942 | 30,937 | 30,937 | 6.89% |
| Operating/Contractual | 18,660 | 15,867 | 42,000 | 42,000 | 42,000 | 42,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 999 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 196,824 | 135,990 | 182,428 | 186,428 | 185,666 | 185,666 | 1.77% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480101 | Salary - City Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480301 | Salary - Deputy City Clerk | 1 | 1 | 0 | 0 | 0 | 0 | 0.00% |
| 480604 | Salary - Administrative Assistant | 0 | 0 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------|----------------------|--------|
| DIVISION: | Legislative | FUND #: | 101 |
| DEPARTMENT: | City Clerk | ORGANIZATION: | 010300 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480101 | Salary - City Clerk | 71,850 | 66,171 | 68,646 | 68,646 | 68,646 | 70,705 | 70,705 |
| 480301 | Salary - Deputy City Clerk | 64,331 | 30,989 | 0 | 0 | 0 | 0 | 0 |
| 480604 | Salary - Administrative Assistant | 0 | 2,923 | 42,840 | 42,840 | 40,800 | 42,024 | 42,024 |
| | Total Salaries | 136,181 | 100,083 | 111,486 | 111,486 | 109,446 | 112,729 | 112,729 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 28,144 | 9,233 | 14,493 | 14,493 | 15,734 | 16,206 | 16,206 |
| 510202 | Fringe - Hospital | 13,796 | 9,744 | 13,744 | 17,744 | 14,038 | 14,038 | 14,038 |
| 510206 | Fringe - Medicare Insurance Tax | 0 | 41 | 621 | 621 | 592 | 609 | 609 |
| 510207 | Fringe - Life Insurance | 43 | 23 | 84 | 84 | 84 | 84 | 84 |
| | Total Fringe | 41,983 | 19,041 | 28,942 | 32,942 | 30,448 | 30,937 | 30,937 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 879 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 520400 | Office | 4,464 | 2,731 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 531410 | Telephone | 4,078 | 3,397 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 531500 | Printing | 1 | 70 | 0 | 0 | 0 | 0 | 0 |
| 531800 | Rent | 5,757 | 6,131 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 543000 | Miscellaneous Expense | 1,786 | 881 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 543003 | Travel & Training | 2,574 | 1,778 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| | Total Operating & Contractual | 18,660 | 15,867 | 42,000 | 42,000 | 42,000 | 42,000 | 42,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 999 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 999 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 196,824 | 135,990 | 182,428 | 186,428 | 181,894 | 185,666 | 185,666 |

City of Alexandria
Annual Operating Budget

Executive Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------------|----------------------|--------|
| DIVISION: | Executive | FUND: | 101 |
| DEPARTMENT: | Office of the Mayor | ORGANIZATION: | 020400 |

GOAL MISSION STATEMENT

To provide the day-to-day policy making and support services necessary to guide management of city operations. To serve as a focal point where information about City Government and its activities can be obtained by citizens and groups.

FUNCTION DESCRIPTION

As spokesperson for the city, the Mayor and his assistants are often requested to attend meetings, deliver proclamations, participate in special projects and provide information to the news media. As the key policy maker for the Executive Branch, the Mayor is responsible for proposing policies regarding levels of city services and for communicating these policies to the City Council and Department Heads.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------------|----------------------|--------|
| DIVISION: | Executive | FUND #: | 101 |
| DEPARTMENT: | Office of the Mayor | ORGANIZATION: | 020400 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 165,875 | 161,970 | 167,339 | 167,339 | 169,657 | 169,657 | 1.39% |
| Fringe Benefits | 45,692 | 39,859 | 54,310 | 59,310 | 51,131 | 51,131 | -5.85% |
| Operating/Contractual | 53,356 | 47,398 | 72,000 | 73,000 | 73,000 | 73,000 | 1.39% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 264,923 | 249,227 | 293,649 | 299,649 | 293,788 | 293,788 | 0.05% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480109 | Salary - Mayor | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480604 | Salary - Executive Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------------|----------------------|--------|
| DIVISION: | Executive | FUND #: | 101 |
| DEPARTMENT: | Office of the Mayor | ORGANIZATION: | 020400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480109 | Salary - Mayor | 121,791 | 116,977 | 117,461 | 117,461 | 118,283 | 118,283 | 118,283 |
| 480604 | Salary - Executive Secretary | 44,084 | 44,993 | 49,878 | 49,878 | 49,878 | 51,374 | 51,374 |
| | Total Salaries | 165,875 | 161,970 | 167,339 | 167,339 | 168,161 | 169,657 | 169,657 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 22,315 | 16,614 | 21,754 | 21,754 | 15,454 | 15,591 | 15,591 |
| 510202 | Fringe - Hospital | 12,844 | 12,846 | 22,229 | 27,229 | 25,179 | 25,179 | 25,179 |
| 510206 | Fringe - Medicare Insurance Tax | 2,755 | 2,621 | 2,538 | 2,538 | 2,550 | 2,572 | 2,572 |
| 510207 | Fringe - Life Insurance | 43 | 43 | 84 | 84 | 84 | 84 | 84 |
| 510209 | Fringe - Car Allowance | 7,735 | 7,735 | 7,705 | 7,705 | 7,705 | 7,705 | 7,705 |
| | Total Fringe | 45,692 | 39,859 | 54,310 | 59,310 | 50,972 | 51,131 | 51,131 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 378 | 323 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531301 | Vehicle Costs - Gas & Oil | 2,218 | 4,104 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531304 | Vehicle Costs - R & M | 0 | 102 | 0 | 0 | 0 | 0 | 0 |
| 531410 | Telephone | 5,339 | 5,880 | 6,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 531500 | Printing | 123 | 2,452 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531800 | Rent | 2,998 | 2,950 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 543000 | Miscellaneous | 23,877 | 19,760 | 22,000 | 22,000 | 22,000 | 22,000 | 22,000 |
| 543002 | Dues & Subscriptions | 937 | 1,937 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543017 | Placques & Awards | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 17,486 | 9,612 | 33,000 | 33,000 | 33,000 | 33,000 | 33,000 |
| 605106 | Maintenance Equipment | 0 | 278 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| | Total Operating & Contractual | 53,356 | 47,398 | 72,000 | 73,000 | 73,000 | 73,000 | 73,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 264,923 | 249,227 | 293,649 | 299,649 | 292,133 | 293,788 | 293,788 |

2016-2017 ANNUAL BUDGET

| | | | |
|-------------|--------------------|---------------|--------|
| DIVISION: | Executive | FUND: | 101 |
| DEPARTMENT: | General Government | ORGANIZATION: | 020500 |

GOAL MISSION STATEMENT

| |
|--|
| |
|--|

FUNCTION DESCRIPTION

| |
|--|
| |
|--|

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------|----------------------|--------|
| DIVISION: | Executive | FUND #: | 101 |
| DEPARTMENT: | General Government | ORGANIZATION: | 020500 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 63,031 | 86,662 | 114,373 | 97,373 | 114,862 | 114,862 | 0.00% |
| Fringe Benefits | 22,227 | 35,411 | 42,439 | 46,439 | 47,114 | 47,114 | 0.00% |
| Operating/Contractual | 71,246 | 49,945 | 19,000 | 84,000 | 34,000 | 34,000 | 78.95% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 156,504 | 172,018 | 175,812 | 227,812 | 195,976 | 195,976 | 11.47% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|---|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480204 | Salary - Mayor's Asst-Diversity Officer | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490614 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------|----------------------|--------|
| DIVISION: | Executive | FUND #: | 101 |
| DEPARTMENT: | General Government | ORGANIZATION: | 020500 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------------------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| Salaries: | | | | | | | | |
| 480204 | Salary - Mayor's Asst-Diversity Officer | 41,755 | 64,748 | 64,500 | 64,500 | 64,500 | 64,500 | 64,500 |
| 490614 | Salary - Administrative Assistant | 0 | 0 | 27,606 | 16,606 | 27,065 | 27,877 | 27,877 |
| 490626 | Salary - Clerical Specialist | 21,276 | 21,914 | 22,267 | 16,267 | 21,830 | 22,485 | 22,485 |
| | Total Salaries | 63,031 | 86,662 | 114,373 | 97,373 | 113,395 | 114,862 | 114,862 |
| Fringe: | | | | | | | | |
| 510201 | Fringe - Pension | 11,379 | 12,901 | 17,474 | 15,474 | 17,223 | 17,562 | 17,562 |
| 510202 | Fringe - Hospital | 9,867 | 21,181 | 23,181 | 29,181 | 27,761 | 27,761 | 27,761 |
| 510206 | Fringe - Medicare Insurance Tax | 943 | 1,286 | 1,658 | 1,658 | 1,644 | 1,665 | 1,665 |
| 510207 | Fringe - Life Insurance | 38 | 43 | 126 | 126 | 126 | 126 | 126 |
| | Total Fringe | 22,227 | 35,411 | 42,439 | 46,439 | 46,754 | 47,114 | 47,114 |
| Operating & Contractual: | | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 23,000 | 0 | 0 | 0 |
| 520400 | Office | 1,816 | 1,327 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531301 | Vehicle Costs - Gas & Oil | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531304 | Vehicle Costs - R & M | 0 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531410 | Telephone | 1,447 | 1,652 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543002 | Dues & Subscriptions | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 0 | 524 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 543036 | Small Business Development | 64,886 | 41,078 | 0 | 42,000 | 0 | 0 | 0 |
| 543037 | Human Relations Committee | 3,097 | 5,364 | 10,000 | 10,000 | 25,000 | 25,000 | 25,000 |
| | Total Operating & Contractual | 71,246 | 49,945 | 19,000 | 84,000 | 34,000 | 34,000 | 34,000 |
| Capital Outlay: | | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 156,504 | 172,018 | 175,812 | 227,812 | 194,149 | 195,976 | 195,976 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Executive | FUND: | 101 |
| DEPARTMENT: | Intergovernmental | ORGANIZATION: | 020800 |

GOAL MISSION STATEMENT

To develop contracts and services to enhance intergovernmental relations between the city and other governmental bodies.

FUNCTION DESCRIPTION

The function of this department is to coordinate political and community concerns between the city and the state, parish and other local governmental agencies on behalf of the citizens of Alexandria. The Mayor's Assistants in this department also perform varied other functions for the Mayor.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Executive | FUND #: | 101 |
| DEPARTMENT: | Intergovernmental | ORGANIZATION: | 020800 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 377,018 | 414,152 | 430,850 | 384,850 | 428,306 | 428,306 | -0.59% |
| Fringe Benefits | 88,133 | 83,428 | 87,527 | 93,527 | 99,613 | 99,613 | 13.81% |
| Operating/Contractual | 19,111 | 26,677 | 33,000 | 33,000 | 33,000 | 33,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 484,262 | 524,257 | 551,377 | 511,377 | 560,919 | 560,919 | 1.73% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480201 | Salary - Mayor's Asst Chief of Staff | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480202 | Salary - Mayor's Asst | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480218 | Salary - Mayor's Asst- Asst Chief Ops | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480219 | Salary - Mayor's Asst -Eco Developmnt | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480221 | Salary - Mayor's Asst-Publicist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480226 | Salary - Mayor's Asst-Capital Projects | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480227 | Salary - Mayor's Asst | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |

2016-2017 ANNUAL BUDGET

| | |
|--------------------------------------|-----------------------------|
| DIVISION: Executive | FUND #: 101 |
| DEPARTMENT: Intergovernmental | ORGANIZATION: 020800 |

GENERAL FUND

DEPARTMENTAL BUDGET

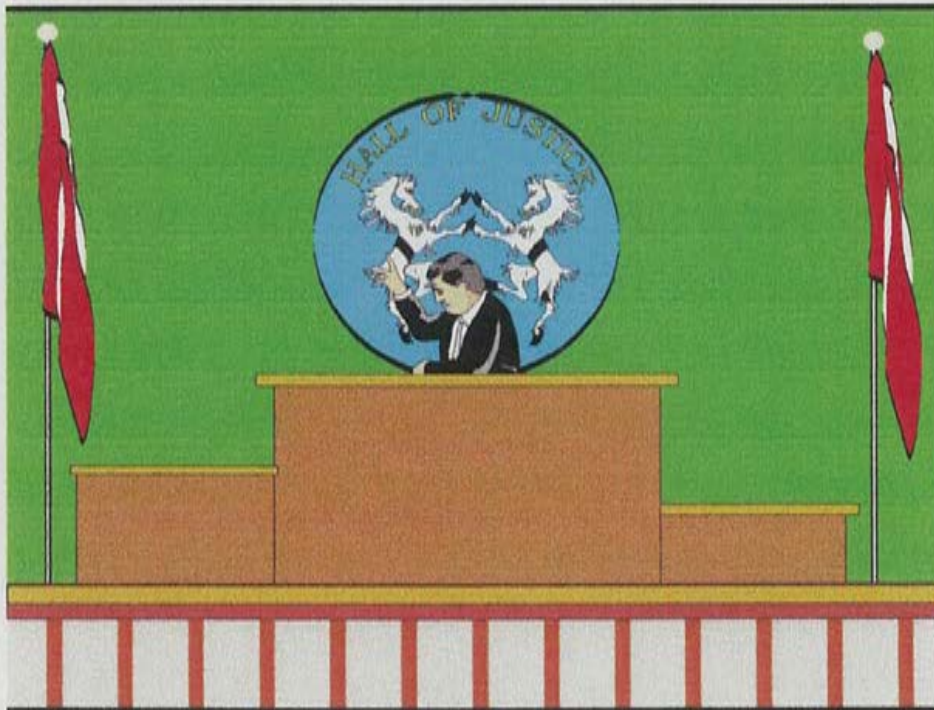
| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480201 | Salary - Mayor's Asst Chief of Staff | 90,346 | 81,308 | 65,000 | 36,000 | 65,000 | 65,000 | 65,000 |
| 480202 | Salary - Mayor's Asst | 51,196 | 51,196 | 51,000 | 51,000 | 51,000 | 59,500 | 59,500 |
| 480212 | Salary - Mayor's Asst Special Counsel | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 480218 | Salary - Mayor's Asst- Asst Chief Ops | 52,154 | 65,250 | 65,000 | 48,000 | 65,000 | 65,000 | 65,000 |
| 480219 | Salary - Mayor's Asst -Eco Developmnt | 50,192 | 55,615 | 65,000 | 65,000 | 65,000 | 66,950 | 66,950 |
| 480221 | Salary - Mayor's Asst-Publicist | 28,323 | 48,185 | 48,000 | 48,000 | 48,000 | 49,440 | 49,440 |
| 480226 | Salary - Mayor's Asst-Capital Projects | 64,095 | 64,095 | 63,850 | 63,850 | 63,850 | 65,766 | 65,766 |
| 480227 | Salary - Mayor's Asst | 40,712 | 48,503 | 73,000 | 73,000 | 49,000 | 56,650 | 56,650 |
| | Total Salaries | 377,018 | 414,152 | 430,850 | 384,850 | 406,850 | 428,306 | 428,306 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 38,231 | 33,943 | 46,521 | 42,521 | 32,888 | 34,157 | 34,157 |
| 510202 | Fringe - Hospital | 26,601 | 29,889 | 30,020 | 40,020 | 55,522 | 55,522 | 55,522 |
| 510206 | Fringe - Medicare Insurance Tax | 6,407 | 6,498 | 6,250 | 6,250 | 5,902 | 6,212 | 6,212 |
| 510207 | Fringe - Life Insurance | 96 | 106 | 210 | 210 | 210 | 210 | 210 |
| 510208 | Fringe - FICA | 6,939 | 5,090 | 4,526 | 4,526 | 3,038 | 3,512 | 3,512 |
| 510209 | Fringe - Car Allowance | 9,859 | 7,902 | 0 | 0 | 0 | 0 | 0 |
| | Total Fringe | 88,133 | 83,428 | 87,527 | 93,527 | 97,560 | 99,613 | 99,613 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 186 | 1,567 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 531410 | Telephone | 4,978 | 5,438 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 543000 | Miscellaneous | 7,678 | 9,679 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 543003 | Travel & Training | 6,269 | 9,993 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| | Total Operating & Contractual | 19,111 | 26,677 | 33,000 | 33,000 | 33,000 | 33,000 | 33,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery and Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 484,262 | 524,257 | 551,377 | 511,377 | 537,410 | 560,919 | 560,919 |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

City of Alexandria
Annual Operating Budget

Judicial Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Judicial | FUND: | 101 |
| DEPARTMENT: | City Court | ORGANIZATION: | 020801 |

GOAL MISSION STATEMENT

Administration of Justice.

FUNCTION DESCRIPTION

The operation of the Alexandria City Court system, both criminal and civil, in addition to the operation of the Alexandria City Court Clerk's Office. The due process of justice through court operations includes hearing of criminal, traffic and civil cases as well as the clerical responsibilities that accompanies this process. The Clerk's office handles all civil suit filings, additional pleadings, subpoenas, small claims suits, eviction suits, garnishment proceedings and dismissals. Telephone and personal contact with the general public and legal counsel is handled specifically with the intention of projecting an image of professionalism through out the judicial system. A Probation and Pre-Trial Intervention programs are part of the City Court system. These departments work in conjunction with the City Prosecutors and the criminal Clerk's office. Their function is to primarily assist defendants in abiding by the ruling of the Judge. Pre-Trial Intervention program aids first offenders in maintaining a clean record once all requirements are completed.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|------------------------------|---------------------|---------------------|---------------------|
| Criminal Cases | 6,955 | 7,400 | 7,500 |
| Traffic Cases | 12,100 | 13,500 | 14,000 |
| Civil Cases | 3,100 | 2,800 | 3,000 |
| Pre-Trial Intervention Cases | 400 | 410 | 450 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Judicial | FUND #: | 101 |
| DEPARTMENT: | City Court | ORGANIZATION: | 020801 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 296,343 | 297,443 | 310,036 | 298,036 | 304,812 | 304,812 | -1.68% |
| Fringe Benefits | 148,052 | 152,795 | 144,998 | 160,998 | 159,347 | 159,347 | 9.90% |
| Operating/Contractual | 47,793 | 45,872 | 53,000 | 51,000 | 53,000 | 53,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 492,188 | 496,110 | 508,034 | 510,034 | 517,159 | 517,159 | 1.80% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480111 | Salary - City Judge | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480607 | Salary - Deputy Clerk | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| 480608 | Salary - Clerk of Court | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480609 | Salary - Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 10 | 10 | 10 | 10 | 10 | 10 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Judicial | FUND #: | 101 |
| DEPARTMENT: | City Court | ORGANIZATION: | 020801 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480111 | Salary - City Judge | 48,308 | 49,481 | 50,450 | 50,450 | 50,092 | 51,595 | 51,595 |
| 480607 | Salary - Deputy Clerk | 188,580 | 187,010 | 197,362 | 185,362 | 183,618 | 189,127 | 189,127 |
| 480608 | Salary - Clerk of Court | 24,984 | 25,613 | 26,148 | 26,148 | 26,148 | 26,932 | 26,932 |
| 480609 | Salary - Secretary | 34,471 | 35,339 | 36,076 | 36,076 | 36,076 | 37,158 | 37,158 |
| | Total Salaries | 296,343 | 297,443 | 310,036 | 298,036 | 295,934 | 304,812 | 304,812 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 70,356 | 72,705 | 72,877 | 72,877 | 65,888 | 67,864 | 67,864 |
| 510202 | Fringe - Hospital | 73,820 | 76,253 | 67,639 | 83,639 | 87,090 | 87,090 | 87,090 |
| 510206 | Fringe - Medicare Insurance Tax | 3,674 | 3,647 | 4,062 | 4,062 | 3,856 | 3,973 | 3,973 |
| 510207 | Fringe - Life Insurance | 202 | 190 | 420 | 420 | 420 | 420 | 420 |
| | Total Fringe | 148,052 | 152,795 | 144,998 | 160,998 | 157,254 | 159,347 | 159,347 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 1,578 | 1,937 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 520501 | Operating - Janitorial | 13,716 | 13,572 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 531410 | Telephone | 13,059 | 10,125 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 531701 | Utilities | 18,990 | 19,316 | 20,000 | 18,000 | 20,000 | 20,000 | 20,000 |
| 605101 | Maintenance Buildings & Facilities | 450 | 922 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| | Total Operating & Contractual | 47,793 | 45,872 | 53,000 | 51,000 | 53,000 | 53,000 | 53,000 |
| | TOTAL DEPARTMENT | 492,188 | 496,110 | 508,034 | 510,034 | 506,188 | 517,159 | 517,159 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Judicial | FUND: | 101 |
| DEPARTMENT: | City Marshal | ORGANIZATION: | 020802 |

GOAL MISSION STATEMENT

To execute the order of the City Court.

FUNCTION DESCRIPTION

The City Marshal is the enforcement officer of the court. He executes the orders and mandates of the court, thereby, making arrests and preserving the peace.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Judicial | FUND #: | 101 |
| DEPARTMENT: | City Marshal | ORGANIZATION: | 020802 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Fringe Benefits | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Operating/Contractual | 57,873 | 60,735 | 58,000 | 54,000 | 58,000 | 58,000 | 0.00% |
| Other | 426,390 | 426,390 | 450,000 | 450,000 | 450,000 | 450,000 | 0.00% |
| Capital Outlay | 0 | 0 | 100,000 | 100,000 | 0 | 0 | 0.00% |
| Total Appropriations | 484,263 | 487,125 | 608,000 | 604,000 | 508,000 | 508,000 | -16.45% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| | | | | | | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Judicial | FUND #: | 101 |
| DEPARTMENT: | City Marshal | ORGANIZATION: | 020802 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 792 | 866 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531301 | Vehicle Costs - Gas & Oil | 37,196 | 27,799 | 35,000 | 28,000 | 35,000 | 35,000 | 35,000 |
| 531304 | Vehicle Costs - Repairs & Maint | 14,794 | 26,302 | 15,000 | 18,000 | 15,000 | 15,000 | 15,000 |
| 531410 | Telephone | 5,091 | 5,768 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | Total Operating & Contractual | 57,873 | 60,735 | 58,000 | 54,000 | 58,000 | 58,000 | 58,000 |
| | Other: | | | | | | | |
| 646015 | RPPJ Cost Share | 426,390 | 426,390 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 |
| | Total Other | 426,390 | 426,390 | 450,000 | 450,000 | 450,000 | 450,000 | 450,000 |
| | Capital Outlay: | | | | | | | |
| | Vehicles | 0 | 0 | 100,000 | 100,000 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 100,000 | 100,000 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 484,263 | 487,125 | 608,000 | 604,000 | 508,000 | 508,000 | 508,000 |

City of Alexandria **Annual Operating Budget**

Finance Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Finance Administration | ORGANIZATION: | 030100 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|-----------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| 450011 | Salaries: | | | | | | | |
| | One Time Pay Adjustment | 980,766 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Salaries | 980,766 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 576 | 0 | 19,000 | 19,000 | 19,000 | 19,000 | 19,000 |
| 531106 | Professional Fees - Audit | 77,430 | 66,319 | 68,000 | 68,000 | 68,000 | 68,000 | 68,000 |
| 531110 | Professional Fees & Services | 246,536 | 248,905 | 290,000 | 280,000 | 290,000 | 270,000 | 270,000 |
| 531122 | Fees - Occupal Licenses Collection | 181,558 | 196,369 | 185,000 | 196,000 | 196,000 | 196,000 | 196,000 |
| 531209 | Services - Bank Charges | 8,190 | 10,011 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 533024 | Economic Development | 57,704 | 58,803 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| 543000 | Miscellaneous | 4,641 | 45,394 | 53,000 | 53,000 | 53,000 | 48,000 | 48,000 |
| 543002 | Dues & Subscriptions | 89,874 | 49,174 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| | Total Operating & Contractual | 666,509 | 674,975 | 739,000 | 740,000 | 750,000 | 725,000 | 725,000 |
| | Other: | | | | | | | |
| 520010 | Supplemental Pay - Police | 918,033 | 877,717 | 918,000 | 878,000 | 878,000 | 878,000 | 878,000 |
| 520011 | Supplemental Pay - Fire | 660,985 | 665,485 | 661,000 | 665,000 | 665,000 | 665,000 | 665,000 |
| 543012 | Fire Hydrant | 94,646 | 95,000 | 95,000 | 95,000 | 95,000 | 95,000 | 95,000 |
| 543013 | Street Lights | 282,639 | 283,000 | 283,000 | 283,000 | 283,000 | 283,000 | 283,000 |
| 543028 | Election Cost | 0 | 31,843 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| 543031 | Economic Development - STR | 3,000 | 0 | 59,643 | 59,643 | 59,643 | 59,643 | 59,643 |
| 646000 | Bond Issuance Cost | 9,750 | 3,286 | 0 | 0 | 0 | 0 | 0 |
| 646001 | Civil Defense | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 646003 | Dept of Veteran Affairs | 7,200 | 7,200 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 646006 | Probation Officer | 206,181 | 235,762 | 245,000 | 245,000 | 245,000 | 245,000 | 245,000 |
| 646014 | Arts Council of Central Louisiana | 45,000 | 44,860 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| 646017 | Alexandria Riverfront Center | 0 | 0 | 25,000 | 25,000 | 25,000 | 0 | 0 |
| 646032 | LMA Convention | 0 | 0 | 0 | 0 | 60,000 | 60,000 | 100,000 |
| 646033 | Small Business Incubator | 280,303 | 449,021 | 110,000 | 554,000 | 110,000 | 110,000 | 110,000 |
| 646034 | Land Lease | 10,823 | 11,087 | 15,618 | 15,618 | 15,618 | 15,618 | 15,618 |
| 646040 | Transfer to Fire Pension Fund | 21,500 | 21,500 | 22,000 | 22,000 | 22,000 | 22,000 | 22,000 |
| 646160 | Transfers to CDA Fund | 0 | 19,101 | 0 | 0 | 0 | 0 | 0 |
| 646204 | Transfer to 2004 GO Bonds | 0 | 0 | 20,020 | 20,020 | 0 | 0 | 0 |
| 646403 | Transfer to Zoo Fund | 1,798,366 | 1,088,159 | 980,328 | 1,266,328 | 980,328 | 964,605 | 964,605 |
| 646404 | Transfer to Golf Course Fund | 178,850 | 260,525 | 249,000 | 214,000 | 219,000 | 219,000 | 219,000 |
| 646551 | Transfer to Risk Management Fund | 2,362,077 | 2,429,161 | 2,514,000 | 3,266,000 | 2,558,000 | 2,558,000 | 2,558,000 |
| 646552 | Transfer to Employee Benefit Fund | 0 | 774,000 | 554,000 | 2,674,000 | 1,300,000 | 1,300,000 | 1,300,000 |
| | Total Other | 6,889,353 | 7,306,707 | 6,888,609 | 10,419,609 | 7,652,589 | 7,611,866 | 7,651,866 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery and Equipment | 87,187 | 28,922 | 200,000 | 225,000 | 250,000 | 200,000 | 200,000 |
| | Total Capital Outlay | 87,187 | 28,922 | 200,000 | 225,000 | 250,000 | 200,000 | 200,000 |
| | TOTAL DEPARTMENT | 8,623,815 | 8,010,604 | 7,827,609 | 11,384,609 | 8,652,589 | 8,536,866 | 8,576,866 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------------|----------------------|---------------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 031200 |

GOAL MISSION STATEMENT

Section 4-03 of the Home Rule Charter of the City of Alexandria, charges the Director of Finance with the custody of city funds, integrity of financial statements, accounting systems, collections and disbursements of all Monies, procurement of property, safeguarding of assets, computer operations and preparation of the annual budget.

FUNCTION DESCRIPTION

The Director of Finance manages and coordinates all fiscal activities for the city including: Accounting, Budgeting, Purchasing, Tax Collection, Utility Customer Service, Meter Reading, and Management Information Systems.

Responsibilities include: debt administration, cash management and investing, inventory and fixed asset control, internal control system, pension funds, coordinating the annual audit, bond sales and supervision of all division operations.

The Director of Finance also serves on the City of Alexandria Employees' Retirement Boards, the Firefighters' Pension Board, and various committees as assigned or appointed.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 031200 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 111,627 | 124,303 | 127,640 | 127,640 | 131,469 | 131,469 | 3.00% |
| Fringe Benefits | 40,493 | 46,745 | 38,820 | 40,820 | 39,572 | 39,572 | 1.94% |
| Operating/Contractual | 10,195 | 15,539 | 17,000 | 22,000 | 21,000 | 21,000 | 23.53% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 4,850 | 0 | 0 | 2,000 | 2,000 | 0.00% |
| Total Appropriations | 162,315 | 191,437 | 183,460 | 190,460 | 194,041 | 194,041 | 5.77% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480103 | Salary - Director of Finance | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480604 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 031200 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480103 | Salary - Director of Finance | 86,531 | 95,365 | 95,000 | 95,000 | 95,000 | 97,850 | 97,850 |
| 480604 | Salary - Administrative Assistant | 25,096 | 28,938 | 32,640 | 32,640 | 32,640 | 33,619 | 33,619 |
| | Total Salaries | 111,627 | 124,303 | 127,640 | 127,640 | 127,640 | 131,469 | 131,469 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 23,523 | 17,654 | 27,708 | 27,708 | 24,945 | 25,693 | 25,693 |
| 510202 | Fringe - Hospital | 11,198 | 22,229 | 4,307 | 6,307 | 7,019 | 7,019 | 7,019 |
| 510206 | Fringe - Medicare Insurance Tax | 818 | 2,002 | 1,921 | 1,921 | 1,921 | 1,976 | 1,976 |
| 510207 | Fringe - Life Insurance | 43 | 41 | 84 | 84 | 84 | 84 | 84 |
| 510209 | Fringe - Car Allowance | 4,911 | 4,819 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 |
| | Total Fringe | 40,493 | 46,745 | 38,820 | 40,820 | 38,769 | 39,572 | 39,572 |
| | Operating & Contractual: | | | | | | | |
| 520204 | Uniforms | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520400 | Office | 2,093 | 7,017 | 6,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 531410 | Telephone | 5,443 | 5,672 | 6,000 | 7,000 | 6,000 | 6,000 | 6,000 |
| 531800 | Lease | 0 | 0 | 0 | 3,000 | 3,000 | 3,000 | 3,000 |
| 543002 | Dues & Subscriptions | 295 | 335 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 2,364 | 2,515 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | Total Operating & Contractual | 10,195 | 15,539 | 17,000 | 22,000 | 21,000 | 21,000 | 21,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 4,850 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture and Fixtures | 0 | 0 | 0 | 0 | 5,000 | 2,000 | 2,000 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 4,850 | 0 | 0 | 5,000 | 2,000 | 2,000 |
| | TOTAL DEPARTMENT | 162,315 | 191,437 | 183,460 | 190,460 | 192,409 | 194,041 | 194,041 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Business Office | ORGANIZATION: | 031400 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 149,492 | 154,655 | 163,016 | 211,016 | 187,477 | 187,477 | 15.01% |
| Fringe Benefits | 69,941 | 74,488 | 69,837 | 78,837 | 95,414 | 95,414 | 36.62% |
| Operating/Contractual | 99,673 | 96,061 | 125,000 | 141,000 | 120,000 | 120,000 | -4.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 246 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 319,106 | 325,450 | 357,853 | 430,853 | 402,891 | 402,891 | 12.59% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490126 | Salary - Business Office Manager | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490642 | Salary - Customer Accounts Rep | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490644 | Salary - Customer Accounts Team Ldr | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490690 | Salary - Student Worker | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 5 | 5 | 5 | 5 | 5 | 5 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Business Office | ORGANIZATION: | 031400 |

GOAL MISSION STATEMENT

To collect all revenue in a timely and efficient manner and provide customers with accurate, timely and courteous service.

FUNCTION DESCRIPTION

This department is responsible for the preparation of property tax notices, and the maintenance of the receivables, including sale of adjudicated property.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|----------------------|---------------------|---------------------|---------------------|
| Tax notices prepared | 21,337 | 22,102 | 22,867 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Business Office | ORGANIZATION: | 031400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 3,110 | 4,665 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 490126 | Salary - Business Officer Manager | 52,458 | 54,032 | 54,903 | 63,903 | 42,697 | 43,978 | 43,978 |
| 490642 | Salary - Customer Accounts Rep | 50,889 | 54,511 | 56,338 | 56,338 | 56,338 | 58,029 | 58,029 |
| 490644 | Salary - Customer Accounts Team Ldr | 38,620 | 39,779 | 40,419 | 79,419 | 71,955 | 74,114 | 74,114 |
| 490690 | Salary - Student Worker | 4,415 | 1,668 | 5,356 | 5,356 | 5,356 | 5,356 | 5,356 |
| | Total Salaries | 149,492 | 154,655 | 163,016 | 211,016 | 182,346 | 187,477 | 187,477 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 39,358 | 43,693 | 38,941 | 38,941 | 40,885 | 42,070 | 42,070 |
| 510202 | Fringe - Hospital | 28,735 | 29,203 | 28,618 | 37,618 | 50,125 | 50,125 | 50,125 |
| 510206 | Fringe - Medicare Insurance Tax | 1,488 | 1,403 | 1,778 | 1,778 | 2,644 | 2,719 | 2,719 |
| 510207 | Fringe - Life Insurance | 86 | 86 | 168 | 168 | 168 | 168 | 168 |
| 510208 | Fringe - FICA Tax Retirement | 274 | 103 | 332 | 332 | 332 | 332 | 332 |
| | Total Fringe | 69,941 | 74,488 | 69,837 | 78,837 | 94,154 | 95,414 | 95,414 |
| | Operating and Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 21,000 | 0 | 0 | 0 |
| 520204 | Uniforms | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520400 | Office | 3,681 | 2,291 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 531101 | Fees Recording | 11,225 | 10,155 | 14,000 | 14,000 | 14,000 | 14,000 | 14,000 |
| 531301 | Vehicle Costs - Gas & Oil | 637 | 510 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531304 | Vehicle Cost - R & M | 466 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531401 | Postage | 36,055 | 37,245 | 39,000 | 39,000 | 39,000 | 39,000 | 39,000 |
| 531410 | Telephone | 1,502 | 1,596 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531500 | Printing | 21 | 134 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531800 | Rent | 2,175 | 2,402 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531900 | Advertising | 23,404 | 21,378 | 29,000 | 24,000 | 24,000 | 24,000 | 24,000 |
| 543003 | Travel & Training | 332 | 150 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 543025 | Tax Rolls | 20,175 | 20,200 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| 605106 | Maintenance Equipment | 0 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Total Operating and Contractual | 99,673 | 96,061 | 125,000 | 141,000 | 120,000 | 120,000 | 120,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 246 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 246 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 319,106 | 325,450 | 357,853 | 430,853 | 396,500 | 402,891 | 402,891 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|---------------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Accounting | ORGANIZATION: | 031500 |

GOAL MISSION STATEMENT

To ensure accurate and efficient accounting of all financial transactions incurred by the City of Alexandria so that complete and timely financial statements can be prepared.

FUNCTION DESCRIPTION

The Accounting Department is responsible for:

1. Processing Payroll, Accounts Payable, and Accounts Receivable.
2. Maintaining the General Ledger.
3. Accounting for fixed assets.
4. Monitoring cash and investments.
5. Establishing and monitoring internal controls.
6. Monitoring debt service, bond payments, and other long term liabilities.
7. Preparing the city's financial statements in accordance with generally accepted accounting principles.

Additionally, the Accounting Department is responsible for the accounting and financial reporting of the Firefighter's Pension Fund.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Payroll checks issued | 23,500 | 23,500 | 23,500 |
| Pension fund checks (fire/police) | 90 | 90 | 90 |
| Accounts payable checks issued | 10,500 | 10,500 | 10,500 |
| Journal entries posted | 5,000 | 5,000 | 5,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Accounting | ORGANIZATION: | 031500 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 260,441 | 279,279 | 285,787 | 278,787 | 294,180 | 294,180 | 2.94% |
| Fringe Benefits | 125,366 | 145,466 | 136,956 | 152,956 | 163,444 | 163,444 | 19.34% |
| Operating/Contractual | 20,116 | 19,383 | 23,000 | 23,000 | 23,000 | 23,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 1,375 | 0 | 9,000 | 29,000 | 29,000 | 0.00% |
| Total Appropriations | 405,923 | 445,503 | 445,743 | 463,743 | 509,624 | 509,624 | 14.33% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490108 | Salary - Accounting Manager | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490230 | Salary - Accountant | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490339 | Salary - Accounting Technician | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| | Total Positions | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Accounting | ORGANIZATION: | 031500 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 2,983 | 4,879 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 490108 | Salary - Accounting Manager | 58,923 | 60,690 | 61,666 | 61,666 | 61,666 | 63,516 | 63,516 |
| 490230 | Salary - Accountant | 98,331 | 110,500 | 113,251 | 106,251 | 113,251 | 116,648 | 116,648 |
| 490399 | Salary - Accounting Technician | 100,204 | 103,210 | 104,870 | 104,870 | 104,870 | 108,016 | 108,016 |
| | Total Salaries | 260,441 | 279,279 | 285,787 | 278,787 | 285,787 | 294,180 | 294,180 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 70,663 | 79,706 | 70,591 | 70,591 | 66,018 | 67,956 | 67,956 |
| 510202 | Fringe - Hospital | 51,503 | 62,509 | 62,509 | 78,509 | 91,527 | 91,527 | 91,527 |
| 510206 | Fringe - Medicare Insurance Tax | 3,056 | 3,100 | 3,562 | 3,562 | 3,562 | 3,667 | 3,667 |
| 510207 | Fringe - Life Insurance | 144 | 151 | 294 | 294 | 294 | 294 | 294 |
| | Total Fringe | 125,366 | 145,466 | 136,956 | 152,956 | 161,401 | 163,444 | 163,444 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 7,362 | 6,770 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 531301 | Vehicle Costs - Gas & Oil | 214 | 136 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531304 | Vehicle Costs - R & M | 58 | 85 | 0 | 0 | 0 | 0 | 0 |
| 531410 | Telephone | 3,067 | 3,716 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531500 | Printing | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 543002 | Dues and Subscriptions | 922 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543003 | Travel & Training | 3,973 | 3,938 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 605106 | Maintenance of Equipment | 4,520 | 4,738 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | Total Operating & Contractual | 20,116 | 19,383 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 29,000 | 29,000 | 29,000 |
| 707600 | Machinery & Equipment | 0 | 574 | 0 | 9,000 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 801 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 1,375 | 0 | 9,000 | 29,000 | 29,000 | 29,000 |
| | TOTAL DEPARTMENT | 405,923 | 445,503 | 445,743 | 463,743 | 499,188 | 509,624 | 509,624 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Purchasing | ORGANIZATION: | 031600 |

GOAL MISSION STATEMENT

To purchase all property, supplies, material and services for the City of Alexandria in accordance with applicable state laws, council policies, and administrative requirements.

FUNCTION DESCRIPTION

The Purchasing Department processes departmental requisitions, solicits and analyzes bids consistent with good purchasing policies and in accordance with applicable state laws and council policy. Purchasing also manages the activities to the Print Shop, Central Warehouse, Electric Distribution Warehouse, and the Vehicle & Equipment Parts Department facilities. In addition, Purchasing Department maintains the records for the city's fleet and handles all communications for city departments (i.e. pagers, mobile and portable radios, and cell phones). Purchasing issues departments approved for procurement cards as well as audits the charges on the card holder's monthly statements (approximately 45 card holders at this time).

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|------------------------------------|---------------------|---------------------|---------------------|
| Requisitions/Purchase Orders Proc | 16,000 | 20,000 | 21,000 |
| Mail Processing | 88,400 | 100,000 | 105,000 |
| New Vendor Processing | 600 | 775 | 800 |
| Invoices Processed for Payment | 88,400 | 100,000 | 105,000 |
| Monthly P-Card Statements Audite | 14 | 60 | 60 |
| Capital invoices process for payme | 0 | 0 | 0 |
| Bids Prepared | 175 | 250 | 275 |
| Quotes for Products | 2,500 | 3,000 | 3,100 |
| Quote Price Inquires | 4,000 | 4,200 | 4,300 |
| Vendor Product Inquires | 2,200 | 2,400 | 2,500 |
| Bid/Quote Preparation-Man Hours | 0 | 2,000 | 2,100 |
| Product Inquiry/Research-Man Hou | 0 | 3,000 | 3,100 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Purchasing | ORGANIZATION: | 031600 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 230,516 | 242,417 | 249,291 | 250,291 | 256,056 | 256,056 | 2.71% |
| Fringe Benefits | 101,882 | 109,101 | 98,717 | 109,717 | 129,005 | 129,005 | 30.68% |
| Operating/Contractual | 19,875 | 15,425 | 25,000 | 24,000 | 25,000 | 25,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 18,770 | 29,905 | 29,905 | 0 | 0 | 0.00% |
| Total Appropriations | 352,273 | 385,713 | 402,913 | 413,913 | 410,061 | 410,061 | 1.77% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490109 | Salary - Purchasing Manager | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490135 | Salary - Purchasing Technician | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490238 | Salary - Senior Buyer | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490363 | Salary - Buyer | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Purchasing | ORGANIZATION: | 031600 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 190 | 26 | 3,000 | 2,000 | 3,000 | 3,000 | 3,000 |
| 490109 | Salary - Purchasing Manager | 57,335 | 59,055 | 60,005 | 60,005 | 60,005 | 61,805 | 61,805 |
| 490135 | Salary - Purchasing Technician | 51,758 | 58,467 | 59,408 | 59,408 | 59,408 | 61,191 | 61,191 |
| 490238 | Salary - Senior Buyer | 64,047 | 65,968 | 67,029 | 69,029 | 66,423 | 68,416 | 68,416 |
| 490363 | Salary - Buyer | 30,494 | 31,408 | 31,913 | 31,913 | 31,913 | 32,870 | 32,870 |
| 490618 | Salary - Administrative Secretary | 26,692 | 27,493 | 27,936 | 27,936 | 27,936 | 28,774 | 28,774 |
| | Total Salaries | 230,516 | 242,417 | 249,291 | 250,291 | 248,685 | 256,056 | 256,056 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 62,539 | 69,236 | 61,576 | 61,576 | 57,446 | 59,149 | 59,149 |
| 510202 | Fringe - Hospital | 36,677 | 37,232 | 34,102 | 45,102 | 66,745 | 66,745 | 66,745 |
| 510206 | Fringe - Medicare Insurance Tax | 2,521 | 2,494 | 2,745 | 2,745 | 2,736 | 2,817 | 2,817 |
| 510207 | Fringe - Life Insurance | 145 | 139 | 294 | 294 | 294 | 294 | 294 |
| | Total Fringe | 101,882 | 109,101 | 98,717 | 109,717 | 127,221 | 129,005 | 129,005 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 4,914 | 4,241 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 531301 | Vehicle Costs - Gas & Oil | 2,233 | 1,760 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531304 | Vehicle Costs - R & M | 1,737 | 919 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531410 | Telephone | 6,156 | 5,207 | 6,000 | 5,000 | 6,000 | 6,000 | 6,000 |
| 531500 | Printing | 7 | 163 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 543002 | Dues & Subscriptions | 665 | 825 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543003 | Travel & Training | 384 | 0 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 605106 | Maintenance Equipment | 3,779 | 2,310 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| | Total Operating & Contractual | 19,875 | 15,425 | 25,000 | 24,000 | 25,000 | 25,000 | 25,000 |
| | Capital Outlay: | | | | | | | |
| 707500 | Vehicles | 0 | 18,770 | 29,905 | 29,905 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 18,770 | 29,905 | 29,905 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 352,273 | 385,713 | 402,913 | 413,913 | 400,906 | 410,061 | 410,061 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------|----------------------|--------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Printing | ORGANIZATION: | 031700 |

GOAL MISSION STATEMENT

To provide the printing services for all city departments in the most economical and efficient manner possible.

FUNCTION DESCRIPTION

The Printing Department handles the printing of city stationary, envelopes, and forms as needed and works with various departments on special projects such as financial reports, budgets, capital outlay, brochures, posters, banners, post cards, mail outs, certificates, name tags, invitations, programs, etc. We also provide name plates for desks and doors, rubber stamps, graphic design work and typesetting.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|---|---------------------|---------------------|---------------------|
| Number of sheets printed (includes letterheads, envelopes, forms, and special projects) | 2,000,000 Sheets | 2,050,000 Sheets | 2,100,000 Sheets |
| | 200 Books | 225 Books | 250 Books |
| | 925 Projects | 1,000 Projects | 1,100 Projects |
| Special reports and projects | 150 Sp. Projects | 200 Sp. Projects | 225 Sp. Projects |
| Utility Bill Printed per month | 28,000 | 28,000 | 28,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Print Shop | ORGANIZATION: | 031700 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 65,603 | 67,573 | 71,658 | 70,658 | 73,718 | 73,718 | 2.87% |
| Fringe Benefits | 37,695 | 39,164 | 37,697 | 42,697 | 45,629 | 45,629 | 21.04% |
| Operating/Contractual | 124,631 | 115,523 | 130,000 | 130,000 | 130,000 | 130,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 8,106 | 6,668 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 236,035 | 228,928 | 239,355 | 243,355 | 249,347 | 249,347 | 4.17% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|---------------------------------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490735 | Salary - Print Shop Coordinator | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| ===== | | | | | | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Print Shop | ORGANIZATION: | 031700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 0 | 0 | 3,000 | 2,000 | 3,000 | 3,000 | 3,000 |
| 490735 | Salary - Print Shop Coordinator | 65,603 | 67,573 | 68,658 | 68,658 | 68,658 | 70,718 | 70,718 |
| | Total Salaries | 65,603 | 67,573 | 71,658 | 70,658 | 71,658 | 73,718 | 73,718 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 17,796 | 19,300 | 17,699 | 17,699 | 16,553 | 17,029 | 17,029 |
| 510202 | Fringe - Hospital | 18,945 | 18,953 | 18,874 | 23,874 | 27,446 | 27,446 | 27,446 |
| 510206 | Fringe - Medicare | 911 | 868 | 1,040 | 1,040 | 1,040 | 1,070 | 1,070 |
| 510207 | Fringe - Life Insurance | 43 | 43 | 84 | 84 | 84 | 84 | 84 |
| | Total Fringe | 37,695 | 39,164 | 37,697 | 42,697 | 45,123 | 45,629 | 45,629 |
| | Operating & Contractual: | | | | | | | |
| 520500 | Operating Supplies | 1,742 | 1,750 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531410 | Telephone | 834 | 878 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531800 | Rent | 120,294 | 111,173 | 122,000 | 122,000 | 122,000 | 122,000 | 122,000 |
| 543003 | Travel & Training | 0 | 317 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 605106 | Maintenance Equipment | 1,761 | 1,405 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| | Total Operating & Contractual | 124,631 | 115,523 | 130,000 | 130,000 | 130,000 | 130,000 | 130,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 6,516 | 4,700 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 1,590 | 1,968 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 8,106 | 6,668 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 236,035 | 228,928 | 239,355 | 243,355 | 246,781 | 249,347 | 249,347 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Central Warehouse | ORGANIZATION: | 031800 |

GOAL MISSION STATEMENT

To store and distribute supplies, material, and equipment required for city operations, and to provide for the maintenance and storage of city records.

FUNCTION DESCRIPTION

The warehouse receives, stores, disburses and properly records, supplies, materials and equipment. The warehouse temporarily stores surplus equipment until disposal.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Pick tickets issued | 3,195 | 3,905 | 4,000 |
| Inventory issued to departments | 67,385 | 70,785 | 71,000 |
| Inventory stock received P.O. | 93,425 | 99,750 | 100,000 |
| Surplus property stored | 610 | 650 | 675 |
| City records stored (2 locations) | 1,600 | 1,670 | 1,670 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Central Warehouse | ORGANIZATION: | 031800 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 142,830 | 158,454 | 172,272 | 167,272 | 177,171 | 177,171 | 2.84% |
| Fringe Benefits | 66,321 | 78,235 | 76,273 | 86,273 | 92,568 | 92,568 | 21.36% |
| Operating/Contractual | 57,817 | 38,442 | 36,000 | 47,000 | 36,000 | 36,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 17,380 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 266,968 | 292,511 | 284,545 | 300,545 | 305,739 | 305,739 | 7.45% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490136 | Salary - Supervisr Central Warehouse | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490624 | Salary - Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490841 | Salary - Stock Clerk | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| | Total Positions | 6 | 6 | 6 | 6 | 6 | 6 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Central Warehouse | ORGANIZATION: | 031800 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 3,424 | 6,349 | 9,000 | 4,000 | 9,000 | 9,000 | 9,000 |
| 490136 | Salary - Supervisor Central Warehouse | 40,584 | 41,801 | 42,474 | 42,474 | 42,474 | 43,748 | 43,748 |
| 490624 | Salary - Inventory Coordinator | 31,134 | 32,068 | 32,584 | 32,584 | 32,584 | 33,562 | 33,562 |
| 490626 | Salary - Clerical Specialist | 11,854 | 21,753 | 22,711 | 22,711 | 22,711 | 23,392 | 23,392 |
| 490841 | Salary - Stock Clerk | 55,834 | 56,483 | 65,503 | 65,503 | 65,503 | 67,469 | 67,469 |
| | Total Salaries | 142,830 | 158,454 | 172,272 | 167,272 | 172,272 | 177,171 | 177,171 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 38,772 | 45,157 | 42,552 | 41,552 | 39,795 | 40,928 | 40,928 |
| 510202 | Fringe - Hospital | 25,352 | 30,795 | 30,972 | 41,972 | 48,818 | 48,818 | 48,818 |
| 510206 | Fringe - Medicare Insurance Tax | 2,085 | 2,162 | 2,497 | 2,497 | 2,497 | 2,570 | 2,570 |
| 510207 | Fringe - Life Insurance | 112 | 121 | 252 | 252 | 252 | 252 | 252 |
| | Total Fringe | 66,321 | 78,235 | 76,273 | 86,273 | 91,362 | 92,568 | 92,568 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 24,937 | 10,409 | 0 | 0 | 0 | 0 | 0 |
| 520200 | Obsolete Inventory | 1,098 | 2,180 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 520204 | Uniforms | 1,799 | 1,799 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 520400 | Office | 2,113 | 2,185 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 520500 | Operating Supplies | 3,654 | 3,175 | 4,000 | 3,000 | 4,000 | 4,000 | 4,000 |
| 520501 | Operating - Janitorial | 925 | 989 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 520514 | Small Tools | 483 | 449 | 0 | 0 | 0 | 0 | 0 |
| 531301 | Vehicle Costs - Gas & Oil | 2,422 | 1,294 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531304 | Vehicle Costs - R & M | 3,044 | 2,207 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531410 | Telephone | 4,010 | 3,835 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531500 | Printing | 1 | 24 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531800 | Rent | 7,842 | 7,860 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 543002 | Dues & Subscriptions | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 605101 | Maintenance Bldg & Facilities | 2,297 | 539 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 605106 | Maintenance Equipment | 3,192 | 1,497 | 2,000 | 14,000 | 2,000 | 2,000 | 2,000 |
| | Total Operating & Contractual | 57,817 | 38,442 | 36,000 | 47,000 | 36,000 | 36,000 | 36,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 17,380 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 17,380 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 266,968 | 292,511 | 284,545 | 300,545 | 299,634 | 305,739 | 305,739 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Finance | FUND: | 101 |
| DEPARTMENT: | Parts Warehouse | ORGANIZATION: | 031805 |

GOAL MISSION STATEMENT

To inventory and distribute vehicle and equipment parts and supplies for the Motor Pool, Sanitation, and Bus Departments.

FUNCTION DESCRIPTION

The Vehicle & Equipment Parts Department is housed within the Motor Pool repair facility building at the Consolidated Complex. The department implements inventory procedures for the stocking and distribution of commonly used items for the repair and up keep the city's fleet. Through precedent management, the Parts Department strives to maintain an adequate inventory that results in shorter "down times" for city vehicles and ultimately giving better service to the citizens of Alexandria.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Work Orders Processed | 8,000 | 9,000 | 9,100 |
| Number of Parts Issued From Stock | 171,000 | 190,000 | 200,000 |
| Number of Parts Checked Inventory | 90,000 | 100,000 | 105,000 |
| Telephone Quotes | 700 | 825 | 850 |
| Request for information from shop | 850 | 1,200 | 1,300 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Parts Warehouse | ORGANIZATION: | 031805 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 56,308 | 57,326 | 60,277 | 60,277 | 61,995 | 61,995 | 2.85% |
| Fringe Benefits | 36,347 | 37,430 | 36,076 | 41,076 | 33,546 | 33,546 | -7.01% |
| Operating/Contractual | 8,201 | 8,177 | 10,000 | 10,000 | 10,000 | 10,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 2,379 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 100,856 | 105,312 | 106,353 | 111,353 | 105,541 | 105,541 | -0.76% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490624 | Salary - Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490841 | Salary - Stock Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Finance | FUND #: | 101 |
| DEPARTMENT: | Parts Warehouse | ORGANIZATION: | 031805 |

GENERAL FUND

DEPARTMENTAL BUDGET

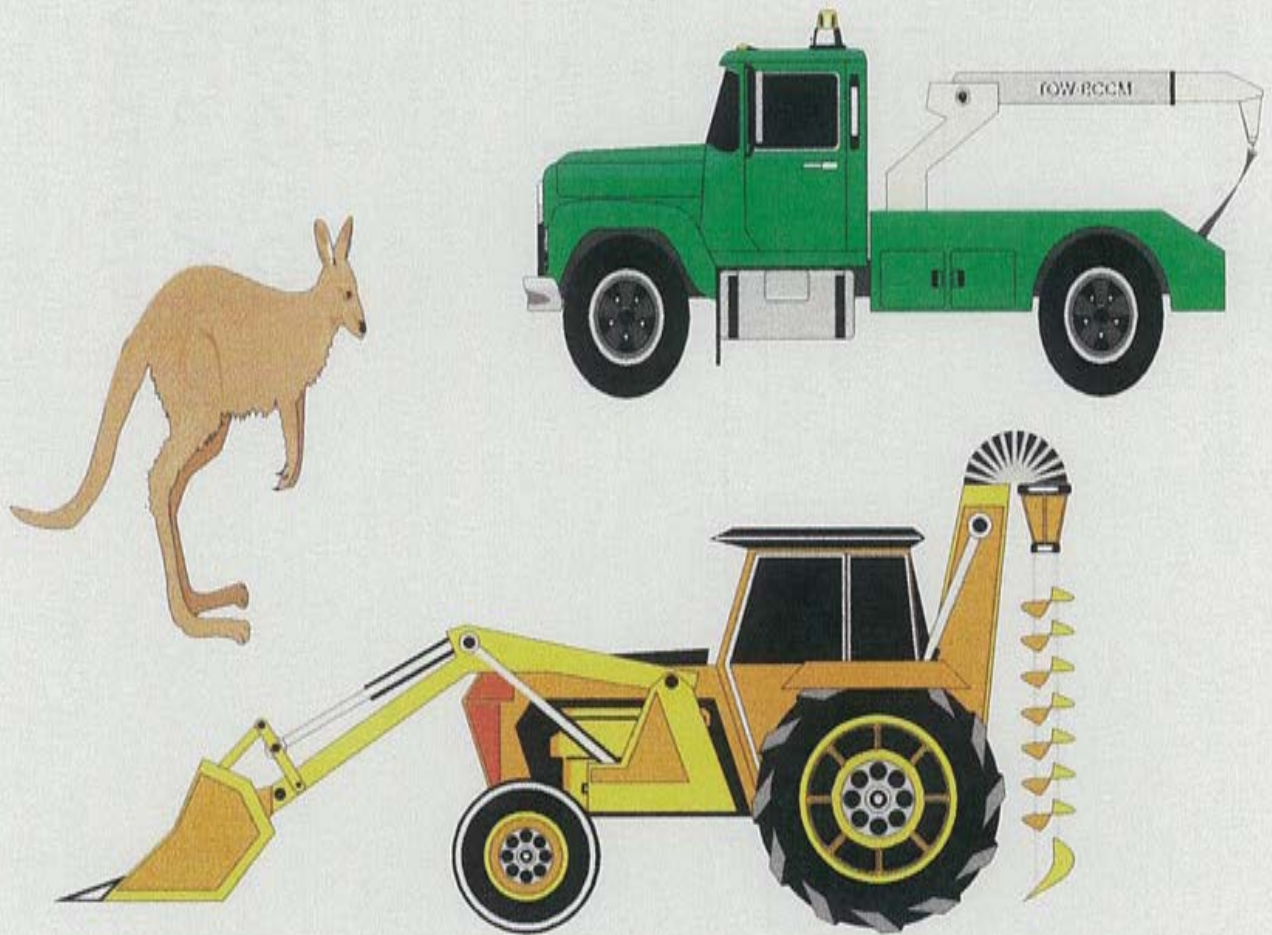
| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 1,580 | 956 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 490624 | Salary - Inventory Coordinator | 33,027 | 34,018 | 34,565 | 34,565 | 34,565 | 35,602 | 35,602 |
| 490841 | Salary - Stock Clerk | 21,701 | 22,352 | 22,712 | 22,712 | 22,712 | 23,393 | 23,393 |
| | Total Salaries | 56,308 | 57,326 | 60,277 | 60,277 | 60,277 | 61,995 | 61,995 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 15,279 | 16,361 | 14,889 | 14,889 | 13,924 | 14,321 | 14,321 |
| 510202 | Fringe - Hospital | 20,282 | 20,341 | 20,229 | 25,229 | 18,242 | 18,242 | 18,242 |
| 510206 | Fringe - Medicare Insurance Tax | 743 | 685 | 874 | 874 | 874 | 899 | 899 |
| 510207 | Fringe - Life Insurance | 43 | 43 | 84 | 84 | 84 | 84 | 84 |
| | Total Fringe | 36,347 | 37,430 | 36,076 | 41,076 | 33,124 | 33,546 | 33,546 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520204 | Uniforms | 548 | 548 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 520400 | Office | 952 | 963 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 520500 | Operating Supplies | 718 | 981 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 520514 | Small Tools | 359 | 410 | 0 | 0 | 0 | 0 | 0 |
| 531301 | Vehicle Costs - Gas & Oil | 2,356 | 1,996 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531304 | Vehicle Costs - R & M | 828 | 827 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531410 | Telephone | 1,990 | 1,964 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 605106 | Maintenance Equipment | 450 | 488 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Total Operating & Contractual | 8,201 | 8,177 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 27,000 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 2,379 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 2,379 | 0 | 0 | 27,000 | 0 | 0 |
| | TOTAL DEPARTMENT | 100,856 | 105,312 | 106,353 | 111,353 | 130,401 | 105,541 | 105,541 |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

City of Alexandria
Annual Operating Budget

Public Works Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 042100 |

GOAL MISSION STATEMENT

Section 4-04 of the Home Rule Charter of the City of Alexandria charges the Director of Public Works with the administration of engineering services, contract construction work, maintenance of streets, and drainage. Also included are transit operations and sanitation.

FUNCTION DESCRIPTION

The Director of Public Works manages and coordinates all public work activities for the City, including Streets, Zoo, Motor Pool, Building Services, Municipal Transit, Traffic, Sanitation, Code Enforcement, Animal Control, Engineering, and Urban Forestry.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 042100 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 266,591 | 272,542 | 302,089 | 295,089 | 312,440 | 312,440 | 3.43% |
| Fringe Benefits | 87,949 | 90,901 | 100,880 | 106,880 | 101,737 | 101,737 | 0.85% |
| Operating/Contractual | 56,102 | 120,693 | 76,000 | 79,000 | 73,000 | 73,000 | -3.95% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 36,400 | 1,928 | 4,000 | 4,000 | 0 | 0 | 0.00% |
| Total Appropriations | 447,042 | 486,064 | 482,969 | 484,969 | 487,177 | 487,177 | 0.87% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480104 | Salary - Director of Public Works | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480604 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490618 | Salary - Administrative Secretary | 0 | 0 | 1 | 1 | 1 | 1 | 0.00% |
| 490228 | Salary - Asst Director Public Works | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| | Total Positions | 4 | 4 | 5 | 5 | 5 | 5 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 042100 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 480104 | Salary - Director of Public Works | 86,833 | 89,033 | 92,000 | 92,000 | 92,000 | 94,760 | 94,760 |
| 480604 | Salary - Administrative Assistant | 54,710 | 54,710 | 54,500 | 54,500 | 54,500 | 56,135 | 56,135 |
| 490618 | Salary - Administrative Secretary | 0 | 0 | 24,717 | 17,717 | 25,968 | 26,747 | 26,747 |
| 490228 | Salary - Asst Director Public Works | 125,048 | 128,799 | 130,872 | 130,872 | 130,872 | 134,798 | 134,798 |
| | Total Salaries | 266,591 | 272,542 | 302,089 | 295,089 | 303,340 | 312,440 | 312,440 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 65,186 | 68,137 | 68,239 | 68,239 | 62,492 | 64,366 | 64,366 |
| 510202 | Fringe - Hospital | 13,789 | 13,800 | 23,181 | 29,181 | 27,761 | 27,761 | 27,761 |
| 510206 | Fringe - Medicare Insurance Tax | 4,070 | 4,060 | 4,450 | 4,450 | 4,469 | 4,600 | 4,600 |
| 510207 | Fringe - Life Insurance | 86 | 86 | 210 | 210 | 210 | 210 | 210 |
| 510209 | Fringe - Car Allowance | 4,818 | 4,818 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 |
| | Total Fringe | 87,949 | 90,901 | 100,880 | 106,880 | 99,732 | 101,737 | 101,737 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 21,185 | 57,202 | 35,000 | 37,000 | 35,000 | 30,000 | 30,000 |
| 520204 | Uniforms | 416 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520400 | Office | 6,032 | 6,488 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 531110 | Professional Fees & Services | 99 | 99 | 2,000 | 0 | 0 | 0 | 0 |
| 531301 | Vehicle Costs - Gas & Oil | 6,374 | 9,200 | 10,000 | 9,000 | 10,000 | 10,000 | 10,000 |
| 531304 | Vehicle Costs - R & M | 2,331 | 20,668 | 2,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531410 | Telephone | 9,741 | 10,545 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 531500 | Printing | 0 | 75 | 0 | 0 | 0 | 0 | 0 |
| 531800 | Rent | 5,179 | 6,686 | 5,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 531900 | Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 543002 | Dues & Subscriptions | 255 | 537 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 4,490 | 9,193 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| | Total Operating & Contractual | 56,102 | 120,693 | 76,000 | 79,000 | 78,000 | 73,000 | 73,000 |
| | Capital Outlay: | | | | | | | |
| 707101 | Acquisition | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 29,749 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 6,651 | 1,638 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 4,000 | 4,000 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 290 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 36,400 | 1,928 | 4,000 | 4,000 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 447,042 | 486,064 | 482,969 | 484,969 | 481,072 | 487,177 | 487,177 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Code Enforcement | ORGANIZATION: | 042200 |

GOAL MISSION STATEMENT

It is the goal of the department to effectively enforce various City codes in regards to high grass, litter, abandoned vehicles, and sanitation. It is also the mission of the department to provide an efficient means to the public as well as other city departments of reporting complaints/problems and making inquires regarding city services and opportunities. This mission is accomplished through our "First Call" line where employees receive, document, and follow up on inquires, problems, complaints and requests from the public, the administration, the council, department heads, and other city employees.

FUNCTION DESCRIPTION

The department enforces the City's codes in regards to high grass, litter, abandoned vehicles, and sanitation. The department also receives, documents, and follows up on inquires from the public as well as other city departments in regards to city services and opportunities (First Call).

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|------------------------------------|---------------------|---------------------|---------------------|
| Grass cutting work orders complete | 2,348 | 2,270 | 2,300 |
| Warning citations issued | 360 | 1,650 | 1,600 |
| Abandoned vehicles removed | 350 | 0 | 0 |
| Court appearances | 111 | 4 | 5 |
| First Call complaints received | 3,500 | 3,500 | 3,500 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Code Enforcement | ORGANIZATION: | 042200 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 241,647 | 249,302 | 265,608 | 267,608 | 272,206 | 272,206 | 2.48% |
| Fringe Benefits | 89,658 | 110,191 | 100,766 | 111,766 | 115,979 | 115,979 | 15.10% |
| Operating/Contractual | 383,802 | 353,047 | 372,000 | 380,000 | 356,000 | 356,000 | -4.30% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 137,229 | 14,724 | 80,349 | 80,349 | 214,861 | 214,861 | 0.00% |
| Total Appropriations | 852,336 | 727,264 | 818,723 | 839,723 | 959,046 | 959,046 | 17.14% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490119 | Salary - Superintendent Code Enfrmnt | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490141 | Salary - Crew Leader | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490337 | Salary - Code Enforcement Officer | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490746 | Salary - Equipment Operator II | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490820 | Salary - Maintenance Worker | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490902 | Salary - Code Enforcement Officer Sr | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| | Total Positions | 8 | 8 | 8 | 8 | 8 | 8 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Code Enforcement | ORGANIZATION: | 042200 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|------------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 15,790 | 26,721 | 15,000 | 26,000 | 15,000 | 15,000 | 15,000 |
| 490119 | Salary - Superintendent Code Enfrmnt | 43,083 | 44,375 | 45,090 | 45,090 | 45,090 | 46,443 | 46,443 |
| 490141 | Salary - Crew Leader | 33,667 | 34,677 | 35,235 | 35,235 | 35,235 | 36,292 | 36,292 |
| 490337 | Salary - Code Enforcement Officer | 34,128 | 30,883 | 31,379 | 31,379 | 31,379 | 32,320 | 32,320 |
| 490618 | Salary - Administrative Secretary | 24,143 | 25,556 | 25,968 | 25,968 | 25,968 | 26,747 | 26,747 |
| 490746 | Salary - Equipment Operator II | 13,704 | 13,214 | 25,211 | 21,211 | 24,717 | 25,459 | 25,459 |
| 490820 | Salary - Maintenance Worker | 17,128 | 13,683 | 20,420 | 20,420 | 20,020 | 20,621 | 20,621 |
| 490902 | Salary - Code Enforcement Officer Sr | 60,004 | 60,193 | 67,305 | 62,305 | 67,305 | 69,324 | 69,324 |
| | Total Salaries | 241,647 | 249,302 | 265,608 | 267,608 | 264,714 | 272,206 | 272,206 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 65,437 | 70,435 | 65,605 | 65,605 | 61,150 | 62,878 | 62,878 |
| 510202 | Fringe - Hospital | 20,460 | 36,102 | 30,972 | 41,972 | 48,818 | 48,818 | 48,818 |
| 510206 | Fringe - Medicare Insurance Tax | 3,607 | 3,504 | 3,853 | 3,853 | 3,839 | 3,947 | 3,947 |
| 510207 | Fringe - Life Insurance | 154 | 150 | 336 | 336 | 336 | 336 | 336 |
| | Total Fringe | 89,658 | 110,191 | 100,766 | 111,766 | 114,143 | 115,979 | 115,979 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 95,442 | 111,983 | 90,000 | 105,000 | 90,000 | 90,000 | 90,000 |
| 520204 | Uniforms | 857 | 554 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 520400 | Office | 960 | 1,546 | 1,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 520500 | Operating Supplies | 16,202 | 15,878 | 11,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| 520503 | Operating Chemicals | 925 | 437 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531301 | Vehicle Costs - Gas & Oil | 26,493 | 20,133 | 23,000 | 20,000 | 23,000 | 23,000 | 23,000 |
| 531304 | Vehicle Costs R & M | 56,831 | 28,602 | 47,000 | 40,000 | 47,000 | 47,000 | 47,000 |
| 531401 | Postage | 13,123 | 13,650 | 15,000 | 15,000 | 15,000 | 13,000 | 13,000 |
| 531410 | Telephone | 5,590 | 4,632 | 5,000 | 4,000 | 5,000 | 5,000 | 5,000 |
| 531500 | Printing | 41 | 848 | 0 | 0 | 0 | 0 | 0 |
| 531701 | Utilities | 164,435 | 146,219 | 175,000 | 170,000 | 170,000 | 155,000 | 155,000 |
| 531800 | Rent | 700 | 755 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531900 | Advertising | 205 | 555 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 543002 | Dues & Subscriptions | 434 | 392 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 593 | 6,283 | 0 | 3,000 | 0 | 0 | 0 |
| 605106 | Maintenance Equipment | 971 | 580 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| | Total Operating & Contractual | 383,802 | 353,047 | 372,000 | 380,000 | 373,000 | 356,000 | 356,000 |
| | Capital Outlay: | | | | | | | |
| 707500 | Vehicles | 39,001 | 0 | 32,500 | 32,500 | 75,437 | 75,437 | 75,437 |
| 707600 | Machinery & Equipment | 98,228 | 11,621 | 47,849 | 47,849 | 187,068 | 139,424 | 139,424 |
| 707700 | Furniture & Fixtures | 0 | 3,103 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 137,229 | 14,724 | 80,349 | 80,349 | 262,505 | 214,861 | 214,861 |
| | TOTAL DEPARTMENT | 852,336 | 727,264 | 818,723 | 839,723 | 1,014,362 | 959,046 | 959,046 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Engineering | ORGANIZATION: | 042300 |

GOAL MISSION STATEMENT

The Engineering Department's function is to provide the administration, City Council and Citizens with maps, records, and files concerning widths of rights of ways and easements, municipally owned property, benchmark locations and elevations; street names and locations; drainage facilities; review construction projects; maintain records on parks and recreational facilities and bridges; enter all pertinent information into CAD System; provide usable construction estimates, permits from the Corp of Engineers on all Capital Drainage Projects; participate in planning and/or design a capital improvements and/or projects; work with all other city departments on all other city departments on maintenance and improvements projects concerning existing city facilities, provide plans, specifications, surveying, inspection and processing for various projects including streets, drainage utilities and parks for the City of Alexandria; meet with LDOTD and FHWA officials to discuss funding of Urban System Projects meeting LDOTD and FHWA requirements, coordinating plans between the consultants and LDOTD and FHWA officials; Secure Wet Lands.

FUNCTION DESCRIPTION

The Engineering Department handles numerous citizen complaints and questions, daily coordinates various construction activities. Our engineering technicians update the City limits and Zoning maps on an on going basis and update various other maps and records. They also draw plans for various projects, provide assistance for citizens on various matters, provide charts, graphs and maps for administration and council (as required), index and file maps and drawings, update drainage, street numbers and subdivisions maps. The survey crew provides services from construction layout to staking and/or locating right-of-ways and easements, as well as maintaining all city benchmarks. They also secure data for the preparation of Right-of-Way Maps by the Drafting Department for Urban System Projects. The construction inspector maintains constant check on consulting engineers' projects and in house designed projects. The Secretary keeps up with the enormous amount of correspondence, reports, filing and phone calls that flow this office on a daily basis. The engineers must see that the previously mentioned work is assigned and completed, as well as design and supervise city projects; handle citizens' complaints and questions; and assist the administration and council on other matters as required.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|----------------------------------|---------------------|---------------------|---------------------|
| Typewritten correspondence | 900 | 1,000 | 1,000 |
| Meetings (in hours) | 700 | 750 | 750 |
| Telephone calls | 10,000 | 10,000 | 10,000 |
| Construction-in-house | 40 | 35 | 40 |
| Consultant design w/ City Review | 60 | 65 | 50 |
| Citizens Complaints by phone | 800 | 1,000 | 1,000 |
| Citizens Complaints in field | 200 | 200 | 200 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Engineering | ORGANIZATION: | 042300 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 542,347 | 564,260 | 569,985 | 568,985 | 587,023 | 587,023 | 2.99% |
| Fringe Benefits | 208,334 | 226,413 | 206,580 | 226,580 | 234,288 | 234,288 | 13.41% |
| Operating/Contractual | 52,958 | 46,650 | 66,000 | 64,000 | 62,000 | 62,000 | -6.06% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 13,914 | 18,204 | 9,993 | 9,993 | 7,280 | 7,280 | 0.00% |
| Total Appropriations | 817,553 | 855,527 | 852,558 | 869,558 | 890,591 | 890,591 | 4.46% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490107 | Salary - Asst City Engineer | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490110 | Salary - City Engineer | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490162 | Salary - Lead Engineering Technician | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490236 | Salary - Land Surveyor | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490313 | Salary - Survey Technician | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490341 | Salary - Engineering Technician III | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490342 | Salary - Construction Inspector | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490343 | Salary - Survey Party Chief | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490346 | Salary - Survey Instrument Operator | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490614 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 12 | 12 | 12 | 12 | 12 | 12 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Engineering | ORGANIZATION: | 042300 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 91 | 0 | 2,000 | 1,000 | 2,000 | 2,000 | 2,000 |
| 490107 | Salary - Assistant City Engineer | 140,385 | 144,596 | 146,924 | 146,924 | 146,924 | 151,331 | 151,331 |
| 490110 | Salary - City Engineer | 83,245 | 85,742 | 87,122 | 87,122 | 87,122 | 89,736 | 89,736 |
| 490162 | Salary - Lead Engineering Technician | 39,906 | 41,103 | 41,764 | 41,764 | 41,764 | 43,017 | 43,017 |
| 490236 | Salary - Land Surveyor | 49,850 | 51,345 | 52,173 | 52,173 | 52,173 | 53,738 | 53,738 |
| 490313 | Salary - Survey Technician | 26,481 | 27,275 | 27,714 | 27,714 | 27,714 | 28,545 | 28,545 |
| 490341 | Salary - Engineering Technician III | 34,501 | 35,535 | 36,108 | 36,108 | 36,108 | 37,191 | 37,191 |
| 490342 | Salary - Construction Inspector | 42,086 | 43,349 | 44,047 | 44,047 | 44,047 | 45,368 | 45,368 |
| 490343 | Salary - Survey Party Chief | 39,598 | 40,786 | 41,442 | 41,442 | 41,442 | 42,685 | 42,685 |
| 490346 | Salary - Survey Instrument Operator | 30,540 | 31,456 | 31,963 | 31,963 | 31,963 | 32,922 | 32,922 |
| 490614 | Salary - Administrative Assistant | 34,839 | 35,884 | 36,461 | 36,461 | 36,461 | 37,555 | 37,555 |
| 490619 | Salary - Office Assistant | 3,512 | 0 | 0 | 0 | 0 | 0 | 0 |
| 490626 | Salary - Clerical Specialist | 17,313 | 27,189 | 22,267 | 22,267 | 22,267 | 22,935 | 22,935 |
| | Total Salaries | 542,347 | 564,260 | 569,985 | 568,985 | 569,985 | 587,023 | 587,023 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 147,122 | 161,176 | 140,787 | 140,787 | 131,665 | 135,602 | 135,602 |
| 510202 | Fringe - Hospital | 53,517 | 57,637 | 57,637 | 77,637 | 90,302 | 90,302 | 90,302 |
| 510206 | Fringe - Medicare Insurance Tax | 7,448 | 7,347 | 7,665 | 7,665 | 7,665 | 7,893 | 7,893 |
| 510207 | Fringe - Life Insurance | 247 | 253 | 491 | 491 | 491 | 491 | 491 |
| | Total Fringe | 208,334 | 226,413 | 206,580 | 226,580 | 230,123 | 234,288 | 234,288 |
| | Operating & Contractual | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520400 | Office | 8,217 | 9,368 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 520519 | Operating - Drafting & Survey | 7,407 | 2,172 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 531101 | Fees - Recording | 2,742 | 1,325 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531110 | Professional Fees & Services | 0 | 0 | 2,000 | 2,000 | 2,000 | 0 | 0 |
| 531215 | Fees, Licenses, & Permits | 700 | 700 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531301 | Vehicle Costs - Gas & Oil | 7,152 | 9,087 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 531304 | Vehicle Costs - R & M | 1,134 | 1,330 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531410 | Telephone | 4,073 | 3,989 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531500 | Printing | 85 | 143 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531802 | Rent - Copy Machine | 15,926 | 12,306 | 18,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| 543002 | Dues & Subscriptions | 926 | 1,556 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 543003 | Travel & Training | 3,340 | 4,541 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 605106 | Maintenance Equipment | 1,256 | 133 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| | Total Operating & Contractual | 52,958 | 46,650 | 66,000 | 64,000 | 64,000 | 62,000 | 62,000 |
| | Capital Outlay: | | | | | | | |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 4,582 | 9,993 | 9,993 | 2,230 | 2,230 | 2,230 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 13,914 | 13,622 | 0 | 0 | 5,050 | 5,050 | 5,050 |
| | Total Capital Outlay | 13,914 | 18,204 | 9,993 | 9,993 | 7,280 | 7,280 | 7,280 |
| | TOTAL DEPARTMENT | 817,553 | 855,527 | 852,558 | 869,558 | 871,388 | 890,591 | 890,591 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Urban Forestry | ORGANIZATION: | 042400 |

GOAL MISSION STATEMENT

The primary goals of this department are: To develop and implement the Urban Forest Management Program for the City; Provide oversight on all capital projects regarding all horticultural and landscape architectural matters; and Review commercial projects to ensure compliance with applicable city ordinances; manage park, green space, and community center landscape maintenance contracts.

FUNCTION DESCRIPTION

Receives and responds to an average of (30) tree work service requests per month. Fifty percent of these requests involve trees located on private property that have low limbs that create various safety problems. In most cases, property owners are notified of the problem and required corrective actions. In case of immediate public safety or if property owners refuse to take corrective actions, the City may have the work done on their behalf. Trees located in the rights of way or other City property are inspected and either trimmed or removed depending upon the nature of the problem. All tree work is done by private contractors. The department also assists residents by providing hazard tree assessments. Provides support services to Electric Distribution's Utility Line Vegetation Management Program in determining if their contractor is following appropriate national standards and Provides assistance explaining pruning methods to residents. Conducts annual Arbor Day Program(s) with local elementary schools. Applies for and manages annual Urban and Community Forestry Grant Projects from the LDAF. Prepares annual Tree City USA Certification applications. Develops and disseminates pertinent educational material.

The Department participates in all capital and in-house projects that have a landscape or arboriculture component as part of their scope. Coordinates capital project landscape design performed by consultants. Provides design plans, specifications, and construction administration services for smaller landscape projects that do not require a consultant. Interacts with numerous consultant and City divisions and departments regarding horticultural and arboricultural matters that arise during the design, construction, and maintenance of City infrastructure.

The Department reviews all commercial building permit application for compliance with the Landscape and Tree Ordinance requirements.

The Department prepares specifications and bid documents and manages maintenance contracts for various city parks, green-spaces, and community centers. Provides horticultural consultation for sites maintained by other City departments.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|--|---------------------|---------------------|---------------------|
| Requests for Assistance | 500 | 700 | 750 |
| Trees Trimmed | 500 | 700 | 800 |
| Trees Removed | 150 | 350 | 250 |
| Trees Planted | 0 | 25 | 50 |
| Oversight on Capital Projects | 5 | 5 | 5 |
| Landscape Ordinance Compliance Reviews | 60 | 50 | 75 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Urban Forestry | ORGANIZATION: | 042400 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 46,305 | 47,694 | 48,461 | 48,461 | 49,915 | 49,915 | 3.00% |
| Fringe Benefits | 17,592 | 18,639 | 17,022 | 19,022 | 19,315 | 19,315 | 13.47% |
| Operating/Contractual | 323,045 | 331,585 | 328,000 | 367,000 | 323,000 | 323,000 | -1.52% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 556 | 1,300 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 387,498 | 399,218 | 393,483 | 434,483 | 392,230 | 392,230 | -0.32% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|------------------------------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490106 | Salary - Landscape Architect | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Urban Forestry | ORGANIZATION: | 042400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 490106 | Salary - Landscape Architect | 46,305 | 47,694 | 48,461 | 48,461 | 48,461 | 49,915 | 49,915 |
| | Total Salaries | 46,305 | 47,694 | 48,461 | 48,461 | 48,461 | 49,915 | 49,915 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 12,561 | 13,622 | 11,970 | 11,970 | 11,194 | 11,530 | 11,530 |
| 510202 | Fringe - Hospital | 4,323 | 4,325 | 4,307 | 6,307 | 7,019 | 7,019 | 7,019 |
| 510206 | Fringe - Medicare Insurance Tax | 686 | 670 | 703 | 703 | 703 | 724 | 724 |
| 510207 | Fringe - Life Insurance | 22 | 22 | 42 | 42 | 42 | 42 | 42 |
| | Total Fringe | 17,592 | 18,639 | 17,022 | 19,022 | 18,958 | 19,315 | 19,315 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 190 | 160 | 0 | 0 | 0 | 0 | 0 |
| 520500 | Operating | 2,043 | 1,670 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531115 | Tree Trimming/Removal | 154,120 | 150,492 | 150,000 | 190,000 | 150,000 | 145,000 | 145,000 |
| 531301 | Vehicle Costs - Gas & Oil | 633 | 698 | 3,000 | 2,000 | 3,000 | 3,000 | 3,000 |
| 531304 | Vehicle Costs - R & M | 84 | 692 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531410 | Telephone | 1,163 | 1,188 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543002 | Dues & Subscriptions | 395 | 840 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 2,022 | 1,975 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 605110 | Maintenance Grounds & ROW | 162,395 | 173,870 | 167,000 | 167,000 | 167,000 | 167,000 | 167,000 |
| | Total Operating & Contractual | 323,045 | 331,585 | 328,000 | 367,000 | 328,000 | 323,000 | 323,000 |
| | Capital Outlay: | | | | | | | |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 1,300 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 556 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 556 | 1,300 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 387,498 | 399,218 | 393,483 | 434,483 | 395,419 | 392,230 | 392,230 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Streets and ROW | ORGANIZATION: | 042500 |

GOAL MISSION STATEMENT

To ensure the safety and general welfare of the citizens of Alexandria by maintaining, repairing, and improving city streets, drainage, and right-of-way.

FUNCTION DESCRIPTION

Street Cleaning: Weather permitting, the street sweepers operate daily to insure the city streets are free of dirt, leaves, debris and haul off for disposal. (Includes immediately after parades.)

Street Repair and Construction: The street repair crew maintains the city streets to include surface treatment (chip seal) and overlay. Also corrects street failures including base, panels, sidewalks, handicap ramps, curbs and gutters, construction catch basins, drainage boxes, footings for playground equipment, patches potholes with shoulders.

Groom Mowing: The mowing crew maintains 55 separate locations that include seeding, fertilizing, mowing, grooming, herbicide application, tree trimming, flower beds, and fences.

Grass Cutting: Crews bushhog, flail, and slop mow ditches, canals, streets, city properties, highways, easements, right-of-ways, servitudes, state right of ways, and all properties associated with the City Complex. The cutting season ranges eight to sometimes nine months of the year. During the winter months this crew vacuums leaves and debris from ditches, and culvert ends cleans drains to haul them for disposal.

Drainage: The city's canals, open ditches, and right-of-ways are sprayed for weed control three times a year and kept clean and cleared of blockage. The underground drains and culverts and flushed and catch basins suctioned out as needed and kept clean (maintaining records of herbicide application as required by law).

Emergency Crew: Other than their normally assigned responsibilities, this crew responds during emergency situations such as flooding to pump water, sandbag and distribution. Also responds during windstorms to removed downed trees and limbs, open drainage ways and assist Light Distribution Department. This crew also assists with hazardous chemical clean-up and automobile wreckage debris in streets as directed by the Fire Department.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------------------------------|---------------------|---------------------|---------------------|
| Miles of streets swept | 700 | 1,608 | 2,008 |
| Miles of canals/ditches cleaned | 125 | 3,120 | 3,220 |
| Miles of canals/ditches sprayed | 0 | 2,560 | 2,660 |
| Miles of underground pipes flushed | 0 | 410 | 460 |
| Incoming Calls | 350 | 5,000 | 5,200 |
| Miles of street repair for potholes | 0 | 200 | 300 |
| No of hours Larviciding & Spraying | 0 | 1,568 | 1,768 |
| Annual tons of landfill operation | 1,000 | 2,500 | 2,700 |
| No. of complaints received | 0 | 689 | 800 |
| Orders & complaints completed | 400 | 585 | 700 |
| Emergency Call-Out | 0 | 66 | 91 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Streets & ROW | ORGANIZATION: | 042500 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 1,121,002 | 1,128,093 | 1,152,477 | 1,150,477 | 1,160,099 | 1,160,099 | 0.66% |
| Fringe Benefits | 468,055 | 524,748 | 497,647 | 549,647 | 555,158 | 555,158 | 11.56% |
| Operating/Contractual | 1,252,793 | 1,136,642 | 1,122,000 | 1,230,000 | 1,142,000 | 1,142,000 | 1.78% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 439,540 | 237,094 | 1,332,570 | 1,332,570 | 1,278,230 | 1,278,230 | 0.00% |
| Total Appropriations | 3,281,390 | 3,026,577 | 4,104,694 | 4,262,694 | 4,135,487 | 4,135,487 | 0.75% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|---------------------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490125 | Salary - Superintendent | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490145 | Salary - Supervisor Street Maint | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490146 | Salary - Crew Leader Street Maint | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490147 | Salary - Maintenance Worker Senior | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490624 | Salary - Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490738 | Salary - Equipment Operator III | 4 | 4 | 4 | 4 | 4 | 4 | 0.00% |
| 490746 | Salary - Equipment Operator II | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| 490751 | Salary - Fleet Maintenance Technician | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490819 | Salary - Equipment Operator I | 4 | 4 | 4 | 4 | 4 | 4 | 0.00% |
| 490820 | Salary - Maintenance Worker | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490919 | Salary - Supervisor Streets | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 31 | 31 | 31 | 31 | 31 | 31 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Streets & ROW | ORGANIZATION: | 042500 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 363,266 | 307,985 | 240,000 | 310,000 | 240,000 | 240,000 | 240,000 |
| 490125 | Salary - Superintendent | 63,074 | 67,356 | 66,011 | 48,011 | 59,955 | 61,754 | 61,754 |
| 490145 | Salary - Supervisor Street Maint | 70,808 | 77,834 | 79,086 | 74,086 | 76,712 | 79,014 | 79,014 |
| 490146 | Salary - Crew Leader Street Maint | 86,530 | 89,275 | 94,967 | 94,967 | 94,967 | 97,816 | 97,816 |
| 490147 | Salary - Maintenance Worker Senior | 49,977 | 53,603 | 71,934 | 71,934 | 70,801 | 72,925 | 72,925 |
| 490618 | Salary - Administrative Secretary | 28,350 | 28,655 | 29,671 | 29,671 | 29,671 | 30,561 | 30,561 |
| 490624 | Salary - Inventory Coordinator | 30,117 | 31,020 | 31,519 | 31,519 | 31,519 | 32,465 | 32,465 |
| 490738 | Salary - Equipment Operator III | 92,959 | 102,585 | 113,539 | 107,539 | 111,431 | 114,774 | 114,774 |
| 490746 | Salary - Equipment Operator II | 165,065 | 172,450 | 190,828 | 163,828 | 187,561 | 193,190 | 193,190 |
| 490751 | Salary - Fleet Maintenance Technician | 36,975 | 38,084 | 38,697 | 38,697 | 38,697 | 39,858 | 39,858 |
| 490819 | Salary - Equipment Operator I | 49,077 | 63,858 | 94,000 | 81,000 | 91,191 | 93,927 | 93,927 |
| 490820 | Salary - Maintenance Worker | 53,205 | 57,295 | 63,520 | 60,520 | 62,086 | 63,949 | 63,949 |
| 490919 | Salary - Supervisor Streets | 31,599 | 38,093 | 38,705 | 38,705 | 38,705 | 39,866 | 39,866 |
| | Total Salaries | 1,121,002 | 1,128,093 | 1,152,477 | 1,150,477 | 1,133,296 | 1,160,099 | 1,160,099 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 304,533 | 318,443 | 284,662 | 284,662 | 261,796 | 267,978 | 267,978 |
| 510202 | Fringe - Hospital | 147,712 | 191,140 | 195,447 | 247,447 | 269,549 | 269,549 | 269,549 |
| 510206 | Fringe - Medicare Insurance Tax | 15,243 | 14,568 | 16,236 | 16,236 | 15,953 | 16,329 | 16,329 |
| 510207 | Fringe - Life Insurance | 567 | 597 | 1,302 | 1,302 | 1,302 | 1,302 | 1,302 |
| | Total Fringe | 468,055 | 524,748 | 497,647 | 549,647 | 548,600 | 555,158 | 555,158 |
| | Operating & Contractual: | | | | | | | |
| 520106 | Contract Labor - Inmates | 130,684 | 134,141 | 133,000 | 133,000 | 133,000 | 133,000 | 133,000 |
| 520204 | Uniforms | 6,873 | 7,577 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 520400 | Office | 158 | 36 | 0 | 0 | 0 | 0 | 0 |
| 520500 | Operating Supplies | 80,842 | 80,008 | 80,000 | 80,000 | 80,000 | 80,000 | 80,000 |
| 520503 | Operating Chemicals | 18,784 | 18,215 | 20,000 | 25,000 | 20,000 | 20,000 | 20,000 |
| 520506 | Operating Concrete & Asphalt | 93,975 | 128,726 | 81,000 | 111,000 | 111,000 | 101,000 | 101,000 |
| 520507 | Operating - Sand & Gravel | 6,593 | 922 | 7,000 | 7,000 | 7,000 | 7,000 | 7,000 |
| 520514 | Small Tools | 1,437 | 2,841 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531301 | Vehicle Costs - Gas & Oil | 229,115 | 185,328 | 200,000 | 185,000 | 200,000 | 175,000 | 175,000 |
| 531304 | Vehicle Costs - R & M | 651,088 | 525,877 | 550,000 | 635,000 | 635,000 | 575,000 | 575,000 |
| 531410 | Telephone | 6,480 | 5,427 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 531500 | Printing | 16 | 246 | 0 | 0 | 0 | 0 | 0 |
| 531800 | Rent | 10,832 | 17,397 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| 543003 | Travel & Training | 4,297 | 15,146 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 605106 | Maintenance Equipment | 11,619 | 14,755 | 13,000 | 16,000 | 13,000 | 13,000 | 13,000 |
| | Total Operating & Contractual | 1,252,793 | 1,136,642 | 1,122,000 | 1,230,000 | 1,237,000 | 1,142,000 | 1,142,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 19,379 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 82,075 | 84,813 | 302,500 | 302,500 | 940,600 | 880,200 | 880,200 |
| 707600 | Machinery & Equipment | 338,086 | 152,281 | 1,030,070 | 1,030,070 | 1,395,930 | 387,930 | 387,930 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 10,100 | 10,100 | 10,100 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 439,540 | 237,094 | 1,332,570 | 1,332,570 | 2,346,630 | 1,278,230 | 1,278,230 |
| | TOTAL DEPARTMENT | 3,281,390 | 3,026,577 | 4,104,694 | 4,262,694 | 5,265,526 | 4,135,487 | 4,135,487 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Traffic | ORGANIZATION: | 042800 |

GOAL MISSION STATEMENT

To provide for the safe transportation of vehicles on City Streets and reduce the liability through detouring and road closures for all city departments.

FUNCTION DESCRIPTION

The Traffic Department is responsible for maintain, replacing and adding all traffic signs in the city as well as barricading around street repair projects. In addition, this department is responsible for trimming trees, all traffic counts, all street striping, and providing studies for speed humps. This department also conducts all detours in the City. All name tags for the fire and police departments, striping and lettering all police cars, bikes, helmets, DATE cars, and buses, and maintaining all traffic signals caution light within the city limits. In addition, this department also installs speed humps for the City, conducts all warrant for speed humps, conducts all speed studies, traffic lights warrant. Report road closures for all traffic control on special events; city functions, parades. Inspect all traffic control devices, for contractors for the city of Alexandria. Maintain traffic records and meet with individual law firms to determine the liability to the City of Alexandria. Represent the City of Alexandria in court cases to reduce the liability to the City of Alexandria. Responsible for designing, making and hanging of Banners.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|----------------------------------|---------------------|---------------------|---------------------|
| Replace Damage Signs | 2,100 | 2,100 | 2,500 |
| Paint Cross Walks and Stop Lines | 500 | 500 | 900 |
| Streets Striped | 400 | 500 | 900 |
| Signs Made | 13,000 | 14,000 | 16,000 |
| Banners Made | 0 | 300 | 500 |
| Banners Hung | 2,200 | 2,200 | 2,200 |
| Street Closures and Detours | 160 | 170 | 500 |
| Traffic Counts | 1,100 | 1,100 | 1,300 |
| Speed Humps Installed | 200 | 200 | 0 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Traffic | ORGANIZATION: | 042800 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 284,398 | 297,245 | 281,122 | 285,122 | 291,787 | 291,787 | 3.79% |
| Fringe Benefits | 137,083 | 131,178 | 122,324 | 136,324 | 152,241 | 152,241 | 24.46% |
| Operating/Contractual | 101,754 | 99,871 | 97,000 | 100,000 | 97,000 | 97,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 60,917 | 41,889 | 64,750 | 64,750 | 42,420 | 42,420 | 0.00% |
| Total Appropriations | 584,152 | 570,183 | 565,196 | 586,196 | 583,448 | 583,448 | 3.23% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|---|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490310 | Salary - Traffic Signal Technician | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490736 | Salary - Superintendent Traffic Signals | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490741 | Salary - Sign Artist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490821 | Salary - Sign & Marking Specialist | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| | Total Positions | 8 | 8 | 8 | 8 | 8 | 8 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Traffic | ORGANIZATION: | 042800 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 18,820 | 14,953 | 11,000 | 15,000 | 11,000 | 11,000 | 11,000 |
| 490310 | Salary - Traffic Signal Technician | 73,024 | 72,113 | 76,423 | 76,423 | 78,911 | 81,278 | 81,278 |
| 490618 | Salary - Administrative Secretary | 26,692 | 27,493 | 27,935 | 27,935 | 27,935 | 28,773 | 28,773 |
| 490736 | Salary - Superintendent Traffic Signals | 50,147 | 51,651 | 52,483 | 52,483 | 52,483 | 54,057 | 54,057 |
| 490741 | Salary - Sign Artist | 36,141 | 49,074 | 30,001 | 30,001 | 30,001 | 30,901 | 30,901 |
| 490821 | Salary - Sign & Marking Specialist | 79,574 | 81,961 | 83,280 | 83,280 | 83,280 | 85,778 | 85,778 |
| | Total Salaries | 284,398 | 297,245 | 281,122 | 285,122 | 283,610 | 291,787 | 291,787 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 77,134 | 75,549 | 69,437 | 69,437 | 65,514 | 67,404 | 67,404 |
| 510202 | Fringe - Hospital | 56,705 | 52,249 | 48,894 | 62,894 | 80,701 | 80,701 | 80,701 |
| 510206 | Fringe - Medicare Insurance Tax | 3,071 | 3,218 | 3,657 | 3,657 | 3,694 | 3,800 | 3,800 |
| 510207 | Fringe - Life Insurance | 173 | 162 | 336 | 336 | 336 | 336 | 336 |
| | Total Fringe | 137,083 | 131,178 | 122,324 | 136,324 | 150,245 | 152,241 | 152,241 |
| | Operating & Contractual: | | | | | | | |
| 520500 | Operating Supplies | 20,615 | 21,208 | 23,000 | 23,000 | 23,000 | 23,000 | 23,000 |
| 520509 | Operating - Signs | 13,379 | 24,755 | 19,000 | 19,000 | 19,000 | 19,000 | 19,000 |
| 520510 | Operating - Paint | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 520514 | Small Tools | 2,324 | 0 | 0 | 0 | 0 | 0 | 0 |
| 531117 | Street Striping | 15,230 | 6,470 | 12,000 | 11,000 | 12,000 | 12,000 | 12,000 |
| 531301 | Vehicle Costs - Gas & Oil | 20,976 | 17,191 | 19,000 | 17,000 | 19,000 | 17,000 | 17,000 |
| 531304 | Vehicle Costs - R & M | 17,718 | 13,393 | 11,000 | 13,000 | 13,000 | 13,000 | 13,000 |
| 531410 | Telephone | 3,069 | 2,912 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531500 | Printing | 3 | 173 | 0 | 0 | 0 | 0 | 0 |
| 543003 | Travel & Training | 340 | 2,446 | 0 | 4,000 | 0 | 0 | 0 |
| 605106 | Maintenance Equipment | 100 | 3,323 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Total Operating & Contractual | 101,754 | 99,871 | 97,000 | 100,000 | 99,000 | 97,000 | 97,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 36,233 | 29,335 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 24,684 | 12,554 | 64,750 | 64,750 | 42,420 | 42,420 | 42,420 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 60,917 | 41,889 | 64,750 | 64,750 | 42,420 | 42,420 | 42,420 |
| | TOTAL DEPARTMENT | 584,152 | 570,183 | 565,196 | 586,196 | 575,275 | 583,448 | 583,448 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Building Services | ORGANIZATION: | 043400 |

GOAL MISSION STATEMENT

What: To provide healthy, safe, clean, and usable buildings and facilities.
 For Who: The citizens, clients, and employees of the City of Alexandria.
 When and How: Our department strives to maintain, repair, renovate, clean and provide facility management and staffing in a timely and efficient manner.

FUNCTION DESCRIPTION

Contract and Capital Project Management: Initial oversight of maintenance and capital renovation projects, including construction supervision of Capital Projects designated to this department.
 Air conditioning, Heating, and Ventilation: Extensive preventive, predictive and corrective maintenance are performed and contracted on HVAC systems including filter service, lubrication, adjustments, repairs and replacements. Other miscellaneous work is performed.
 Plumbing: Performs and contracts plumbing repairs and improvements, including but not limited to water, gas, and wastewater concerns. Other miscellaneous work is performed.
 Industrial and Commercial Equipment Maintenance: Extensive preventive, predictive, and corrective maintenance performed and contracted. Typical to this area are automated gates, turnstiles, truck and bus washes, ice machines, generators, refrigerators, stoves, ovens, and microwaves. Other miscellaneous work is performed.
 Carpentry: The Carpentry Shop makes and contracts repairs to building and facilities, as well as undertakes small scale renovations of existing facilities. Work tables, bookshelves, stages and other "wood" oriented items are often integral parts of these projects. Fabrication of wood based signs and barricades as well as limited locksmith services are also provided. This crew also works with and assists painters in a term effort to enhance efficiency of staffing. Other miscellaneous work is performed.
 Facility Rental: Daily setup and cleaning of publicly utilized or rented program space are provided. Booking, contracting and collection of fees related to rented or reserved spaces or other resources, like tables and chairs. Working with the public in relation to their needs of the publicly utilized resources. Other miscellaneous work performed.
 Special Events: Provision of support services events, community functions, governmental meetings and Cultural events and events sponsored by other departments such as the Zoo, Recreation, and Community Service Division.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Building Services | ORGANIZATION: | 043400 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 839,944 | 813,600 | 872,760 | 842,760 | 950,315 | 950,315 | 8.89% |
| Fringe Benefits | 401,295 | 399,606 | 390,401 | 431,401 | 487,388 | 487,388 | 24.84% |
| Operating/Contractual | 1,226,808 | 1,419,752 | 1,216,000 | 1,307,000 | 1,272,000 | 1,272,000 | 4.61% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 40,587 | 126,726 | 422,827 | 422,827 | 212,503 | 212,503 | 0.00% |
| Total Appropriations | 2,508,634 | 2,759,684 | 2,901,988 | 3,003,988 | 2,922,206 | 2,922,206 | 0.70% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-------------------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490141 | Salary - Crew Leader | 0 | 0 | 0 | 0 | 1 | 1 | 0.00% |
| 490149 | Salary - Custodial Worker | 5 | 5 | 5 | 5 | 6 | 6 | 20.00% |
| 490150 | Salary - Supervisor Custodial | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490153 | Salary - Supervisor Building Maint | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490234 | Salary - Superintendent-Bldg Maint | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490503 | Salary - Community Center Attendant | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490711 | Salary - Electrician | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490742 | Salary - Painter | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490748 | Salary - Carpenter | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490822 | Salary - Trades Worker | 1 | 1 | 1 | 1 | 0 | 0 | -100.00% |
| 490823 | Salary - Lead Custodial Worker | 2 | 2 | 2 | 2 | 3 | 3 | 50.00% |
| 490830 | Salary - Building Maintenance Spec | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490859 | Salary - Mechanical Systems Tech | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| | Total Positions | 27 | 27 | 27 | 27 | 29 | 29 | 7.41% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Building Services | ORGANIZATION: | 043400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 50,367 | 55,855 | 36,000 | 50,000 | 36,000 | 36,000 | 36,000 |
| 490149 | Salary - Custodial Worker | 94,299 | 83,379 | 98,974 | 88,974 | 98,610 | 120,316 | 120,316 |
| 490150 | Salary - Supervisor Custodial | 30,706 | 31,627 | 32,136 | 32,136 | 32,136 | 33,100 | 33,100 |
| 490153 | Salary - Supervisor Building Maint | 82,989 | 85,479 | 86,854 | 86,854 | 86,854 | 89,460 | 89,460 |
| 490234 | Salary - Superintendent-Bldg Maint | 57,369 | 59,090 | 60,040 | 60,040 | 60,040 | 61,841 | 61,841 |
| 490141 | Salary - Crew Leader | 0 | 0 | 0 | 0 | 0 | 40,852 | 40,852 |
| 490503 | Salary - Community Center Attendant | 34,293 | 35,339 | 35,975 | 35,975 | 35,975 | 37,054 | 37,054 |
| 490618 | Salary - Administrative Secretary | 24,812 | 25,556 | 25,968 | 25,968 | 25,968 | 26,747 | 26,747 |
| 490626 | Salary - Clerical Specialist | 26,065 | 26,847 | 27,279 | 27,279 | 27,279 | 28,097 | 28,097 |
| 490711 | Salary - Electrician | 36,171 | 26,693 | 37,856 | 16,856 | 37,440 | 38,563 | 38,563 |
| 490742 | Salary - Painter | 85,923 | 88,500 | 89,923 | 89,923 | 89,923 | 92,621 | 92,621 |
| 490748 | Salary - Carpenter | 79,367 | 85,072 | 86,441 | 86,441 | 86,441 | 89,034 | 89,034 |
| 490822 | Salary - Trades Worker | 34,451 | 35,485 | 36,056 | 36,056 | 36,056 | 0 | 0 |
| 490823 | Salary - Lead Custodial Worker | 45,264 | 47,862 | 48,812 | 48,812 | 48,812 | 76,347 | 76,347 |
| 490830 | Salary - Building Maintenance Spec | 57,829 | 49,009 | 59,065 | 59,065 | 59,065 | 60,837 | 60,837 |
| 490859 | Salary - Mechanical Systems Tech | 100,039 | 77,807 | 111,381 | 98,381 | 115,967 | 119,446 | 119,446 |
| | Total Salaries | 839,944 | 813,600 | 872,760 | 842,760 | 876,566 | 950,315 | 950,315 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 227,842 | 232,271 | 215,573 | 212,573 | 202,487 | 219,522 | 219,522 |
| 510202 | Fringe - Hospital | 161,157 | 156,249 | 161,556 | 205,556 | 225,962 | 253,408 | 253,408 |
| 510206 | Fringe - Medicare Insurance Tax | 11,715 | 10,551 | 12,138 | 12,138 | 12,192 | 13,240 | 13,240 |
| 510207 | Fringe - Life Insurance | 581 | 535 | 1,134 | 1,134 | 1,134 | 1,218 | 1,218 |
| | Total Fringe | 401,295 | 399,606 | 390,401 | 431,401 | 441,775 | 487,388 | 487,388 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 25,751 | 90,075 | 40,000 | 75,000 | 40,000 | 40,000 | 40,000 |
| 520106 | Contract Labor-Inmates | 65,342 | 67,071 | 66,000 | 66,000 | 66,000 | 66,000 | 66,000 |
| 520204 | Uniforms | 6,608 | 6,737 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 520400 | Office | 1,701 | 1,487 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 520500 | Operating Supplies | 38,287 | 35,468 | 39,000 | 39,000 | 39,000 | 39,000 | 39,000 |
| 520501 | Operating - Janitorial | 35,744 | 31,319 | 32,000 | 32,000 | 32,000 | 32,000 | 32,000 |
| 520510 | Operating - Paint | 6,501 | 8,616 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 520514 | Small Tools | 4,166 | 5,089 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 520520 | Operating - Locks/Keys | 3,100 | 4,776 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531110 | Professional Fees & Services | 728 | 4,991 | 5,000 | 5,000 | 5,000 | 0 | 0 |
| 531301 | Vehicle Costs - Gas & Oil | 41,702 | 34,448 | 42,000 | 35,000 | 42,000 | 40,000 | 40,000 |
| 531304 | Vehicle Costs - R & M | 27,987 | 27,003 | 25,000 | 28,000 | 28,000 | 28,000 | 28,000 |
| 531410 | Telephone | 11,316 | 12,195 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| 531500 | Printing | 86 | 946 | 0 | 0 | 0 | 0 | 0 |
| 531701 | Utilities | 537,149 | 632,631 | 550,000 | 540,000 | 550,000 | 540,000 | 540,000 |
| 543003 | Travel & Training | 2,980 | 2,737 | 0 | 0 | 0 | 0 | 0 |
| 605101 | Maintenance Bldg & Facilities | 384,269 | 424,312 | 350,000 | 420,000 | 420,000 | 420,000 | 420,000 |
| 605106 | Maintenance Equipment | 7,845 | 5,403 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 605110 | Maintenance Grounds & ROW | 25,546 | 24,448 | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| | Total Operating & Contractual | 1,226,808 | 1,419,752 | 1,216,000 | 1,307,000 | 1,289,000 | 1,272,000 | 1,272,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Building Services | ORGANIZATION: | 043400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|-----------------------------|------------|------------|----------------|--------------|--------------|----------------|-----------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 15,697 | 0 | 57,000 | 57,000 | 0 | 0 | 0 |
| 707500 | Vehicles | 0 | 93,332 | 155,199 | 155,199 | 63,570 | 63,570 | 63,570 |
| 707600 | Machinery & Equipment | 12,383 | 12,182 | 210,628 | 210,628 | 92,728 | 92,728 | 92,728 |
| 707700 | Office Furniture & Fixtures | 12,507 | 21,212 | 0 | 0 | 56,205 | 56,205 | 56,205 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 40,587 | 126,726 | 422,827 | 422,827 | 212,503 | 212,503 | 212,503 |
| | TOTAL DEPARTMENT | 2,508,634 | 2,759,684 | 2,901,988 | 3,003,988 | 2,819,844 | 2,922,206 | 2,922,206 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Broadway Resource Ctr | ORGANIZATION: | 043500 |

GOAL MISSION STATEMENT

What: To provide healthy, safe, clean, and usable building and facilities.

For Who: The Citizens, clients, and employees of the City of Alexandria.

When and How: Our Department strives to maintain, repair, renovate, clean and provide management and staffing in a timely and efficient manner. We do this in order to facilitate private parties and community meetings and to house agencies in Cooperative Endeavors with the City.

FUNCTION DESCRIPTION

Facility Rental: Daily setup and cleaning of publicly utilized or rented program space are provided. Booking, contracting, ad collection of fees related to rented and reserved spaces or other resources, like tables and chairs. Working with the public in relation to their needs of publicly utilized resources. Other miscellaneous work performed.

Special Events: Provision of support services events, community functions, government meetings and cultural events and event sponsored by other departments such as the Zoo, Recreation and Community Service Division. These services sometimes include planning, scheduling, and implementation of functions. Sound reinforcement, lighting, staging and production are typical activities for this category.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Broadway Resource Center | ORGANIZATION: | 043500 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|---------------|---------------|----------------|---------------|---------------|----------------|---------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 27,221 | 41,772 | 36,000 | 44,000 | 44,000 | 44,000 | 44,000 |
| 520501 | Operating - Janitorial | 2,489 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531410 | Telephone | 646 | 847 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531701 | Utilities | 6,863 | 7,693 | 10,000 | 10,000 | 10,000 | 7,000 | 7,000 |
| | Total Operating & Contractual | 37,219 | 50,312 | 49,000 | 57,000 | 57,000 | 54,000 | 54,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 37,219 | 50,312 | 49,000 | 57,000 | 57,000 | 54,000 | 54,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------------|----------------------|--------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Martin Community Ctr | ORGANIZATION: | 043600 |

GOAL MISSION STATEMENT

What: To provide healthy, safe, clean, and usable building and facilities.

For Who: The Citizens, clients, and employees of the City of Alexandria.

When and How: Our Department strives to maintain, repair, renovate, clean and provide management and staffing in a timely and efficient manner. We do this in order to facilitate private parties and community meetings and to house agencies in Cooperative Endeavors with the City.

FUNCTION DESCRIPTION

Facility Rental: Daily setup and cleaning of publicly utilized or rented program space are provided. Booking, contracting, ad collection of fees related to rented and reserved spaces or other resources, like tables and chairs. Working with the public in relation to their needs of publicly utilized resources. Other miscellaneous work performed.

Special Events: Provision of support services events, community functions, government meetings and cultural events and event sponsored by other departments such as the Zoo, Recreation and Community Service Division. These services sometimes include planning, scheduling, and implementation of functions. Sound reinforcement, lighting, staging and production are typical activites for this category.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Martin Community Center | ORGANIZATION: | 043600 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 25,557 | 35,556 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| 520501 | Operating - Janitorial | 2,491 | 783 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531410 | Telephone | 969 | 1,232 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531701 | Utilities | 16,739 | 16,108 | 18,000 | 18,000 | 18,000 | 16,000 | 16,000 |
| | Total Operating & Contractual | 45,756 | 53,679 | 57,000 | 57,000 | 57,000 | 55,000 | 55,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 45,756 | 53,679 | 57,000 | 57,000 | 57,000 | 55,000 | 55,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Motor Pool | ORGANIZATION: | 043700 |

GOAL MISSION STATEMENT

The mission of the Motor Pool Department is to provide and maintain vehicles and equipment in support of the City of Alexandria's various departments and divisions. Our goal and commitment is to do this in a proficient, professional and courteous manner. Our staff insures that proper maintenance is performed for vehicle and equipment longevity and safety.

FUNCTION DESCRIPTION

The Motor Pool serves as a centralized garage providing mechanical and body repairs, fuel and oil disbursements, and wrecker services to approximately 1,250 (and increasing) city owned vehicles and equipment. Motor Pool provides the lending of pool vehicles for City of Alexandria Departments that require a vehicle for travel to training/seminars attended by City Employees within the State.

The Motor Pool also provides information on all vehicles/equipment owned by the City through daily input of information processed into RTA. This system has the capabilities to generate detailed reports on preventive maintenance/cost/usage/history, which are required by all division/department heads in maintaining records on vehicle maintenance or budget control within their area.

Other services provided by Motor Pool are fabrication, welding, vehicle paint & body work, vehicle repairs, services to all City departments; monitoring/disposal of waste oils, hazardous material, and used tires per the required EPA guidelines for the State of LA.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Fuel Transactions | 35,161 | 40,000 | 41,000 |
| Work Orders | 9,942 | 9,950 | 9,995 |
| Engines Replaced/Overhauled | 7 | 7 | 7 |
| Vehicles Serviced | 2,989 | 3,050 | 3,100 |
| Transmissions Serviced/Replaced | 55 | 57 | 60 |
| Flat Repairs In House/On Road | 790 | 800 | 820 |
| Tire Shop In House Work Orders | 982 | 1,000 | 1,050 |
| Body Shop Repairs | 266 | 270 | 280 |
| Brakes/Clutch Repairs | 333 | 340 | 345 |
| State Inspections on Road Vehicle | 775 | 800 | 825 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Motor Pool | ORGANIZATION: | 043700 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|------------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 717,331 | 697,204 | 759,580 | 753,282 | 815,931 | 815,931 | 7.42% |
| Fringe Benefits | 309,660 | 341,494 | 347,048 | 408,048 | 456,637 | 456,637 | 31.58% |
| Operating/Contractual | 99,030 | 83,650 | 89,000 | 88,000 | 88,000 | 88,000 | -1.12% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 79,056 | 50,042 | 159,036 | 159,036 | 80,460 | 80,460 | 0.00% |
| Total Appropriations | 1,205,077 | 1,172,390 | 1,354,664 | 1,408,366 | 1,441,028 | 1,441,028 | 6.38% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------------|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490118 | Salary - Superintendent Fleet Maint | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490139 | Salary - Supervisor Fleet Maint | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490750 | Salary - Fleet Maintenance Tech Sr | 5 | 5 | 5 | 6 | 11 | 11 | 120.00% |
| 490751 | Salary - Fleet Maintenance Tech | 5 | 5 | 5 | 5 | 0 | 0 | -100.00% |
| 490752 | Salary - Fleet Collision Repair Tech | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490834 | Salary - Fleet Service Technician | 6 | 6 | 6 | 6 | 6 | 6 | 0.00% |
| | Total Positions | 24 | 24 | 24 | 25 | 25 | 25 | 20.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Motor Pool | ORGANIZATION: | 043700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------------------|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| Salaries: | | | | | | | | |
| 450001 | Overtime | 29,179 | 22,653 | 18,000 | 22,000 | 18,000 | 18,000 | 18,000 |
| 490118 | Salary - Superintendent Fleet Maint | 52,426 | 53,999 | 54,868 | 54,868 | 54,868 | 56,514 | 56,514 |
| 490139 | Salary - Supervisor Fleet Maintenance | 109,189 | 105,378 | 107,942 | 107,942 | 107,307 | 110,526 | 110,526 |
| 490618 | Salary - Administrative Secretary | 32,560 | 33,536 | 34,076 | 34,076 | 34,076 | 35,098 | 35,098 |
| 490626 | Salary - Clerical Specialist | 21,276 | 21,914 | 22,267 | 22,267 | 22,267 | 22,935 | 22,935 |
| 490750 | Salary - Fleet Maintenance Tech Senior | 180,286 | 164,588 | 169,219 | 191,921 | 199,644 | 357,336 | 357,336 |
| 490751 | Salary - Fleet Maintenance Tech | 103,921 | 113,461 | 141,085 | 125,085 | 138,859 | 0 | 0 |
| 490752 | Salary - Fleet Collision Repair Tech | 58,095 | 60,706 | 61,684 | 61,684 | 61,684 | 63,534 | 63,534 |
| 490834 | Salary - Fleet Service Technician | 130,399 | 120,969 | 150,439 | 133,439 | 147,562 | 151,988 | 151,988 |
| | Total Salaries | 717,331 | 697,204 | 759,580 | 753,282 | 784,267 | 815,931 | 815,931 |
| Fringe: | | | | | | | | |
| 510201 | Fringe - Pension | 187,319 | 198,816 | 187,615 | 195,615 | 181,166 | 188,480 | 188,480 |
| 510202 | Fringe - Hospital | 112,253 | 132,747 | 147,409 | 198,409 | 255,278 | 255,278 | 255,278 |
| 510206 | Fringe - Medicare Insurance Tax | 9,622 | 9,461 | 11,016 | 13,016 | 11,372 | 11,829 | 11,829 |
| 510207 | Fringe - Life Insurance | 466 | 470 | 1,008 | 1,008 | 1,050 | 1,050 | 1,050 |
| | Total Fringe | 309,660 | 341,494 | 347,048 | 408,048 | 448,866 | 456,637 | 456,637 |
| Operating & Contractual: | | | | | | | | |
| 520204 | Uniforms | 3,674 | 4,046 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 520400 | Office | 1,315 | 13 | 2,000 | 2,000 | 2,000 | 1,000 | 1,000 |
| 520500 | Operating Supplies | 15,733 | 21,478 | 17,000 | 17,000 | 17,000 | 17,000 | 17,000 |
| 520514 | Small Tools | 2,207 | 3,413 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531212 | Disposal | 5,309 | 3,236 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 531301 | Vehicle Costs Gas & Oil | 16,196 | 16,651 | 16,000 | 16,000 | 16,000 | 16,000 | 16,000 |
| 531304 | Vehicle Costs - R & M | 27,138 | 26,159 | 21,000 | 21,000 | 21,000 | 21,000 | 21,000 |
| 531410 | Telephone | 4,339 | 3,953 | 5,000 | 4,000 | 5,000 | 5,000 | 5,000 |
| 543003 | Travel & Training | 7,107 | 2,488 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 605101 | Maintenance Bldg & Facilities | 1,520 | 45 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 605106 | Maintenance Equipment | 14,492 | 2,168 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| | Total Operating & Contractual | 99,030 | 83,650 | 89,000 | 88,000 | 89,000 | 88,000 | 88,000 |
| Capital Outlay: | | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 1,668 | 1,668 | 0 | 0 | 0 |
| 707500 | Vehicles | 31,247 | 0 | 52,540 | 52,540 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 35,725 | 36,884 | 104,828 | 104,828 | 78,535 | 64,015 | 64,015 |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 16,445 | 16,445 | 16,445 |
| 707702 | Computer Software | 12,084 | 13,158 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 79,056 | 50,042 | 159,036 | 159,036 | 94,980 | 80,460 | 80,460 |
| | TOTAL DEPARTMENT | 1,205,077 | 1,172,390 | 1,354,664 | 1,408,366 | 1,417,113 | 1,441,028 | 1,441,028 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------------|----------------------|---------------|
| DIVISION: | Public Works | FUND: | 101 |
| DEPARTMENT: | Animal Shelter | ORGANIZATION: | 045800 |

v

GOAL MISSION STATEMENT

To provide the public with prompt service by responding to their daily complaints on animals that are running at large in the city. To provide for the safety and well being of the citizens of Alexandria by removing animals that might endanger them. To remove dead animals from city roadways and others areas according to health standards. To educate the public relations all national animal concerns sponsored by HSUS. To offer animals for adoption through newspaper coverage and TV programs. To euthanize in a safe humane way unwanted and stray animals. To shelter, feed and euthanize all parish and incorporated area animals. To follow up on all adoptions to make sure all animals are sterilized.

FUNCTION DESCRIPTION

There are currently 2 Impounding Officers and 2 Kennel Techs capturing between 25 to 35 animals a day. These animals are fed and cared for while being offered to the public. The shelter responds to between 45 to 50 calls per day by setting traps and impounding animals running at large. The shelter staff in cooperation with a veterinarian euthanize approximate 100-200 animals per week. The shelter staff responds to between 5-10 calls per day on animal abuse and cruelty cases. The investigating officers have approximate 5-7 ongoing court cases at any one time. The shelter staff makes 2-3 visits per month to schools and civic organizations to talk about responsibility, pet care and safety issues. Our functions and goals and responsibilities are being tripled by new parish and out-laying incorporated areas utilizing our shelter. We also monitor all lost pets in the city and try and find them and/or return to owners.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|---------------------------|---------------------|---------------------|---------------------|
| Telephone Calls | 6,500 | 6,500 | 6,500 |
| Animals Returned to Owner | 272 | 300 | 300 |
| Animals Impounded | 5,467 | 5,000 | 5,000 |
| Animals Adopted | 255 | 320 | 320 |
| Animals Incinerated | 5,942 | 5,300 | 5,300 |
| Citations Issued | 141 | 150 | 150 |
| Animals Euthanized | 4,516 | 4,000 | 4,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Animal Shelter | ORGANIZATION: | 045800 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 232,271 | 235,822 | 289,344 | 249,344 | 294,953 | 294,953 | 1.94% |
| Fringe Benefits | 91,631 | 109,169 | 129,018 | 138,018 | 139,218 | 139,218 | 7.91% |
| Operating/Contractual | 180,179 | 232,799 | 208,000 | 316,000 | 208,000 | 208,000 | 0.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 63,523 | 109,899 | 68,300 | 70,300 | 63,200 | 63,200 | -7.47% |
| Total Appropriations | 567,604 | 687,689 | 694,662 | 773,662 | 705,371 | 705,371 | 1.54% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490141 | Salary - Crew Leader | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490144 | Salary - Kennel Technician | 2 | 2 | 3 | 3 | 3 | 3 | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490855 | Salary - Superintendent Animal Cntrl | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490856 | Salary - Animal Control Officer | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| | Total Positions | 8 | 8 | 9 | 9 | 9 | 9 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------|----------------------|--------|
| DIVISION: | Public Works | FUND #: | 101 |
| DEPARTMENT: | Animal Shelter | ORGANIZATION: | 045800 |

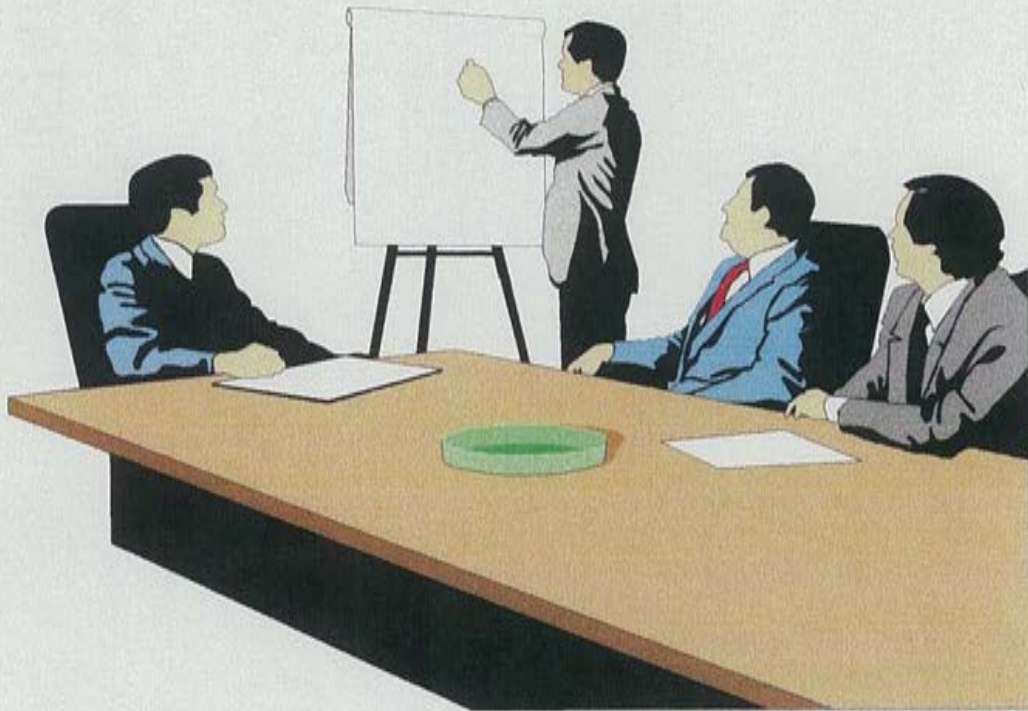
GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 23,712 | 33,998 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 |
| 490141 | Salary - Crew Leader | 28,348 | 29,198 | 29,668 | 29,668 | 29,668 | 30,558 | 30,558 |
| 490144 | Salary - Kennel Technician | 29,069 | 16,173 | 62,086 | 29,086 | 60,661 | 62,482 | 62,482 |
| 490618 | Salary - Administrative Secretary | 24,812 | 25,556 | 25,968 | 18,968 | 25,459 | 26,223 | 26,223 |
| 490626 | Salary - Clerical Specialist | 21,701 | 22,109 | 22,712 | 22,712 | 22,712 | 23,393 | 23,393 |
| 490855 | Salary - Superintendent Animal Cntrl | 52,458 | 54,032 | 54,904 | 54,904 | 54,904 | 56,551 | 56,551 |
| 490856 | Salary - Animal Control Officer | 52,171 | 54,756 | 58,006 | 58,006 | 58,006 | 59,746 | 59,746 |
| | Total Salaries | 232,271 | 235,822 | 289,344 | 249,344 | 287,410 | 294,953 | 294,953 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 63,025 | 67,332 | 71,468 | 66,468 | 66,392 | 68,134 | 68,134 |
| 510202 | Fringe - Hospital | 25,042 | 38,409 | 52,976 | 66,976 | 66,430 | 66,430 | 66,430 |
| 510206 | Fringe - Medicare Insurance Tax | 3,407 | 3,282 | 4,196 | 4,196 | 4,167 | 4,276 | 4,276 |
| 510207 | Fringe - Life Insurance | 157 | 146 | 378 | 378 | 378 | 378 | 378 |
| | Total Fringe | 91,631 | 109,169 | 129,018 | 138,018 | 137,367 | 139,218 | 139,218 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 15,778 | 85,264 | 0 | 100,000 | 0 | 0 | 0 |
| 520204 | Uniforms | 2,261 | 2,266 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 520400 | Office | 983 | 269 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 520500 | Operating Supplies | 28,465 | 28,893 | 27,000 | 35,000 | 30,000 | 30,000 | 30,000 |
| 520502 | Operating Cleaner | 2,434 | 2,533 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 520504 | Operating - Animal Food | 12,925 | 6,033 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 520515 | Operating Medical Supplies | 1,875 | 1,387 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531103 | Professional Fees - Veterinarian | 30,994 | 22,149 | 33,000 | 33,000 | 33,000 | 31,000 | 31,000 |
| 531215 | Fees, Licences, & Permits | 297 | 399 | 0 | 0 | 0 | 0 | 0 |
| 531301 | Vehicle Costs - Gas & Oil | 19,463 | 14,633 | 19,000 | 15,000 | 19,000 | 19,000 | 19,000 |
| 531304 | Vehicle Costs - R & M | 11,325 | 10,059 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 531410 | Telephone | 8,295 | 6,636 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 531500 | Printing | 34 | 397 | 0 | 0 | 0 | 0 | 0 |
| 531701 | Utilities | 26,551 | 25,317 | 26,000 | 21,000 | 26,000 | 22,000 | 22,000 |
| 543003 | Travel & Training | 685 | 687 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 605101 | Maintenance Bldg & Facilities | 11,858 | 20,555 | 13,000 | 20,000 | 20,000 | 16,000 | 16,000 |
| 605106 | Maintenance Equipment | 5,956 | 5,322 | 57,000 | 59,000 | 57,000 | 57,000 | 57,000 |
| | Total Operating & Contractual | 180,179 | 232,799 | 208,000 | 316,000 | 218,000 | 208,000 | 208,000 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 13,360 | 0 | 0 | 0 | 6,000 | 6,000 | 6,000 |
| 707500 | Vehicles | 26,660 | 45,490 | 0 | 0 | 51,000 | 51,000 | 51,000 |
| 707600 | Machinery & Equipment | 22,563 | 64,409 | 68,300 | 70,300 | 6,200 | 6,200 | 6,200 |
| 707700 | Office Furniture & Fixtures | 940 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 63,523 | 109,899 | 68,300 | 70,300 | 63,200 | 63,200 | 63,200 |
| | TOTAL DEPARTMENT | 567,604 | 687,689 | 694,662 | 773,662 | 705,977 | 705,371 | 705,371 |

City of Alexandria
Annual Operating Budget

Planning Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------------|----------------------|---------------|
| DIVISION: | Planning | FUND: | 101 |
| DEPARTMENT: | Administration | ORGANIZATION: | 054700 |

GOAL MISSION STATEMENT

To provide for the overall planning and coordination of the city's land development, housing, urban design and community development activities. This is accomplished through providing exceptional customer service, prompt and adequate responses to telephone inquires, efficient handling and resolution of zoning disputes and complaints and complete answers to any and all questions related to comprehensive planning, zoning, housing rehabilitation, community development, site plan development, application preparation assistance for zoning and rezoning applications, board of adjustment and appeals applications for variances and special exceptions and zoning compliance.

FUNCTION DESCRIPTION

The Planning Division is responsible for processing permit applications relating to zoning compliance, signs and other development activities including annexation requests and driveway permits. Staff perform site plan reviews for commercial plan applications and subdivision relating to drainage, landscaping, setback, parking, etc. Planned are routed to other department with input into the process such as the Engineering Department, Utility Department, and Public Works Division. The division also supports the Zoning Commission and the Zoning Board of Adjustment and Appeals through agenda development, and other reports. Staff in this division investigated and acted upon as necessary. Complaints regarding zoning are investigated and acted upon as necessary. This division manages and maintains zoning ordinance (Chapter 28 - Land Development Code) as well as the city maps. This division indirectly oversees staff activities in the Community Development Department. This division also participates in regional planning issues through the Rapides Area Planning Commission.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------------------------|---------------------|---------------------|---------------------|
| Zoning Compliance Certificate | 600 | 650 | 700 |
| Address Assignments | 150 | 250 | 300 |
| Commercial Plan Review | 180 | 190 | 190 |
| Subdivision Review | 20 | 20 | 15 |
| Permits Issued | 450 | 450 | 350 |
| Zoning Violations Letters | 20 | 15 | 30 |
| Flood Zone Letters Issued | 70 | 150 | 200 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Planning | FUND #: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 054700 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 156,189 | 185,929 | 197,823 | 178,823 | 206,767 | 206,767 | 4.52% |
| Fringe Benefits | 51,729 | 52,814 | 57,112 | 62,112 | 70,127 | 70,127 | 22.79% |
| Operating/Contractual | 78,425 | 17,332 | 89,000 | 102,000 | 69,000 | 69,000 | -22.47% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 11,758 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 286,343 | 267,833 | 343,935 | 342,935 | 345,894 | 345,894 | 0.57% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480105 | Salary - Director of Planning | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480230 | Salary - Historic Preservation Asst-PT | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 480604 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490160 | Salary - Planner | 1 | 1 | 1 | 0 | 0 | 0 | -100.00% |
| 490240 | Salary - Zoning Enforcement Analyst | 1 | 1 | 1 | 2 | 2 | 2 | 100.00% |
| | Total Positions | 5 | 5 | 5 | 5 | 5 | 5 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-------------------|----------------------|--------|
| DIVISION: | Planning | FUND #: | 101 |
| DEPARTMENT: | Division Director | ORGANIZATION: | 054700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------------------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| Salaries: | | | | | | | | |
| 480105 | Salary - Director of Planning | 72,277 | 72,277 | 72,000 | 72,000 | 72,000 | 74,160 | 74,160 |
| 480230 | Salary - Historic Preservation Asst-PT | 29,232 | 28,784 | 29,120 | 29,120 | 36,608 | 37,706 | 37,706 |
| 480604 | Salary - Executive Secretary | 0 | 25,156 | 26,265 | 26,265 | 26,265 | 27,053 | 27,053 |
| 490160 | Salary - Planner | 34,241 | 35,268 | 35,836 | 0 | 0 | 0 | 0 |
| 490240 | Salary - Zoning Enforcement Analyst | 20,439 | 24,444 | 34,602 | 51,438 | 65,872 | 67,848 | 67,848 |
| | Total Salaries | 156,189 | 185,929 | 197,823 | 178,823 | 200,745 | 206,767 | 206,767 |
| Fringe: | | | | | | | | |
| 510201 | Fringe - Pension | 30,670 | 27,103 | 30,172 | 28,172 | 24,247 | 24,973 | 24,973 |
| 510202 | Fringe - Hospital | 11,541 | 16,197 | 17,228 | 24,228 | 34,780 | 34,780 | 34,780 |
| 510206 | Fringe - Medicare Insurance Tax | 2,822 | 2,831 | 2,939 | 2,939 | 2,982 | 3,068 | 3,068 |
| 510207 | Fringe - Life Insurance | 65 | 81 | 168 | 168 | 168 | 168 | 168 |
| 510208 | Fringe - FICA Tax Retirement | 1,812 | 1,784 | 1,805 | 1,805 | 2,270 | 2,338 | 2,338 |
| 510209 | Fringe - Car Allowance | 4,819 | 4,818 | 4,800 | 4,800 | 4,800 | 4,800 | 4,800 |
| | Total Fringe | 51,729 | 52,814 | 57,112 | 62,112 | 69,247 | 70,127 | 70,127 |
| Operating & Contractual: | | | | | | | | |
| 520105 | Contract Labor | 9,934 | 3,404 | 9,000 | 20,000 | 9,000 | 9,000 | 9,000 |
| 520400 | Office | 10,925 | 4,073 | 14,000 | 13,000 | 13,000 | 12,000 | 12,000 |
| 520516 | Zoning Books & Maps | 0 | 285 | 3,000 | 3,000 | 3,000 | 0 | 0 |
| 531110 | Professional Fees & Services | 40,416 | 3,372 | 30,000 | 40,000 | 30,000 | 20,000 | 20,000 |
| 531301 | Vehicle Costs - Gas & Oil | 848 | 181 | 2,000 | 1,000 | 2,000 | 2,000 | 2,000 |
| 531304 | Vehicle Costs R & M | 13 | 560 | 3,000 | 2,000 | 3,000 | 3,000 | 3,000 |
| 531410 | Telephone | 2,434 | 2,060 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531500 | Printing | 121 | 230 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531900 | Advertising | 234 | 90 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543002 | Dues & Subscriptions | 430 | 570 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543003 | Travel & Training | 2,836 | 2,002 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 605106 | Maintenance - Equipment | 5,909 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 646043 | Historic Preservation Dist Commission | 4,325 | 505 | 15,000 | 10,000 | 15,000 | 10,000 | 10,000 |
| | Total Operating & Contractual | 78,425 | 17,332 | 89,000 | 102,000 | 88,000 | 69,000 | 69,000 |
| Capital Outlay: | | | | | | | | |
| 707101 | Acquisitions | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 11,758 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture and Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 11,758 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 286,343 | 267,833 | 343,935 | 342,935 | 357,992 | 345,894 | 345,894 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------------------|----------------------|---------------|
| DIVISION: | Planning | FUND: | 101 |
| DEPARTMENT: | Community Developmt | ORGANIZATION: | 054701 |

GOAL MISSION STATEMENT

To apply for applicable federal grants, including Community Development Block Grant, HOME Investment Partnership Program, Louisiana Emergency Shelter Grant Program and to efficiently administer federal programs and activities related to these funds.

FUNCTION DESCRIPTION

The Community Development Department is responsible for preparing grant applications for federal funds, preparing all associated reports, complying with all federal requirements, maintaining records according to federal guidelines, and effectively administering the following programs.

1. Housing Rehabilitation Deferred Loan Program - housing renovation for owner occupied structures with CDBG and HOME funds.
2. HOME Rental Housing Rehabilitation Program - renovation of rental property for low income tenants.
3. Code Enforcement/Demolition Program - to enforce the City's code standards on vacant structures within CDBG target areas.
4. Housing development Program - new construction of single family housing for first time home buyers.
5. Business Facade Improvement Program - facade improvement loans/grants for business located in a designated area.
6. Housing assistance Program - down payment and closing cost assistance for first time home buyers.
7. Monitor HOME activities carried out by the city's Community Housing Development Organization (CHDO).
8. Monitor all sub-recipients to ensure compliance with grant Agreements & HUD regulation including: Boys & Girls Club of Central LA, Boys Scouts of America, Caring People's Free Pharmacy, Inner-City Revitalization Corporation, Cenla Pride, Shepherd Center, Phoenix Point, and Sisterhood Neighborhood Alliance.
9. Economic Development Assistance Program.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|---------------------------------|---------------------|---------------------|---------------------|
| Federal Funds Received | 1,524,000 | 1,524,000 | 1,524,000 |
| Housing Repairs-Owner Occupied | 12 | 12 | 12 |
| Home buyer Training Graduates | 60 | 60 | 60 |
| Code Enforcement Inspections | 150 | 150 | 150 |
| Demolition of Vacant Structures | 15 | 15 | 15 |
| North Alex. Boys & Girls Club | 15 | 15 | 15 |
| Free Pharmacy clients assisted | 300 | 300 | 300 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------------|----------------------|--------|
| DIVISION: | Planning | FUND #: | 101 |
| DEPARTMENT: | Community Development | ORGANIZATION: | 054701 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 74,427 | 90,552 | 95,000 | 95,000 | 95,000 | 95,000 | 0.00% |
| Fringe Benefits | 31,404 | 48,124 | 31,000 | 31,000 | 31,000 | 31,000 | 0.00% |
| Operating/Contractual | 96,889 | 36,183 | 160,000 | 145,000 | 130,000 | 130,000 | -18.75% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 2,490 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 205,210 | 174,859 | 286,000 | 271,000 | 256,000 | 256,000 | -10.49% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--|------------|------------|----------------|--------------|----------------|---------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| | Note: Slots for this department are budgeted in the Community Development Fund. | | | | | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------------|----------------------|--------|
| DIVISION: | Planning | FUND #: | 101 |
| DEPARTMENT: | Community Development | ORGANIZATION: | 054701 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|-------------------------------------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| Salaries: | | | | | | | | |
| 490116 | Salary - Community Develop Administra | 17,703 | 24,791 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| 490161 | Salary - Permit Technician | 8,167 | 10,155 | 15,000 | 15,000 | 15,000 | 15,000 | 0 |
| 490210 | Salary - Program Manager | 13,927 | 18,982 | 20,000 | 20,000 | 20,000 | 20,000 | 35,000 |
| 490618 | Salary - Administrative Secretary | 14,168 | 16,180 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 490626 | Salary - Clerical Specialist | 20,462 | 20,444 | 27,000 | 27,000 | 27,000 | 27,000 | 27,000 |
| | Total Salaries | 74,427 | 90,552 | 95,000 | 95,000 | 95,000 | 95,000 | 95,000 |
| Fringe: | | | | | | | | |
| 510201 | Fringe - Pension | 20,175 | 25,878 | 19,000 | 19,000 | 19,000 | 19,000 | 19,000 |
| 510202 | Fringe - Hospital | 10,047 | 20,939 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 510206 | Fringe - Medicare Insurance Tax | 1,139 | 1,256 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 510207 | Fringe - Life Insurance | 43 | 51 | 0 | 0 | 0 | 0 | 0 |
| | Total Fringe | 31,404 | 48,124 | 31,000 | 31,000 | 31,000 | 31,000 | 31,000 |
| Operating & Contractual: | | | | | | | | |
| 520105 | Contract Labor | 35,631 | 1,870 | 15,000 | 10,000 | 15,000 | 15,000 | 15,000 |
| 520204 | Uniforms | 160 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520400 | Office | 2,466 | 4,671 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 520500 | Operating Supplies | -50 | 60 | 0 | 0 | 0 | 0 | 0 |
| 531110 | Professional Fees & Services | 39,510 | 8,157 | 20,000 | 10,000 | 20,000 | 15,000 | 15,000 |
| 531201 | Services - Demolition | 0 | 0 | 105,000 | 105,000 | 105,000 | 80,000 | 80,000 |
| 531205 | Services- Boarding up | 327 | 0 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531301 | Vehicle Costs - Gas & Oil | 353 | 510 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531304 | Vehicle Costs - R & M | 538 | 564 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531401 | Postage | 3,373 | 38 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531410 | Telephone | 4,301 | 4,868 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531500 | Printing | 7 | 330 | 0 | 0 | 0 | 0 | 0 |
| 531800 | Rent | 4,158 | 4,253 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531900 | Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 543000 | Miscellaneous | 350 | 185 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 543003 | Travel & Training | 5,765 | 10,677 | 0 | 0 | 0 | 0 | 0 |
| | Total Operating & Contractual | 96,889 | 36,183 | 160,000 | 145,000 | 160,000 | 130,000 | 130,000 |
| Capital Outlay: | | | | | | | | |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 2,490 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 2,490 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 205,210 | 174,859 | 286,000 | 271,000 | 286,000 | 256,000 | 256,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|-------------|------------------------|---------------|--------|
| DIVISION: | Planning | FUND: | 101 |
| DEPARTMENT: | Construction Developmt | ORGANIZATION: | 054702 |

GOAL MISSION STATEMENT

| |
|--|
| |
|--|

FUNCTION DESCRIPTION

| |
|--|
| |
|--|

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------------|----------------------|--------|
| DIVISION: | Planning | FUND #: | 101 |
| DEPARTMENT: | Construction Development | ORGANIZATION: | 054702 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 379,472 | 375,507 | 430,556 | 380,556 | 422,079 | 422,079 | -1.97% |
| Fringe Benefits | 167,862 | 175,662 | 184,999 | 195,999 | 223,137 | 223,137 | 20.62% |
| Operating/Contractual | 100,767 | 140,144 | 82,000 | 116,000 | 72,000 | 72,000 | -12.20% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 51,535 | 22,252 | 21,667 | 21,667 | 0 | 0 | 0.00% |
| Total Appropriations | 699,636 | 713,565 | 719,222 | 714,222 | 717,216 | 717,216 | -0.28% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|--|------------|------------|----------------|--------------|----------------|-----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490161 | Salary - Permit Technician | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 490229 | Salary - Electrical Inspector | 2 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| 490240 | Salary - Multi Trades Inspector | 5 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| 490907 | Salary - Superintendent Construction D | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490911 | Salary - Plans Reviewer | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 11 | 11 | 11 | 11 | 11 | 11 | 0.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|--------------------------|----------------------|--------|
| DIVISION: | Planning | FUND #: | 101 |
| DEPARTMENT: | Construction Development | ORGANIZATION: | 054702 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 12,939 | 9,709 | 0 | 10,000 | 0 | 0 | 0 |
| 490161 | Salary - Permit Technician | 47,267 | 25,772 | 48,748 | 38,748 | 48,277 | 49,725 | 49,725 |
| 490229 | Salary - Electrical Inspector | 73,287 | 10,701 | 0 | 0 | 0 | 0 | 0 |
| 490240 | Salary - Multi Trades Inspector | 155,234 | 229,646 | 280,525 | 251,525 | 273,991 | 282,212 | 282,212 |
| 490907 | Salary - Superintendent Construction D | 60,176 | 61,982 | 62,979 | 41,979 | 49,963 | 51,462 | 51,462 |
| 490911 | Salary - Plans Reviewer | 30,569 | 37,697 | 38,304 | 38,304 | 37,553 | 38,680 | 38,680 |
| | Total Salaries | 379,472 | 375,507 | 430,556 | 380,556 | 409,784 | 422,079 | 422,079 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 96,848 | 108,669 | 106,348 | 100,348 | 94,661 | 97,499 | 97,499 |
| 510202 | Fringe - Hospital | 65,707 | 61,461 | 71,946 | 88,946 | 119,055 | 119,055 | 119,055 |
| 510206 | Fringe - Medicare Insurance Tax | 5,105 | 5,339 | 6,243 | 6,243 | 5,943 | 6,121 | 6,121 |
| 510207 | Fringe - Life Insurance | 202 | 193 | 462 | 462 | 462 | 462 | 462 |
| | Total Fringe | 167,862 | 175,662 | 184,999 | 195,999 | 220,121 | 223,137 | 223,137 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 36,885 | 78,510 | 0 | 35,000 | 0 | 0 | 0 |
| 520204 | Uniforms | 2,431 | 2,861 | 4,000 | 4,000 | 4,000 | 3,000 | 3,000 |
| 520400 | Office | 5,489 | 4,436 | 7,000 | 7,000 | 7,000 | 6,000 | 6,000 |
| 520500 | Operating Supplies | 5,054 | 296 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 520516 | Small Tools | 318 | 366 | 5,000 | 3,000 | 3,000 | 2,000 | 2,000 |
| 531110 | Fees, Licenses, & Permits | 50 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531301 | Vehicle Costs-Fuel & Oil | 12,988 | 11,206 | 16,000 | 15,000 | 16,000 | 14,000 | 14,000 |
| 531304 | Vehicle Costs-R & M | 3,825 | 8,639 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 531410 | Telephone | 6,609 | 7,368 | 7,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| 531500 | Printing | 5,389 | 289 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531800 | Rent | 11 | 5,004 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 543002 | Dues & Subscriptions | 1,346 | 1,848 | 3,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 543003 | Travel & Training | 20,372 | 19,321 | 20,000 | 20,000 | 20,000 | 15,000 | 15,000 |
| | Total Operating & Contractual | 100,767 | 140,144 | 82,000 | 116,000 | 82,000 | 72,000 | 72,000 |
| | Capital Outlay: | | | | | | | |
| 707500 | Vehicles | 43,407 | 22,153 | 21,667 | 21,667 | 51,700 | 0 | 0 |
| 707600 | Machinery & Equipment | 2,779 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture and Fixtures | 1,835 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 3,514 | 99 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 51,535 | 22,252 | 21,667 | 21,667 | 51,700 | 0 | 0 |
| | TOTAL DEPARTMENT | 699,636 | 713,565 | 719,222 | 714,222 | 763,605 | 717,216 | 717,216 |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

City of Alexandria
Annual Operating Budget

Public Safety Division



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------------|----------------------|---------------|
| DIVISION: | Public Safety | FUND: | 101 |
| DEPARTMENT: | Police | ORGANIZATION: | 065000 |

GOAL MISSION STATEMENT

To protect and serve the citizens of Alexandria while still exercising police powers over all property owned or controlled by the City of Alexandria. With the intent to foster a better quality of life for all under our jurisdiction.

FUNCTION DESCRIPTION

The Alexandria Police Department currently provides 24 hours, 7 days a week patrol service within the city limits of Alexandria. Additionally, the department investigates criminal activities, utilizes arrest powers, maintain records, attack the infiltration of illegal narcotic activities and provides a regional training academy. Moreover, the Police Department is committed to Community Policing efforts which are enhanced by the Boat Patrol, K-9 Unit, Motorcycle and Street Level Drug Interdiction Team.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|--------------------|----------------------------|----------------------------|----------------------------|
| Accidents | 4,620 | 4,653 | 4,700 |
| Calls for Service | 57,456 | 54,995 | 58,000 |
| Public Service | 5,168 | 4,960 | 5,200 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Police | ORGANIZATION: | 065000 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 10,435,569 | 9,828,469 | 9,981,881 | 9,965,881 | 10,059,041 | 10,059,041 | 0.77% |
| Fringe Benefits | 3,837,686 | 3,966,436 | 4,419,833 | 4,415,833 | 5,063,390 | 5,063,390 | 14.56% |
| Operating/Contractual | 2,304,458 | 2,230,376 | 2,286,000 | 2,446,000 | 2,189,000 | 2,189,000 | -4.24% |
| Other | 205,150 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 1,206,310 | 406,671 | 400,000 | 456,000 | 479,907 | 479,907 | 0.00% |
| Total Appropriations | 17,989,173 | 16,431,952 | 17,087,714 | 17,283,714 | 17,791,338 | 17,791,338 | 4.12% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|------------------------|----------------------------------|------------|------------|----------------|--------------|----------------|------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 440126 | Salary - Police Chief | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440127 | Salary - Assistant Chief | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440129 | Salary - Deputy Police Chief | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440217 | Salary - Captain | 4 | 4 | 4 | 4 | 4 | 4 | 0.00% |
| 440218 | Salary - Lieutenant | 12 | 12 | 12 | 12 | 12 | 12 | 0.00% |
| 440358 | Salary - Sergeant | 32 | 32 | 32 | 32 | 32 | 32 | 0.00% |
| 440359 | Salary - Communications Officers | 17 | 17 | 17 | 17 | 17 | 17 | 0.00% |
| 440404 | Salary - Corporal | 80 | 61 | 61 | 61 | 61 | 61 | 0.00% |
| 440405 | Salary - Police Officer | 30 | 49 | 49 | 49 | 49 | 49 | 0.00% |
| 440407 | Salary - Jailers | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 440408 | Salary - School Patrol | 15 | 15 | 15 | 15 | 15 | 15 | 0.00% |
| 440412 | Salary - Reserve Police Officer | 20 | 20 | 20 | 20 | 20 | 20 | 0.00% |
| 440616 | Salary - Record Clerk | 13 | 13 | 13 | 13 | 13 | 13 | 0.00% |
| 440618 | Salary - Secretary (Chief) | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490339 | Salary - Accounting Technician | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| Total Positions | | 230 | 230 | 230 | 230 | 230 | 230 | 0.00% |

Note:

In this and future years, the number of positions in Officer and Corporal will float between the two ranks as an Officer will automatically attain the rank of Corporal upon completion of 12 years of service.

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Police | ORGANIZATION: | 065000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|-------------------|------------------|------------------|------------------|------------------|-------------------|-------------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 440126 | Salary - Police Chief | 100,385 | 100,385 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| 440127 | Salary - Assistant Chief | 84,309 | 87,019 | 88,420 | 88,420 | 88,539 | 91,195 | 91,195 |
| 440129 | Salary - Deputy Police Chief | 37,751 | 62,441 | 63,262 | 63,262 | 63,566 | 65,473 | 65,473 |
| 440217 | Salary - Captain | 298,065 | 259,157 | 298,169 | 295,169 | 298,529 | 307,485 | 307,485 |
| 440218 | Salary - Lieutenant | 796,528 | 788,350 | 787,866 | 787,866 | 782,048 | 805,510 | 805,510 |
| 440358 | Salary - Sergeant | 1,673,553 | 1,634,681 | 1,698,910 | 1,656,910 | 1,690,870 | 1,741,593 | 1,741,593 |
| 440359 | Salary - Communications Officers | 544,955 | 522,586 | 551,052 | 512,052 | 517,288 | 532,806 | 532,806 |
| 440404 | Salary - Corporal | 2,924,675 | 2,574,264 | 2,464,205 | 2,467,205 | 2,468,444 | 2,542,491 | 2,542,491 |
| 440405 | Salary - Police Officer | 1,081,404 | 1,317,662 | 1,586,128 | 1,535,128 | 1,526,876 | 1,572,678 | 1,572,678 |
| 440407 | Salary - Jailers | 74,482 | 76,717 | 77,951 | 77,951 | 77,951 | 80,290 | 80,290 |
| 440408 | Salary - School Patrol | 39,857 | 40,720 | 59,813 | 59,813 | 59,813 | 61,607 | 61,607 |
| 440412 | Salary - Reserve Police Officer | 0 | 8,227 | 20,000 | 10,000 | 20,000 | 20,000 | 20,000 |
| 440616 | Salary - Record Clerk | 412,769 | 418,684 | 435,039 | 415,039 | 392,462 | 404,235 | 404,235 |
| 440618 | Salary - Secretary (Chief) | 51,105 | 52,338 | 43,019 | 43,019 | 43,019 | 44,310 | 44,310 |
| 490339 | Salary - Accounting Technician | 42,087 | 43,349 | 44,047 | 44,047 | 44,047 | 45,368 | 45,368 |
| 450001 | Overtime | 1,148,332 | 954,615 | 792,000 | 973,000 | 792,000 | 792,000 | 792,000 |
| 450002 | Stand by Pay | 20,654 | 21,780 | 22,000 | 22,000 | 22,000 | 22,000 | 22,000 |
| 450003 | Accumulated Leave Pay | 590,722 | 361,544 | 325,000 | 325,000 | 325,000 | 325,000 | 325,000 |
| 450004 | Court Pay | 62,842 | 59,485 | 58,000 | 58,000 | 58,000 | 58,000 | 58,000 |
| 450005 | Holiday Pay | 292,030 | 270,286 | 312,000 | 277,000 | 312,000 | 292,000 | 292,000 |
| 450006 | Differential Pay | 16,581 | 16,137 | 11,000 | 11,000 | 11,000 | 11,000 | 11,000 |
| 450008 | Premium Pay | 87,296 | 89,193 | 87,000 | 87,000 | 87,000 | 87,000 | 87,000 |
| 450010 | City Supplemental Pay | 57,187 | 68,849 | 57,000 | 57,000 | 57,000 | 57,000 | 57,000 |
| | Total Salaries | 10,435,569 | 9,828,469 | 9,981,881 | 9,965,881 | 9,837,452 | 10,059,041 | 10,059,041 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 2,536,183 | 2,617,970 | 3,042,872 | 2,701,872 | 2,976,489 | 3,045,252 | 3,045,252 |
| 510202 | Fringe - Hospital | 1,123,250 | 1,176,579 | 1,189,015 | 1,526,015 | 1,839,724 | 1,839,724 | 1,839,724 |
| 510204 | Fringe - Clothing Allowance | 30,000 | 29,500 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| 510206 | Fringe - Medicare Insurance Tax | 138,178 | 131,536 | 144,808 | 144,808 | 132,007 | 135,164 | 135,164 |
| 510207 | Fringe - Life Insurance | 4,045 | 3,934 | 8,190 | 8,190 | 8,190 | 8,190 | 8,190 |
| 510208 | Fringe - FICA Tax Retirement | 6,030 | 6,917 | 4,948 | 4,948 | 4,948 | 5,060 | 5,060 |
| | Total Fringe | 3,837,686 | 3,966,436 | 4,419,833 | 4,415,833 | 4,991,358 | 5,063,390 | 5,063,390 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 60,362 | 72,446 | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| 520204 | Uniforms | 69,790 | 73,178 | 40,000 | 55,000 | 40,000 | 40,000 | 40,000 |
| 520400 | Office | 37,888 | 39,596 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| 520500 | Operating Supplies | 217,009 | 227,813 | 200,000 | 215,000 | 215,000 | 190,000 | 190,000 |
| 520501 | Operating - Janitorial | 5,291 | 6,165 | 10,000 | 10,000 | 10,000 | 8,000 | 8,000 |
| 520504 | Operating - Animal Food | 3,631 | 2,846 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 520517 | Operating - Crime Scene | 16,762 | 20,505 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| 520525 | Operating - Informants | 8,001 | 9,824 | 15,000 | 15,000 | 15,000 | 15,000 | 15,000 |
| 520526 | Operating - Narcotics Confiscation | 53,726 | 12,989 | 35,000 | 29,000 | 35,000 | 35,000 | 35,000 |
| 520529 | Operating - Narcotics Confiscation Fed | 8,272 | 32,132 | 0 | 13,000 | 0 | 0 | 0 |
| 520557 | Operating - Academy | 82,833 | 83,099 | 85,000 | 85,000 | 85,000 | 85,000 | 85,000 |
| 531103 | Professional Fees - Veterinarian | 3,957 | 3,463 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531105 | Rapides Parish Coroner | 124,086 | 113,782 | 126,000 | 131,000 | 126,000 | 126,000 | 126,000 |
| 531261 | Services - Prisoner Detention | 413,448 | 397,766 | 420,000 | 420,000 | 420,000 | 420,000 | 420,000 |
| 531301 | Vehicle Costs - Gas & Oil | 452,861 | 423,636 | 470,000 | 490,000 | 440,000 | 400,000 | 400,000 |
| 531304 | Vehicle Costs - R & M | 202,337 | 225,994 | 205,000 | 265,000 | 205,000 | 205,000 | 205,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Police | ORGANIZATION: | 065000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual(Cont) | | | | | | | |
| 531410 | Telephone | 137,369 | 131,776 | 135,000 | 135,000 | 135,000 | 135,000 | 135,000 |
| 531500 | Printing | 287 | 3,863 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531701 | Utilities | 111,987 | 135,855 | 139,000 | 169,000 | 139,000 | 124,000 | 124,000 |
| 531800 | Rent | 53,872 | 45,428 | 75,000 | 75,000 | 75,000 | 75,000 | 75,000 |
| 543002 | Dues & Subscriptions | 15,905 | 15,905 | 12,000 | 12,000 | 12,000 | 12,000 | 12,000 |
| 543003 | Travel & Training | 63,071 | 43,818 | 40,000 | 48,000 | 40,000 | 40,000 | 40,000 |
| 543032 | Community Policing Program | 19,776 | 19,946 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| 605101 | Maintenance Bldg & Facilities | 21,111 | 17,453 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| 605106 | Maintenance Equipment | 120,826 | 71,098 | 96,000 | 96,000 | 96,000 | 96,000 | 96,000 |
| | Total Operating & Contractual | 2,304,458 | 2,230,376 | 2,286,000 | 2,446,000 | 2,271,000 | 2,189,000 | 2,189,000 |
| | Other: | | | | | | | |
| 646051 | Pension Merger Payment | 205,150 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Other | 205,150 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Capital Outlay: | | | | | | | |
| 707405 | Buiding Improvements | 2,585 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707500 | Vehicles | 878,848 | 0 | 0 | 0 | 822,018 | 279,907 | 279,907 |
| 707600 | Machinery & Equipment | 312,887 | 383,610 | 400,000 | 456,000 | 356,282 | 200,000 | 200,000 |
| 707700 | Furniture & Fixtures | 11,990 | 4,556 | 0 | 0 | 8,416 | | |
| 707702 | Computer Software | 0 | 18,505 | 0 | 0 | 21,000 | | |
| 707900 | Animals | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 1,206,310 | 406,671 | 400,000 | 456,000 | 1,207,716 | 479,907 | 479,907 |
| | TOTAL DEPARTMENT | 17,989,173 | 16,431,952 | 17,087,714 | 17,283,714 | 18,307,526 | 17,791,338 | 17,791,338 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------------------------|----------------------|---------------|
| DIVISION: | Public Safety | FUND: | 101 |
| DEPARTMENT: | Police/Fire Civil Service | ORGANIZATION: | 065005 |

GOAL MISSION STATEMENT

To represent the public interest in matters of personnel administration, advise and assist the governing body, Mayor, Chief of both departments, with reference to the maintenance and improvements of personnel standard and administration of services, investigations of compliance with civil service laws and rules, hear and pass upon matters which are brought before it, make, alter, amend, and promulgate rules necessary to carry out effectively the provisions of law and rules, adopt and maintain a classification plan, and pass upon matters brought before it by the Mayor, Chief of Fire or Police, the State Examiner, or the Fire and Police Civil Service Board brings before it.

FUNCTION DESCRIPTION

The Alexandria Municipal Fire and Police Civil Service Board:

1. Establishes and maintains employment lists for the classified services.
2. Provides testing, notification and certification of tests for entrance and promotional applicants.
3. Certifies to the appointing authority the names of eligible persons for employment and promotion.
4. Adopts rules governing leaves of absence, established classes with the classified services.
5. Conducts hearings and investigations into matters of corrective and disciplinary action or violations of civil service laws.
6. Maintains files on all applicants, current classified employees, all former employees.
7. Maintains files on all hearings and investigations.
8. Maintains accurate seniority lists for the classified services.
9. Maintains updated classification plans, laws and rules governing classified services and provides copies to Chief and Fire and Police, appointing authority and State Examiner's office.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|------------------------|---------------------|---------------------|---------------------|
| Applications/Exams | 2,000/20 | 2,000/20 | 2,000/20 |
| Appeals | 30 | 30 | 30 |
| Rules Changes | 35 | 35 | 35 |
| Classification Changes | 10 | 10 | 10 |
| Investigations | 25 | 25 | 25 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------------------|----------------------|--------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Police & Fire Civil Service | ORGANIZATION: | 065005 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|--------------|--------------|----------------|---------------|---------------|----------------|---------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520400 | Office | 108 | 92 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 531110 | Professional Fees And Services | 1,952 | 6,104 | 20,000 | 15,000 | 15,000 | 12,000 | 12,000 |
| 531500 | Printing | 14 | 63 | 0 | 0 | 0 | 0 | 0 |
| 531900 | Advertising | 1,608 | 1,268 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 605106 | Maintenance Equipment | 0 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Total Operating & Contractual | 3,682 | 7,527 | 27,000 | 22,000 | 22,000 | 19,000 | 19,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 1,000 | 0 | 0 | 0 |
| 707700 | Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 0 | 0 | 0 | 1,000 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 3,682 | 7,527 | 27,000 | 23,000 | 22,000 | 19,000 | 19,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------------|----------------------|---------------|
| DIVISION: | Public Safety | FUND: | 101 |
| DEPARTMENT: | Fire | ORGANIZATION: | 076000 |

GOAL MISSION STATEMENT

To save lives and prevent injury; to protect property from fire and explosion; to assist the citizens and visitors in various emergency situations. To maintain fire codes, to abate hazards, to maintain equipment and personnel and to provide extinguishment of fire or other emergency situations. To provide to the citizens and visitors of Alexandria, emergency medical assistance.

FUNCTION DESCRIPTION

Fire protection for the City of Alexandria consists of six (6) engine companies, two (2) district cars, one (1) ladder company, one (1) elevating aerial platform company. The department also has a Fire Prevention Office (investigation, inspection, and education), a fire alarm and dispatch, maintenance and an administration division. The department operates three (3) fire suppression shifts, 24 hours continuously along with Fire Alarm receiving and dispatching. Fire Administration, Fire Prevention, and Maintenance division operates 7:30 A.M. - 4:30 P.M.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|-------------------------------------|---------------------|---------------------|---------------------|
| Average response time (minutes) | 3.00 | 3.00 | 3.00 |
| Average Fire control time (minutes) | 10.00 | 10.00 | 10.00 |
| Public Assistance and Rescue | 550 | 550 | 550 |
| House, Business, Auto Fires | 300 | 300 | 300 |
| False Alarms | 250 | 250 | 250 |
| Emergency Medical Assistance | 3,700 | 3,700 | 3,700 |
| Total Alarms | 4,800 | 4,800 | 4,800 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Fire | ORGANIZATION: | 076000 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 6,396,059 | 6,204,974 | 6,437,171 | 6,301,469 | 6,339,050 | 6,339,050 | -1.52% |
| Fringe Benefits | 2,402,172 | 2,483,925 | 2,814,094 | 2,907,094 | 3,087,194 | 3,087,194 | 9.70% |
| Operating/Contractual | 665,812 | 717,842 | 585,000 | 710,000 | 571,000 | 571,000 | -2.39% |
| Other | 1,309,633 | 1,279,280 | 1,272,795 | 1,272,795 | 1,278,472 | 1,278,472 | 0.00% |
| Capital Outlay | 259,883 | 93,921 | 266,454 | 266,454 | 569,046 | 569,046 | 0.00% |
| Total Appropriations | 11,033,559 | 10,779,942 | 11,375,514 | 11,457,812 | 11,844,762 | 11,844,762 | 4.13% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|------------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 440121 | Salary - Fire Chief | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440122 | Salary - 1st Assistant Chief | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 440123 | Salary - 2nd Assistant Chief | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| 440124 | Salary - Chief of Fire Prevention | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440128 | Salary - Chief of Communications | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440216 | Salary - Captain | 27 | 27 | 27 | 27 | 27 | 27 | 0.00% |
| 440357 | Salary - Communications Officer | 7 | 7 | 7 | 7 | 7 | 7 | 0.00% |
| 440360 | Salary - Fire Training Officer | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440361 | Salary - Fire Prevention Officer | 3 | 3 | 3 | 3 | 3 | 3 | 0.00% |
| 440362 | Salary - Director of EMS | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440401 | Salary - Fire Equipment Operator | 33 | 33 | 33 | 33 | 33 | 33 | 0.00% |
| 440402 | Salary - Firefighter 1st Class | 39 | 39 | 39 | 39 | 39 | 39 | 0.00% |
| 440614 | Salary - Chief's Secretary | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 440615 | Salary - Records Clerk | 2 | 2 | 2 | 2 | 2 | 2 | 0.00% |
| 440745 | Salary - Mechanic | 1 | 1 | 1 | 0 | 0 | 0 | -100.00% |
| | Total Positions | 128 | 128 | 128 | 127 | 127 | 127 | -0.78% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|----------------------|----------------------|---------------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Fire | ORGANIZATION: | 076000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|-------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 440121 | Salary - Fire Chief | 88,416 | 88,416 | 88,077 | 88,077 | 88,077 | 88,077 | 88,077 |
| 440122 | Salary - 1st Assistant Chief | 213,856 | 226,674 | 229,719 | 229,719 | 230,080 | 236,982 | 236,982 |
| 440123 | Salary - 2nd Assistant Chief | 443,546 | 436,140 | 443,813 | 436,813 | 433,154 | 446,150 | 446,150 |
| 440124 | Salary - Chief of Fire Prevention | 65,586 | 67,734 | 68,823 | 68,823 | 68,944 | 71,012 | 71,012 |
| 440128 | Salary - Chief of Communications | 62,443 | 67,156 | 72,486 | 72,486 | 72,606 | 74,784 | 74,784 |
| 440216 | Salary - Captain | 1,458,531 | 1,445,967 | 1,469,425 | 1,449,425 | 1,451,578 | 1,477,219 | 1,477,219 |
| 440357 | Salary - Communications Officer | 259,844 | 196,851 | 256,279 | 216,279 | 251,696 | 256,106 | 256,106 |
| 440360 | Salary - Fire Training Officer | 61,651 | 35,059 | 63,390 | 47,390 | 56,100 | 56,650 | 56,650 |
| 440361 | Salary - Fire Prevention Officer | 108,533 | 116,386 | 121,643 | 121,643 | 127,279 | 128,528 | 128,528 |
| 440362 | Salary - Director of EMS | 55,263 | 58,310 | 59,249 | 59,249 | 60,555 | 61,149 | 61,149 |
| 440401 | Salary - Fire Equipment Operator | 1,297,448 | 1,306,891 | 1,314,571 | 1,300,571 | 1,258,931 | 1,271,269 | 1,271,269 |
| 440402 | Salary - Firefighter 1st Class | 935,973 | 974,810 | 1,035,739 | 978,739 | 1,019,161 | 1,036,564 | 1,036,564 |
| 440614 | Salary - Chief's Secretary | 35,662 | 25,860 | 30,499 | 30,499 | 31,231 | 31,538 | 31,538 |
| 440615 | Salary - Records Clerk | 59,224 | 55,768 | 57,756 | 57,756 | 57,997 | 59,022 | 59,022 |
| 440745 | Salary - Mechanic | 0 | 0 | 51,702 | 0 | 0 | 0 | 0 |
| 450001 | Overtime | 751,718 | 715,161 | 630,000 | 710,000 | 630,000 | 630,000 | 630,000 |
| 450003 | Accumulated Leave Pay | 116,968 | 70,088 | 114,000 | 124,000 | 114,000 | 114,000 | 114,000 |
| 450005 | Holiday | 327,397 | 293,703 | 330,000 | 310,000 | 330,000 | 300,000 | 300,000 |
| 450010 | City Funded Supplemental Pay | 54,000 | 24,000 | 0 | 0 | 0 | 0 | 0 |
| | Total Salaries | 6,396,059 | 6,204,974 | 6,437,171 | 6,301,469 | 6,281,389 | 6,339,050 | 6,339,050 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 1,523,364 | 1,607,224 | 1,892,089 | 1,777,089 | 1,711,681 | 1,735,557 | 1,735,557 |
| 510202 | Fringe - Hospital | 794,098 | 792,985 | 826,749 | 1,036,749 | 1,254,349 | 1,254,349 | 1,254,349 |
| 510206 | Fringe - Medicare Insurance Tax | 82,064 | 81,128 | 89,880 | 87,880 | 90,927 | 91,954 | 91,954 |
| 510207 | Fringe - Life Insurance | 2,646 | 2,588 | 5,376 | 5,376 | 5,334 | 5,334 | 5,334 |
| | Total Fringe | 2,402,172 | 2,483,925 | 2,814,094 | 2,907,094 | 3,062,291 | 3,087,194 | 3,087,194 |
| | Operating & Contractual: | | | | | | | |
| 520204 | Uniforms | 53,918 | 45,909 | 30,000 | 33,000 | 33,000 | 33,000 | 33,000 |
| 520205 | Protective Clothing | 17,545 | 17,765 | 18,000 | 18,000 | 18,000 | 18,000 | 18,000 |
| 520215 | Operating Laundry | 2,568 | 3,040 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 520400 | Office | 8,768 | 8,212 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 520500 | Operating Supplies | 44,005 | 43,449 | 35,000 | 43,000 | 43,000 | 43,000 | 43,000 |
| 520501 | Operating - Janitorial | 5,993 | 5,986 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| 520503 | Operating - Chemicals | 223 | 490 | 0 | 0 | 0 | 0 | 0 |
| 520511 | Operating - Photography | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 520514 | Small Tools | 1,523 | 736 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 520515 | Operating Medical Supplies | 20,249 | 19,276 | 17,000 | 17,000 | 17,000 | 17,000 | 17,000 |
| 520518 | Operating - Training Materials | 9,826 | 16,898 | 15,000 | 22,000 | 15,000 | 15,000 | 15,000 |
| 531107 | Professional Fees - City Physician | 3,500 | 352 | 5,000 | 5,000 | 5,000 | 0 | 0 |
| 531213 | Services - Personnel Processing | 4,045 | 8,974 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 531301 | Vehicle Costs - Gas & Oil | 96,731 | 103,129 | 95,000 | 95,000 | 95,000 | 95,000 | 95,000 |
| 531304 | Vehicle Costs - R & M | 123,696 | 153,366 | 150,000 | 200,000 | 150,000 | 130,000 | 130,000 |
| 531410 | Telephone | 127,194 | 128,535 | 50,000 | 80,000 | 50,000 | 50,000 | 50,000 |
| 531500 | Printing | 47 | 532 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531701 | Utilities | 51,353 | 51,862 | 43,000 | 48,000 | 48,000 | 43,000 | 43,000 |
| 531800 | Rent | 4,518 | 3,256 | 4,000 | 4,000 | 4,000 | 4,000 | 4,000 |
| 543002 | Dues & Subscriptions | 834 | 3,129 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 543003 | Travel & Training | 43,388 | 61,000 | 45,000 | 45,000 | 45,000 | 45,000 | 45,000 |
| 605101 | Maintenance Bldg & Facilities | 20,417 | 20,876 | 25,000 | 28,000 | 25,000 | 25,000 | 25,000 |
| 605106 | Maintenance Equipment | 24,001 | 19,579 | 19,000 | 38,000 | 19,000 | 19,000 | 19,000 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|---------------|----------------------|--------|
| DIVISION: | Public Safety | FUND #: | 101 |
| DEPARTMENT: | Fire | ORGANIZATION: | 076000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|---|------------|------------|----------------|--------------|--------------|----------------|------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| 605126 | Operating & Contractual(Cont) Hazardous Material Cleanup | 1,470 | 1,491 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| | Total Operating & Contractual | 665,812 | 717,842 | 585,000 | 710,000 | 601,000 | 571,000 | 571,000 |
| | Other: | | | | | | | |
| 646051 | Pension Merger Payment | 1,309,633 | 1,279,280 | 1,272,795 | 1,272,795 | 1,278,472 | 1,278,472 | 1,278,472 |
| | Total Other | 1,309,633 | 1,279,280 | 1,272,795 | 1,272,795 | 1,278,472 | 1,278,472 | 1,278,472 |
| | Capital Outlay: | | | | | | | |
| 707002 | Turnout Gear | 32,864 | 30,766 | 37,445 | 37,445 | 37,000 | 37,000 | 37,000 |
| 707405 | Building Improvements | 26,374 | 13,589 | 25,000 | 25,000 | 0 | 0 | 0 |
| 707500 | Vehicles | 97,962 | 0 | 0 | 0 | 293,000 | 90,000 | 90,000 |
| 707600 | Machinery & Equipment | 102,683 | 31,232 | 201,009 | 201,009 | 437,046 | 437,046 | 437,046 |
| 707700 | Office Furniture & Fixtures | 0 | 17,754 | 3,000 | 3,000 | 5,000 | 5,000 | 5,000 |
| 707702 | Computer Software | 0 | 580 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 259,883 | 93,921 | 266,454 | 266,454 | 772,046 | 569,046 | 569,046 |
| | Total Department | 11,033,559 | 10,779,942 | 11,375,514 | 11,457,812 | 11,995,198 | 11,844,762 | 11,844,762 |

2016-2017 ANNUAL BUDGET

*****This Page Intentionally Left Blank*****

City of Alexandria
Annual Operating Budget

Human Resources



2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|------------------------|----------------------|---------------|
| DIVISION: | Human Resources | FUND: | 101 |
| DEPARTMENT: | Civil Service | ORGANIZATION: | 086700 |

GOAL MISSION STATEMENT

The continuing goal of this department is to meet the needs of the citizens of Alexandria by obtaining employees capable of providing high-quality service. This will be accomplished by selecting applicants for the City of Alexandria's classified service on the basis of their ability to do the job without discrimination as to race, sex, age, religion, marital status, or national origin. We will retain quality employees by providing good working conditions at competitive wages, provide opportunities for advancement by filling vacancies through promotions from within when qualified employees are available, and ensure on-the-job training for those employees interested in advancement opportunities. We will serve as advisors to the Civil Service Commission, the City Council, the administration and city employees in matters relating to personnel and civil service issues, we will continuously work to formulate and update policies and procedures, as well as civil service rules, to provide a safe and pleasant working environment for all concerned. There will be an "open door" policy to provide reasonable opportunity for employees to be heard on matters pertaining to their employment with the City.

FUNCTION DESCRIPTION

Administers a system of recruitment for classified positions in the City of Alexandria, including securing and screening applications, conducting interviews and rating applicants based on qualifications. Counsel employees on various personnel and civil service issues. Advise the Civil Service Commission, Mayor, City Council, City employees, and the general public on matters regarding civil service and personnel issues. Serves as the administrative arm of the Alexandria Civil Service Commission. Directs and participates in preparing, conducting, and administering comprehensive programs for position classification, examinations and pay plan administration, as well as develops and recommends administrative service policies and procedures, outside of civil service rules and regulations in accordance with local, state, and federal laws.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|---|---------------------|---------------------|---------------------|
| Terminations Processed | 300 | 200 | 180 |
| Employment Applications Received | 2,780 | 1,700 | 2,000 |
| Communications w/ consultant on pay and classification plans | 156 | 189 | 190 |
| Counsel applicants/employees on opportunities | 650 | 1,560 | 2,000 |
| Employment Test Administered | 1,200 | 850 | 1,000 |
| Civil Service/Personnel Questions, Grievances, Investigations, Issues | 15,500 | 3,900 | 5,200 |
| Responses to Salary Surveys | 140 | 100 | 200 |
| Qualifying applicants through background & driver's license checks | 1,000 | 1,360 | 1,600 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Human Resources | FUND #: | 101 |
| DEPARTMENT: | Civil Service | ORGANIZATION: | 086700 |

APPROPRIATION SUMMARY

| DESCRIPTION | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 139,592 | 150,735 | 252,925 | 188,925 | 253,414 | 253,414 | 0.19% |
| Fringe Benefits | 58,048 | 79,111 | 103,274 | 96,274 | 110,926 | 110,926 | 7.41% |
| Operating/Contractual | 55,536 | 100,572 | 63,000 | 145,000 | 68,000 | 68,000 | 7.94% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 1,771 | 3,252 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 254,947 | 333,670 | 419,199 | 430,199 | 432,340 | 432,340 | 3.13% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | Percent Change |
|----------|---|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490122 | Salary - Director of Civil Service | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490172 | Salary - Compensation Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490173 | Salary - Examination Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490233 | Salary - Asst Director of Civil Service | 0 | 1 | 1 | 1 | 1 | 2 | 100.00% |
| 490354 | Salary - Personnel Analyst | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 4 | 5 | 5 | 5 | 5 | 6 | 20.00% |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Human Resources | FUND #: | 101 |
| DEPARTMENT: | Civil Service | ORGANIZATION: | 086700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2013-2014 | 2014-2015 | 2015-2016 | | 2016-2017 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 490122 | Salary - Director of Civil Service | 68,752 | 26,318 | 71,955 | 31,955 | 70,544 | 70,544 | 28,174 |
| 490172 | Salary - Compensation Analyst | 3,926 | 32,978 | 35,991 | 35,991 | 35,991 | 37,071 | 37,071 |
| 490173 | Salary - Examination Analyst | 32,673 | 11,674 | 37,188 | 37,188 | 37,227 | 38,344 | 38,344 |
| 490233 | Salary - Asst Director of Civil Service | 0 | 44,497 | 71,955 | 47,955 | 70,544 | 70,544 | 112,914 |
| 490354 | Salary - Personnel Analyst | 34,241 | 35,268 | 35,836 | 35,836 | 35,836 | 36,911 | 36,911 |
| | Total Salaries | 139,592 | 150,735 | 252,925 | 188,925 | 250,142 | 253,414 | 253,414 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 37,867 | 42,844 | 62,472 | 46,472 | 57,783 | 58,538 | 58,538 |
| 510202 | Fringe - Hospital | 18,120 | 34,130 | 36,925 | 45,925 | 48,503 | 48,503 | 48,503 |
| 510206 | Fringe - Medicare Insurance Tax | 1,996 | 2,069 | 3,667 | 3,667 | 3,628 | 3,675 | 3,675 |
| 510207 | Fringe - Life Insurance | 65 | 68 | 210 | 210 | 210 | 210 | 210 |
| | Total Fringe | 58,048 | 79,111 | 103,274 | 96,274 | 110,124 | 110,926 | 110,926 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 4,494 | 3,322 | 3,000 | 3,000 | 3,000 | 3,000 | 3,000 |
| 531110 | Professional Fees & Services | 9,156 | 52,315 | 14,000 | 76,000 | 14,000 | 14,000 | 14,000 |
| 531410 | Telephone | 1,244 | 1,608 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531500 | Printing | 24 | 248 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| 531900 | Advertising | 29,261 | 29,374 | 25,000 | 45,000 | 30,000 | 30,000 | 30,000 |
| 543000 | Misc - Civil Service Cost | 680 | 5,499 | 9,000 | 9,000 | 9,000 | 9,000 | 9,000 |
| 543002 | Dues & Subscriptions | 3,969 | 3,037 | 8,000 | 8,000 | 8,000 | 8,000 | 8,000 |
| 543003 | Travel & Training | 2,744 | 1,174 | 2,000 | 2,000 | 2,000 | 2,000 | 2,000 |
| 605106 | Maintenance of Equipment | 3,964 | 3,995 | 0 | 0 | 0 | 0 | 0 |
| | Total Operating & Contractual | 55,536 | 100,572 | 63,000 | 145,000 | 68,000 | 68,000 | 68,000 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 1,000 | 285 | 0 | 0 | 0 | 0 | 0 |
| 707700 | Office Furniture & Fixtures | 771 | 2,967 | 0 | 0 | 0 | 0 | 0 |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Capital Outlay | 1,771 | 3,252 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 254,947 | 333,670 | 419,199 | 430,199 | 428,266 | 432,340 | 432,340 |

2016-2017 ANNUAL BUDGET

| | | | |
|--------------------|-----------------|----------------------|--------|
| DIVISION: | Human Resources | FUND: | 101 |
| DEPARTMENT: | Human Resources | ORGANIZATION: | 086701 |

GOAL MISSION STATEMENT

Our mission is to provide a capable, knowledgeable workforce, and to reduce where possible, personnel situations that could have a significant negative impact on its ability to be productive.

Human Resources goal is to assure that there are adequate personnel resources to operate the city's functions in its effort to provide quality service to the citizens.

FUNCTION DESCRIPTION

In order to achieve our goal and fulfill our mission, we will review all personnel policies and consider adjustments where necessary, constantly review and update the training needs of our workforce, and where possible, provide opportunities for in-house skill enhancements. We will establish clear guidelines for performance evaluation for all employees.

We will continue to analyze the hiring process and identify new procedures that will reduce the lag time between vacancy being created and it being filled with a qualified replacement.

DEMAND PERFORMANCE INDICATORS

| Description | 2014-2015 Estimated | 2015-2016 Estimated | 2016-2017 Projected |
|---------------------------------|---------------------|---------------------|---------------------|
| New Hires Processed | 360 | 75 | 100 |
| Status Changes Processed | 700 | 430 | 430 |
| Termination's Processed | 300 | 19 | 25 |
| Employment Applications worked | 2,780 | 2,000 | 2,000 |
| Employment Interviews Conducted | 425 | 225 | 275 |
| Insurance Changes Processed | 18,150 | 15,000 | 15,000 |
| Worker's Comp Checks Received | 145 | 100 | 100 |
| Employee Verification Processed | 500 | 300 | 300 |
| Grievances & Issues | 61,000 | 45,000 | 45,000 |
| Personnel Policy Changes | 0 | 3 | 3 |