



City of Alexandria  
Annual Budget  
2008-2009



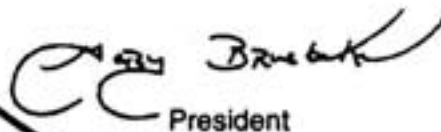


GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO  
City of Alexandria,  
Louisiana**

**For the Fiscal Year Beginning  
May 1, 2007**

  
President

  
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award of Distinguished Presentation to the City of Alexandria for its annual Budget for the fiscal year beginning May 1, 2007.

In order to receive this award, a government unit must publish a budget document that meets the program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

**2008-2009 ANNUAL BUDGET**

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***CITY OF ALEXANDRIA  
ELECTED OFFICIALS  
2008 - 2009***

**EXECUTIVE**

Jacques M. Roy

Mayor

**LEGISLATIVE**

Louis Marshall

Everett Hobbs

Charles Smith, Jr.

Harry Silver

Chuck Fowler

Myron K. Lawson

Roosevelt Johnson

District One

District Two

District Three

District Four

District Five

At Large

At Large

**JUDICIAL**

Richard Starling

James Byrd

City Judge

City Marshal

***CITY OF ALEXANDRIA  
EXECUTIVE OFFICERS  
2008 - 2009***

|                   |                                 |
|-------------------|---------------------------------|
| Lisa Harris       | Director of Community Services  |
| Bernard Wesley    | Fire Chief                      |
| Kay Michiels      | Chief of Staff                  |
| Marcus Connella   | Acting Director of Utilities    |
| Sheila Metoyer    | EEO Coordinator                 |
| Pamela Saurage    | Director of Personnel           |
| Joe Page          | Director of Human Resource      |
| Chuck Johnson     | City Attorney                   |
| Brenda Ray        | Director of CDA                 |
| Darren Coutee     | Police Chief                    |
| David Crutchfield | Director of Finance             |
| James Branch      | Director of Planning            |
| Merriell Lawson   | Acting Director of Public Works |

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## **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 dispose of such 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 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 purposed.

### **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 27<sup>th</sup>.

### **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  
Budget Preparation Manual  
Operating Budget*

*Fiscal Year 2008-2009*

***BUDGET CALENDAR***

| <b>DATE</b>             | <b>ACTIVITY</b>                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| November 5, 2007        | Budget Preparation Manual Distributed.                                                                  |
| <b>December 3, 2007</b> | <b>Completed budget requests <u>must</u> be received in the Budget Office.</b>                          |
| December 2007           | Budget requests reviewed and complied by Budget Officer.                                                |
| February 2008           | Administrative Review Committee will meet with Department Managers to discuss new additions or request. |
| March 18, 2008          | Administration's Recommended 2008-2009 Operating Budget submitted to the Mayor & City Council.          |
| April 1, 2008           | Public Hearing held on Budget.                                                                          |
| April 15, 2008          | City Council Finance Committee reviews budget.                                                          |
| April 29, 2008          | Budget is adopted by City Council.                                                                      |

**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 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 determines 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 NO. 128-2008

**AN ORDINANCE ADOPTING THE OPERATING BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2008/2009; 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 2008/2009; APPROPRIATING FUNDS FOR THE CAPITAL BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2008/2009 AND PROVIDING FOR CAPITAL EXPENDITURES; OTHER MATTERS WITH RESPECT TO APPROPRIATIONS AND THE EXPENDITURE OF FUNDS PERTAINING THERETO.**

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 2008/2009 Operating and Capital Budgets for the City as evidenced by the Mayor's Proposed Budget, as amended and recommended by the Finance Committee of the Alexandria City Council, to make appropriations for the ordinary and capital expenses of all city divisions, departments, offices and agencies, pensions and otherwise as is detailed in the respective budgets, a copy of which is referred to and attached hereto for greater accuracy and clarity.

SECTION I (a): BE IT FURTHER ORDAINED, etc., that the 2008/2009 capital budget shall include the additional sum of \$100,000.00 for the City's contribution to improvements and public works at a city facility for a Business Education Center."

SECTION II: BE IT FURTHER ORDAINED, etc., that the 2008/2009 budget 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 there shall be no creation or deletion of the budgeted personnel roster slots without formal Council action amending this budget, provided that the number of authorized positions approved for each division, department, office and agency may be 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 be mandatory for each and every division, department, office and agency of the City and there shall be no transfers of funds or expenditures by or within any division, department, office or agency, except by the Mayor under Section 5-05 (d) of the Home Rule Charter of the City of Alexandria or otherwise by transfers which net no additional expenditure ;



and the transfer of funds as a result of salary attrition is expressly forbidden. Any appropriation in this ordinance from City revenues shall be payable only out of the sources specified. Unless expressly provided in this ordinance or allowed by the Alexandria Home Rule Charter, funds cannot be transferred without the express consent of the City Council through an Ordinance.

SECTION IV: BE IT FURTHER ORDAINED, etc., that for the fiscal year 2008/2009 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.

SECTION V: BE IT FURTHER ORDAINED, etc., that for the fiscal year 2008/2009 pensions and other fringe benefits are funded as detailed in the budget for each respective division, department, office and agency.

SECTION VI: BE IT FURTHER ORDAINED, etc., that salaries of all positions shall continue under the salary plan of the Alexandria Civil Service Commission previously approved by the City Council (provided, that the City Council may approve a new salary plan if proposed by the Alexandria Civil Service Commission at which time salaries affected thereby will be subject to such new salary plan) and further salaries and fringe benefits of all positions shall be as designated in the 2008-2009 Annual Budget, 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 Police Department and Fire Department personnel in the past or future covered by collective bargaining agreements with the City, the Chief of Police and all Assistant Chiefs of Police and the First Assistants and the Chief of Fire Department shall be paid in accordance with the schedules and designations set out in the respective department appropriation 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 Fund System to balance revenue with expense, if in the opinion of the mayor such funds are necessary; subject 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., that the implementation of this budget shall be on May 1, 2008, except as otherwise provided herein or in the opinion of the Mayor necessary to administer salaries and other fringe benefits.



The following is the rounded increase in cost of salaries and fringe by fund:

|                      |               |
|----------------------|---------------|
| General Fund         | \$ 3,220,000  |
| Risk Management Fund | 2,000         |
| Utility Fund         | 236,000       |
| Sanitation Fund      | 118,000       |
| Zoo Fund             | 149,000       |
| Municipal Transit    | <u>50,000</u> |
| Total                | \$ 3,775,000  |

Rounded capital outlay approved for Fiscal 2008-2009 is as follows:

|                      |                    |
|----------------------|--------------------|
| General Fund         | \$3,428,000        |
| CDBG Fund            | -0-                |
| Risk Management Fund | -0-                |
| Utility Fund         | 3,788,000          |
| Sanitation Fund      | 438,000            |
| Zoo Fund             | <u>350,000</u>     |
| Total                | <u>\$8,004,000</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 67% of total revenues in the General Fund. Although Sales Taxes have shown increases for all of the last ten years, they are by nature highly volatile in relation to the economy. Sales taxes were up in 2006-2007 by 4.23% over the prior year. However, the first 11 months of 2007-2008 indicate an increase of 1.91%, the lowest in 10 years. A recession would almost certainly adversely effect Sales Tax collections.

Further cause concern would be a local issue of allocation of a Parish wide sales tax. The tax was passed by the voters in 1967 and the existing allocation has been in effect since that time. Alexandria was then and still is the largest municipality in Rapides Parish, with a population more than triple the second largest municipality. The Rapides Parish Police Jury is considering putting a new allocation on the ballot that would favor the smaller municipalities over Alexandria. The City's collections on this tax have been over \$7 million in the last 2 completed fiscal years, making it roughly 14% of the General Fund's total revenue. A reallocation that reduces the collections for the City would definitely have a negative impact on the General Fund budget, and possibly other funds such as the Zoo and Golf Course that are deficit supported by the General Fund.

The Utility 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. In July 2003, the City Council approved a rate increase on water and wastewater charges. However, electric charges alone still account for 74% 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 generated electricity wholesale as the demand peaked and electrical generation by other suppliers could not keep up. There are no such sales since Fiscal 2002. The deregulation of public utilities, particularly electric, could have future impact to the City and other producers/suppliers. At present, monitoring of the situation is warranted. The situation is further aggravated with the radical changes in natural gas cost. This affects the cost of sales to natural gas consumers, and electrical, as most electricity in the city's region is produced with natural gas. The City, like other energy retailers, is passing the cost on the consumers. If prices remain high for a relatively long time, consumer finances could be adversely effected to the degree that the City's finances could be adversely effected. This could result in increased bad debt when consumers can't pay timely.

### ***Fund Balance/Retained Earnings:***

The City has significant revenues in most of its operating funds that have allowed the City to operate over the last six to seven years with out having to borrow short-term funds. The 2008-2009 budget was prepared to utilize some of those prior year revenues as follows:

The **General Fund** will use \$9.5 million of fund balance in Fiscal 2008-2009

The **Utility Fund** will use \$5.6 million of retained earnings in fiscal 2008-2009

### ***General Fund:***

Total General Fund revenues reflect an increase of 10.34% or \$5.5 million over the adopted 2007-2008 operating budget. As previously stated, combined sales taxes account for more than 67% of all General Fund revenues. The summary below details major changes made from 2007-2008 adopted budget:

#### Revenues

**Taxes** were adopted with a 6.63% increase, or \$153,000, over the 2007-2008 adopted budget, increase in Property Taxes.

**Licenses and Permits** increased 13.05% or \$300,000 due to an increase in Occupational Licenses.

**Intergovernmental** decrease by 2.37% or \$204,000 from the 2007-2008 adopted budget. The most significant change here is the Crisis Intervention Team grant for \$229,000 which is not in the 2008-2009 budget.

**Interest Revenue** increased by \$200,000, or 160% over the previous year to better reflect anticipated collections.

**Internal Services/Interfunds** increased by 6.69% or \$2,159,000. All cost allocation line items were adjusted to reflect the adjusted 2007-2008 budget. Moderate increases are seen in the three sales tax line items totaling \$1,000,000; and the Transfer from the Utilities System Fund increased by \$653,000.



**Fines & Forfeitures** increased by 18.02%, or \$109,000 over the prior year reflecting more closely the actual revenues of the last 3 years.

**Other Revenues** increased \$2.8 million, or 41.39%, from the 2007-2008 adopted budget. The sole change here is 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 be utilized to purchase non-recurring capital outlay items such as; vehicles, machinery and equipment, office furniture and fixtures, etc. Due to current adverse financial conditions, the City is having to fund a portion of recurring expenditures with fund balance.

### Expenditures

**Salaries and Fringe Benefits** overall increased \$3.2 million, or 10.01%, the result of previously mentioned 4% raises, new pay matrices for police and fire, and decreased pension cost, along with some added positions.

**Capital Outlay** increased \$448,000, or 15.04%, in order to fund needed vehicle and equipment purchases.

In order to achieve a more realistic budget, line items for Vehicle Fuel, Vehicle Maintenance, Telephone, and Utilities were adjusted where needed during the budget process, whereas these are normally adjusted during the year. It is estimated that this will lessen adjustments to departmental budgets after initial budget adoption.

### Legislative Division

The Legislative Division increased \$25,000, or 4.95%, as compared to last year's adopted budget, due to previously mentioned salaries and fringe increases as well as increases in operating line items totaling \$27,000.

### Executive Division

The Executive Division decreased \$21,000, or 2.05%, due primarily to the net reduction of 1 Mayoral Assistant position in the 2008-2009 Budget.

### Judicial Division

An increase of \$52,000, or 6.08%, was approved for the Judicial Division, due to increased salary and fringe in City Court, and increases in operating line items in the amount of \$6,000.

### Finance Division

An increase of \$718,000 or 16.07%, was approved for the Finance Division, excluding Interfund Transfers. Over half of this change is attributable to the transfer of the Business Office Department from the Utilities System Fund to the General Fund during the 2007-2008 Fiscal Year. This change adds \$400,000 to the General Fund's side of the Finance



Division in the 2008-2009 Budget. An Assistant Manager position was added to Purchasing costing \$55,000 annually; and a Clerical Specialist position was added to Accounting costing \$36,000. Operating Capital decreased \$4,000 from the previous year, while Professional Fees in the Finance Admin area increased \$70,000. The remaining increase is attributable to the 4% raise and modest increases in operating line items.

Interfund transfers are up \$928,000, or 21.32% with changes in deficit support for the Sanitation, Zoo, and Golf Course Funds.

#### Public Works Division

An increase of \$1,155,000 or 11.33% was approved for Public Works. Increases in salaries and fringes account for \$324,000 of this change, and include the addition of a Mechanical Systems Technician in the Building Services Department for \$51,000 and a Crew Supervisor in the Animal Shelter for \$49,000. Increases in Capital Outlay are substantial and account for \$658,000. Relatively minor net adjustments in operating line items make up the remainder of the increase..

#### Planning Division

An increase of \$122,000 or 4.70% was approved for Planning Division; including one new Principal Planner position costing \$58,000. Other increases in salary and fringe including the raise amount to \$53,000 for this division. Capital Outlay is up a modest \$3,000 over the prior year. Other changes include increases of \$45,000 for Inmate Labor in Urban Forestry. In the Planning Department, an increase of \$15,000 in Contract Labor is more than offset by a decrease of \$58,000 in Professional Fees. Other minor adjustments make up the remaining net increase.

#### Public Safety Division

An increase of \$2,312,000, or 8.79% was approved for the Public Safety Division. In the Police Department, salaries and fringes are up \$1,519,000 over the prior year due to the previously mentioned pay matrix while the effect is an \$800,000 increase in the Fire Department. Operating Capital is down \$153,000. Net changes in operating line items amount to a \$148,000 increase over the prior year.

#### Civil Service/Personnel/Human Resources

An increase of \$93,000 was approved for these departments. One new position was added in Human Resources for \$52,000; along with increases in operating line items totaling \$17,000 for both departments; Capital Outlay is up \$6,000. Changes in salaries and fringes stemming from the pay raise and pension reduction make up the remaining difference.

## Legal Division

An increase of \$6,000 or .62% was approved for the Legal Division, with the raises and slight adjustments in operating line items accounting for the change.

## Community Services

An increase of \$103,000 or 9.86% was approved for this division. Salaries and fringes are up \$68,000 compared to the prior year due to the raises and the addition of a Community Outreach Coordinator position during the 2007-2008 budget year. This new position accounts for \$55,000 of the increase. Quein on the Red, the City's barbecue festival, was increased by \$25,000. Other changes in operating line items make up the remaining difference.

## *Special Revenue Funds:*

The funding provided for the Community Development Block Grant Fund, Emergency Shelter, the Home Investment Partnership Fund, is determined by Federal appropriations approved for each of these programs.

## *Internal Service Funds:*

The Risk Management Fund saw a greater use of Retained Earnings for 2008-2009 amounting to \$266,000 in order to offset anticipated increases in claims expense.

## General Capital Projects

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

| Category          | No. of<br>Projects | Total               |
|-------------------|--------------------|---------------------|
| Public Enterprise | 15                 | \$4,868,565         |
| Drainage          | 8                  | 2,802,000           |
| Streets           | 8                  | 10,740,000          |
| Police            | 1                  | 232,000             |
| Fire              | 2                  | 500,000             |
| Parks/Recreation  | 3                  | 1,548,000           |
| Zoological Parks  | 4                  | 680,000             |
| CDBG              | <u>1</u>           | <u>200,000</u>      |
| Total             | <u>42</u>          | <u>\$21,570,565</u> |



The General Capital Projects are funded by Sales Tax Revenues, Community Development Block Grant Funds, General Obligation Bond Proceeds, Urban System Funds, State and Federal Funds and Property Tax Revenues. A five year 11.25 mileage property tax dedicated to specific street and drainage projects has been approved by the voters in 1988, 1993, 1998, and 2003. This property tax was renewed again in 2008 for the term of 10 years. One-half of the 1976 City Sales and Use tax is dedicated to payment of principal and interest on the sales tax bonds and capital improvements.

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 33 projects with a total appropriation of over \$5 million. The 2008/2009 budget will create six new projects and provide additional funding for ten others.

The City substantially completed a major project in the 2008-2009 Fiscal Year with the reconstruction of Heyman Lane Phase 1. Improvements to this street include concrete composition, widening, sidewalks, and subsurface drainage to greatly enhance surface transportation on a busy street.

The Reserve for Relocation Projects, which operate 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 made by the Utility Funds to the General Capital Projects Fund. Budget Amendments will be used to transfer the Utility Fund 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.

The City's Administration and the City Council reassessed the entire capital improvements budget in Fiscal 2006-2007. The new concept is called Fast Track. It was observed that more projects were being placed in the budget than could be practically funded, given the City's limited resources. This was particularly true in the Drainage and Streets sections of the budget. Priorities were set and the total number of projects not yet underway was limited to 40. This greatly reduced the number of projects listed and allows the City to sharpen its focus and commit its financial and other resources to attainable results that will have greater impact to the citizenry, along with great economic impact. Some of the major projects include the extension of Versailles Boulevard, reconstruction of Sugarhouse Road, and 6<sup>th</sup> and 7<sup>th</sup> Street connection from Cotton Street to Monroe Street. These will greatly improve transportation in 3 different areas of the City, and should stimulate economic development. As projects are completed, they will be replaced with new ones as funds become available. This strategy continued through the 2007-2008 Fiscal Year and is planned for Fiscal Year 2008-2009, with substantial appropriations for the major projects listed.



### **Enterprise Capital Projects**

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

| <b>Category</b>   | <b>No. of Projects</b> | <b>Total</b>       |
|-------------------|------------------------|--------------------|
| Electric          | 10                     | \$2,289,246        |
| Water             | 10                     | 957,000            |
| Gas               | 1                      | 160,000            |
| Wastewater        | 8                      | 1,100,000          |
| Other             | 3                      | 865,000            |
| Municipal Transit | <u>0</u>               | <u>-0-</u>         |
| Total             | <u>32</u>              | <u>\$5,371,246</u> |

The Enterprise Capital Projects are funded by revenues generated by the City's Utility System, a Utility Revenue Bond issue, and matching FTA grants.

At present, the City is engaging 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 future capital budgets in the Enterprise Capital Projects.

### ***Utility Fund:***

The **Utility Fund's** 2008-2009 adopted budget increased by \$948,000, or 1.02% from the 2007-2008 adopted budget, a virtual standstill. The summary below shows the major changes from the previous year:

#### **Revenues**

The Sales accounts for electric, water, gas, and wastewater were adjusted for a net increase of \$701,000. Cost allocations from other funds were increased \$94,000 to reflect the most current estimates. Use of Retained Earnings is increased \$153,000 over the prior year.

#### **Expenses**

Salaries and fringes are up \$236,000 and include 1 Professional Engineer positions added to Electric Production as well as the 4% raise. These changes are partially offset by the previously mentioned transfer of the Business Office Department to General Fund, the salaries and fringe of which amount to \$213,000. Capital Improvement for all departments is up \$95,000.

In Utility Administration, the Transfers to the General Fund are up \$1,069,000 and Transfer to Utility Capital Projects is up \$371,000; while Utility Debt Service went down \$2,083,000 with the paying off of the 2002 Utility Revenue Bond in the previous year. In Customer Service, Bad Debt increased 200,000. The Utility Director's budget increased \$200,000 for consulting fees for the System's infrastructure. Utilities used by the departments in the Utilities System Fund were increased by a net of \$285,000 reflecting the current trend. Vehicle costs for fuel and repairs for all departments were increased \$65,000 reflecting recent trends. The Water Department was increased \$58,000 for Maintenance accounts. The Wastewater Department was increased \$50,000 for Maintenance. Other minor adjustments were made making up the remainder.

### ***Sanitation Fund:***

Sanitation's budget increased \$155,000 or 2.87%. In revenues; deficit support from the General Fund was increased by \$199,000; partially offset by a decrease of \$44,000 in Disposal Fees.

In expenses, the salary and fringe increase account for \$118,000 of the increase due to the raise. Capital Outlay increased by \$47,000, while the Transfer to General Fund and to the Utilities System Fund show a net decrease of \$50,000. Vehicle fuel completes the changes with an increase of \$41,000.

### ***Zoological Park Fund***

The Zoo's budget increased \$600,000 or 26.73%. Gate Receipts were adjusted down \$1,000 to better reflect anticipated receipts. This is more than offset by an increase of \$601,000 in deficit support from General Fund.

In expenses, salaries and fringes increased by \$149,000 reflecting the raises and the addition of an Assistant Zoo Director position and an Administrative Assistant position. Capital Outlay increased \$147,000; Transfer to General Fund increased \$211,000; Holiday Safari Night and Operating Medical each increased \$10,000; Utilities increased \$20,000 and Advertising increased \$15,000. Other minor changes account for the remainder.

### ***Golf Course Fund:***

The Golf Course's budget increased by \$134,000; or 14.26%. In revenues, charges for services were increased by a net of \$6,000; while deficit support from General Fund increased by \$128,000.

In expenses, Capital Outlay increased \$48,000; while Transfer to General Fund increased \$74,000. Other minor adjustments were made making up the remainder.

***Municipal Transit Fund:***

Municipal Transit Funds' increased \$173,000 or 5.87%. Changes in revenue include an increase in Fares of \$8,000, and an increase in deficit support from the Utilities System Fund of \$165,000.

In expenses, salary and fringe account for \$50,000 of the increase due to the raises. This is roughly offset by a net decrease in Transfers to General Fund and Utilities System Fund of \$50,000. Diesel completes the major changes with an increase of \$170,000.

Sincerely,

A handwritten signature in black ink, appearing to read "David Crutchfield", written over a horizontal line.

David Crutchfield  
Director of Finance



**2008-2009 ANNUAL BUDGET**

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**I. BUDGET SUMMARIES**





## 2008-2009 ANNUAL BUDGET

SUMMARY OF FUNDS  
SALES TAX FUND

## REVENUE SUMMARY

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |            |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED    | PERCENT<br>CHANGE |
| TAXES                        | 32,664,698      | 33,766,272      | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000 | 4.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 0               | 0          | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 0               | 0               | 0                 | 0               | 0               | 0          | 0.00%             |
| INVESTMENT INCOME            | 0               | 0               | 0                 | 0               | 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               | 0                 | 0               | 0               | 0          | 0.00%             |
| TOTAL REVENUE                | 32,664,698      | 33,766,272      | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000 | 4.00%             |

## EXPENDITURE SUMMARY BY CATEGORY

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |            |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|------------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED    | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| FRINGE                    | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| OPERATING AND CONTRACTUAL | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| OTHER                     | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| CAPITAL OUTLAY            | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| INTERFUND TRANSFERS       | 32,664,698    | 33,884,046    | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000 | 4.00%             |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| TOTAL EXPENDITURES        | 32,664,698    | 33,884,046    | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000 | 4.00%             |

## SALES TAX COLLECTIONS

## Ten Year History of Sales Tax Collections

| Fiscal<br>Year | 1976<br>Tax | Percentage<br>Inc/Dec | 1988<br>Tax | Percentage<br>Inc/Dec |
|----------------|-------------|-----------------------|-------------|-----------------------|
| 1998           | 9,038,199   | 6.69%                 | 9,038,245   | 6.70%                 |
| 1999           | 9,407,920   | 4.09%                 | 9,415,770   | 4.18%                 |
| 2000           | 9,856,305   | 4.77%                 | 9,857,180   | 4.69%                 |
| 2001           | 10,147,215  | 2.95%                 | 10,147,305  | 2.94%                 |
| 2002           | 10,370,764  | 2.20%                 | 10,370,638  | 2.20%                 |
| 2003           | 10,686,466  | 3.04%                 | 10,708,877  | 3.26%                 |
| 2004           | 10,910,581  | 2.10%                 | 10,909,722  | 1.88%                 |
| 2005           | 11,584,525  | 6.18%                 | 11,577,698  | 6.12%                 |
| 2006           | 13,113,434  | 13.20%                | 13,113,434  | 13.26%                |
| 2007           | 13,552,199  | 3.35%                 | 13,552,403  | 3.35%                 |

## 2008-2009 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

**REVENUE SUMMARY**

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 652,880         | 652,880           | 100.00%           |
| INTERNAL SERVICES/INTERFUNDS | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INVESTMENT INCOME            | 0               | 0               | 0                 | 0               | 0               | 0                 | 100.00%           |
| CHARGES FOR SERVICES         | 0               | 0               | 0                 | 0               | 10,000          | 10,000            | 100.00%           |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 100.00%           |
| TOTAL REVENUE                | 0               | 0               | 0                 | 0               | 662,880         | 662,880           | 100.00%           |

**EXPENDITURE SUMMARY BY CATEGORY**

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 81,340          | 81,340  | 100.00%           |
| FRINGE                    | 0             | 0             | 0                 | 0               | 31,520          | 31,520  | 100.00%           |
| OPERATING AND CONTRACTUAL | 0             | 0             | 0                 | 0               | 156,020         | 156,020 | 100.00%           |
| OTHER                     | 0             | 0             | 0                 | 0               | 141,000         | 141,000 | 100.00%           |
| CAPITAL OUTLAY            | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| INTERFUND TRANSFERS       | 0             | 0             | 0                 | 0               | 253,000         | 253,000 | 100.00%           |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| TOTAL EXPENDITURES        | 0             | 0             | 0                 | 0               | 662,880         | 662,880 | 100.00%           |

**2008-2009 ANNUAL BUDGET**  
**SUMMARY OF FUNDS**  
**ECONOMIC DEVELOPMENT - EDAP**

**REVENUE SUMMARY**

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 0               | 0                 | 100.00%           |
| INTERNAL SERVICES/INTERFUNDS | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INVESTMENT INCOME            | 0               | 0               | 0                 | 0               | 500             | 500               | 100.00%           |
| CHARGES FOR SERVICES         | 0               | 0               | 0                 | 0               | 0               | 0                 | 100.00%           |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 0               | 0               | 0                 | 0               | 5,500           | 5,500             | 100.00%           |
| TOTAL REVENUE                | 0               | 0               | 0                 | 0               | 6,000           | 6,000             | 100.00%           |

**EXPENDITURE SUMMARY BY CATEGORY**

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| FRINGE                    | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| OPERATING AND CONTRACTUAL | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| OTHER                     | 0             | 0             | 0                 | 0               | 6,000           | 6,000   | 100.00%           |
| CAPITAL OUTLAY            | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| INTERFUND TRANSFERS       | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| TOTAL EXPENDITURES        | 0             | 0             | 0                 | 0               | 6,000           | 6,000   | 100.00%           |



## 2008-2009 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**HOME INVESTMENT PARTNERSHIP FUND**

**REVENUE SUMMARY**

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 406,277         | 406,277           | 100.00%           |
| INTERNAL SERVICES/INTERFUNDS | 0               | 0               | 0                 | 0               | 35,549          | 35,549            | 100.00%           |
| INVESTMENT INCOME            | 0               | 0               | 0                 | 0               | 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               | 0                 | 0               | 0               | 0                 | 100.00%           |
| TOTAL REVENUE                | 0               | 0               | 0                 | 0               | 441,826         | 441,826           | 100.00%           |

**EXPENDITURE SUMMARY BY CATEGORY**

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 26,120          | 26,120  | 100.00%           |
| FRINGE                    | 0             | 0             | 0                 | 0               | 9,271           | 9,271   | 100.00%           |
| OPERATING AND CONTRACTUAL | 0             | 0             | 0                 | 0               | 5,237           | 5,237   | 100.00%           |
| OTHER                     | 0             | 0             | 0                 | 0               | 400,198         | 400,198 | 100.00%           |
| CAPITAL OUTLAY            | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| INTERFUND TRANSFERS       | 0             | 0             | 0                 | 0               | 1,000           | 1,000   | 0.00%             |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| TOTAL EXPENDITURES        | 0             | 0             | 0                 | 0               | 441,826         | 441,826 | 100.00%           |

**2008-2009 ANNUAL BUDGET**  
**SUMMARY OF FUNDS**  
**ECONOMIC DEVELOPMENT - HOTEL FUND**

**REVENUE SUMMARY**

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INVESTMENT INCOME            | 0               | 0               | 0                 | 0               | 17,000          | 17,000            | 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               | 0                 | 0               | 63,000          | 63,000            | 100.00%           |
| TOTAL REVENUE                | 0               | 0               | 0                 | 0               | 80,000          | 80,000            | 100.00%           |

**EXPENDITURE SUMMARY BY CATEGORY**

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| FRINGE                    | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| OPERATING AND CONTRACTUAL | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| OTHER                     | 0             | 0             | 0                 | 0               | 80,000          | 80,000  | 100.00%           |
| CAPITAL OUTLAY            | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| INTERFUND TRANSFERS       | 0             | 0             | 0                 | 0               | 0               | 0       | 100.00%           |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| TOTAL EXPENDITURES        | 0             | 0             | 0                 | 0               | 80,000          | 80,000  | 100.00%           |

**2008-2009 ANNUAL BUDGET**  
**SUMMARY OF FUNDS**  
**GENERAL DEBT SERVICE FUND**

**REVENUE SUMMARY**

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 626,261         | 647,760         | 579,000           | 690,000         | 690,000         | 690,000           | 19.17%            |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 2,092,095       | 981,333         | 970,895           | 970,895         | 1,075,145       | 1,075,145         | 10.74%            |
| INVESTMENT INCOME            | 82,159          | 70,816          | 4,800             | 58,300          | 3,300           | 3,300             | -31.25%           |
| CHARGES FOR SERVICES         | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 1,060           | 0               | 713,593           | 713,593         | 0               | 0                 | 100.00%           |
| TOTAL REVENUE                | 2,801,575       | 1,699,909       | 2,268,288         | 2,432,788       | 1,768,445       | 1,768,445         | -22.04%           |

**EXPENDITURE SUMMARY BY CATEGORY**

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| FRINGE                    | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| OPERATING AND CONTRACTUAL | 2,520         | 1,648         | 4,800             | 3,300           | 3,300           | 3,300     | -31.25%           |
| OTHER                     | 2,660,813     | 2,272,402     | 2,263,488         | 2,429,488       | 1,765,145       | 1,765,145 | -22.02%           |
| 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        | 2,663,333     | 2,274,050     | 2,268,288         | 2,432,788       | 1,768,445       | 1,768,445 | -22.04%           |



## 2008-2009 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**RISK MANAGEMENT FUND**

## REVENUE SUMMARY

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INVESTMENT INCOME            | 273,601         | 331,203         | 200,000           | 215,000         | 200,000         | 200,000           | 0.00%             |
| CHARGES FOR SERVICES         | 1,991,993       | 2,776,362       | 1,991,993         | 1,991,993       | 1,991,993       | 1,991,993         | 0.00%             |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 92,131          | 106,198         | 1,470,984         | 1,726,984       | 1,736,700       | 1,736,700         | 0.00%             |
| TOTAL REVENUE                | 2,357,725       | 3,213,763       | 3,662,977         | 3,933,977       | 3,928,693       | 3,928,693         | 7.25%             |

## EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION               | 2006-2007     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES                  | 44,542        | 46,680        | 47,250            | 47,250          | 49,140          | 49,140    | 4.00%             |
| FRINGE                    | 13,009        | 14,568        | 14,052            | 14,052          | 13,772          | 13,772    | -1.99%            |
| OPERATING AND CONTRACTUAL | 850,833       | 957,163       | 877,075           | 878,075         | 878,781         | 878,781   | 0.19%             |
| OTHER                     | 1,597,445     | 3,645,581     | 2,717,000         | 2,987,000       | 2,987,000       | 2,987,000 | 9.94%             |
| CAPITAL OUTLAY            | 0             | 14,921        | 7,600             | 7,600           | 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            | 2,505,829     | 4,678,913     | 3,662,977         | 3,933,977       | 3,928,693       | 3,928,693 | 7.25%             |

## 2008-2009 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**EMPLOYEE BENEFITS FUND**

## REVENUE SUMMARY

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 25,421          | 25,421          | 25,421            | 25,421          | 25,421          | 25,421            | 0.00%             |
| INVESTMENT INCOME            | 44,276          | 129,924         | 0                 | 136,000         | 0               | 0                 | 0.00%             |
| CHARGES FOR SERVICES         | 5,997,963       | 6,371,602       | 6,528,000         | 6,730,000       | 6,528,000       | 6,528,000         | 0.00%             |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| TOTAL REVENUE                | 6,067,660       | 6,526,947       | 6,553,421         | 6,891,421       | 6,553,421       | 6,553,421         | 0.00%             |

## EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES                  | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| FRINGE                    | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| OPERATING AND CONTRACTUAL | 1,034,072     | 1,078,172     | 1,047,421         | 833,000         | 1,047,421       | 1,047,421 | 0.00%             |
| OTHER                     | 4,132,166     | 4,373,992     | 5,506,000         | 6,058,421       | 5,506,000       | 5,506,000 | 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            | 5,166,238     | 5,452,164     | 6,553,421         | 6,891,421       | 6,553,421       | 6,553,421 | 0.00%             |

## 2008-2009 ANNUAL BUDGET

SUMMARY OF FUNDS  
SANITATION FUND

## REVENUE SUMMARY

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 338,229         | 164,264         | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 633,886         | 1,849,128       | 1,186,173         | 1,131,743       | 1,385,539       | 1,385,539         | 0.00%             |
| INVESTMENT INCOME            | 11,586          | 7,044           | 0                 | 0               | 0               | 0                 | 0.00%             |
| CHARGES FOR SERVICES         | 3,699,044       | 3,432,674       | 4,225,000         | 3,566,000       | 4,181,000       | 4,181,000         | -1.04%            |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 3,538           | 332             | 0                 | 634,000         | 0               | 0                 | 0.00%             |
| TOTAL REVENUE                | 4,686,283       | 5,453,442       | 5,411,173         | 5,331,743       | 5,566,539       | 5,566,539         | 2.87%             |

## EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES                  | 1,196,932     | 1,136,066     | 1,425,958         | 1,347,958       | 1,543,025       | 1,543,025 | 8.21%             |
| FRINGE                    | 520,206       | 528,896       | 738,725           | 738,725         | 739,579         | 739,579   | 0.12%             |
| OPERATING AND CONTRACTUAL | 1,892,093     | 1,868,056     | 1,773,285         | 1,822,285       | 1,814,285       | 1,814,285 | 2.31%             |
| OTHER                     | 1,082,280     | 1,105,207     | 1,082,280         | 1,031,850       | 1,031,850       | 1,031,850 | -4.66%            |
| CAPITAL OUTLAY            | 45,329        | 417,883       | 390,925           | 390,925         | 437,800         | 437,800   | 11.99%            |
| INTERFUND TRANSFERS       | 0             | 0             | 0                 | 0               | 0               | 0         | ERR               |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| TOTAL EXPENSES            | 4,736,840     | 5,056,108     | 5,411,173         | 5,331,743       | 5,566,539       | 5,566,539 | 2.87%             |



## 2008-2009 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**ZOOLOGICAL PARK FUND**

## REVENUE SUMMARY

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 0               | 175,000         | 175,000           | 175,000         | 175,000         | 175,000           | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 1,772,612       | 2,001,887       | 1,819,337         | 2,183,124       | 2,417,133       | 2,420,139         | 0.00%             |
| INVESTMENT INCOME            | 3,617           | 4,438           | 0                 | 0               | 0               | 0                 | 0.00%             |
| CHARGES FOR SERVICES         | 255,829         | 233,729         | 250,000           | 249,000         | 249,000         | 249,000           | 0.00%             |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 1,391           | 288             | 0                 | 0               | 0               | 0                 | 0.00%             |
| TOTAL REVENUE                | 2,033,449       | 2,415,342       | 2,244,337         | 2,607,124       | 2,841,133       | 2,844,139         | 0.00%             |

## EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES                  | 459,355       | 521,750       | 568,894           | 536,509         | 684,285         | 686,634   | 0.00%             |
| FRINGE                    | 174,686       | 216,233       | 275,126           | 275,126         | 305,790         | 306,447   | 0.00%             |
| OPERATING AND CONTRACTUAL | 1,139,352     | 1,114,594     | 979,210           | 1,148,210       | 1,071,710       | 1,071,710 | 0.00%             |
| OTHER                     | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY            | 173,402       | 166,452       | 202,546           | 202,546         | 350,000         | 350,000   | 0.00%             |
| INTERFUND TRANSFERS       | 218,561       | 429,348       | 218,561           | 429,348         | 429,348         | 429,348   | 0.00%             |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| TOTAL EXPENSES            | 2,165,356     | 2,448,377     | 2,244,337         | 2,591,739       | 2,841,133       | 2,844,139 | 0.00%             |

## 2008-2009 ANNUAL BUDGET

SUMMARY OF FUNDS  
MUNICIPAL TRANSIT FUND

## REVENUE SUMMARY

| DESCRIPTION                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                   |                   |
|------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-------------------|-------------------|
|                              | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED<br>BUDGET | PERCENT<br>CHANGE |
| TAXES                        | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| INTERGOVERNMENTAL            | 678,404         | 1,023,836       | 660,896           | 660,831         | 660,896         | 660,896           | 0.00%             |
| INTERNAL SERVICES/INTERFUNDS | 1,815,270       | 1,663,961       | 1,948,515         | 2,086,998       | 2,113,031       | 2,113,031         | 8.44%             |
| INVESTMENT INCOME            | 4,837           | 17,825          | 0                 | 17,000          | 0               | 0                 | 0.00%             |
| CHARGES FOR SERVICES         | 323,457         | 357,988         | 324,500           | 332,500         | 332,500         | 332,500           | 2.47%             |
| USE OF PROPERTY              | 0               | 0               | 0                 | 0               | 0               | 0                 | 0.00%             |
| OTHER                        | 14,550          | 263,154         | 6,300             | 6,300           | 6,300           | 6,300             | 0.00%             |
| TOTAL REVENUE                | 2,836,518       | 3,326,764       | 2,940,211         | 3,103,629       | 3,112,727       | 3,112,727         | 5.87%             |

## EXPENSE SUMMARY BY CATEGORY

| DESCRIPTION               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|---------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES                  | 1,081,173     | 1,091,758     | 1,190,994         | 1,176,994       | 1,252,791       | 1,252,791 | 5.19%             |
| FRINGE                    | 458,161       | 485,349       | 535,621           | 535,621         | 523,922         | 523,922   | 7.75%             |
| OPERATING AND CONTRACTUAL | 579,937       | 713,339       | 536,996           | 764,496         | 709,496         | 709,496   | 1.34%             |
| OTHER                     | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY            | 499           | 672           | 0                 | 0               | 0               | 0         | 0.00%             |
| INTERFUND TRANSFERS       | 676,600       | 0             | 676,600           | 626,518         | 626,518         | 626,518   | -7.40%            |
| OPERATING RESERVE         | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| TOTAL EXPENSES            | 2,796,370     | 2,291,118     | 2,940,211         | 3,103,629       | 3,112,727       | 3,112,727 | 5.87%             |

**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

| DEPARTMENT                            | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|---------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                       | ADOPTED   | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>City Council</b>                   |           |           |           |           |          |         |
| City Council Persons                  | 7         | 7         | 7         | 7         | 7        | 7       |
| <b>Total City Council</b>             | 7         | 7         | 7         | 7         | 7        | 7       |
| <b>City Clerk</b>                     |           |           |           |           |          |         |
| City Clerk                            | 1         | 1         | 1         | 1         | 1        | 1       |
| Deputy City Clerk                     | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total City Clerk</b>               | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Office of the Mayor</b>            |           |           |           |           |          |         |
| Mayor                                 | 1         | 1         | 1         | 1         | 1        | 1       |
| Mayor's Assistant-Secretary           | 1         | 1         | 0         | 0         | 0        | 0       |
| Executive Secretary                   | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Total Office of the Mayor</b>      | 4         | 4         | 3         | 3         | 3        | 3       |
| <b>General Government</b>             |           |           |           |           |          |         |
| Mayor's Assistant                     | 1         | 1         | 1         | 1         | 1        | 1       |
| Clerical Specialist                   | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total General Government</b>       | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Office of the EEO</b>              |           |           |           |           |          |         |
| Mayor's Assistant                     | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Office of the EEO</b>        | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Intergovernmental Agency</b>       |           |           |           |           |          |         |
| Mayor's Assistant                     | 1         | 1         | 1         | 1         | 1        | 1       |
| Mayor's Assistant                     | 0         | 0         | 1         | 1         | 1        | 1       |
| Mayor's Assistant                     | 0         | 0         | 1         | 1         | 1        | 1       |
| Mayor's Assistant                     | 0         | 0         | 0         | 0         | 0        | 0       |
| Mayor's Assistant                     | 0         | 0         | 1         | 1         | 0        | 0       |
| Mayor's Assistant                     | 0         | 0         | 1         | 1         | 1        | 1       |
| Mayor's Assistant                     | 0         | 0         | 1         | 1         | 1        | 1       |
| <b>Total Intergovernmental Agency</b> | 1         | 1         | 6         | 6         | 5        | 5       |
| <b>City Court</b>                     |           |           |           |           |          |         |
| City Judge                            | 1         | 1         | 1         | 1         | 1        | 1       |
| Deputy Clerk                          | 6         | 6         | 7         | 7         | 7        | 7       |
| Clerk of Court                        | 1         | 1         | 1         | 1         | 1        | 1       |
| Secretary                             | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total City Court</b>               | 9         | 9         | 10        | 10        | 10       | 10      |
|                                       |           |           |           |           |          |         |



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

| DEPARTMENT                     | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|--------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                | ADOPTED   | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Finance</b>                 |           |           |           |           |          |         |
| Director of Finance            | 1         | 1         | 1         | 1         | 1        | 1       |
| Administrative Assistant       | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Finance</b>           | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Business Office</b>         |           |           |           |           |          |         |
| Business Office Manager        | 0         | 0         | 0         | 1         | 1        | 1       |
| Customer Accounts Rep          | 0         | 0         | 0         | 2         | 2        | 2       |
| Customer Accounts Team Leader  | 0         | 0         | 0         | 1         | 1        | 1       |
| Student Worker                 | 0         | 0         | 0         | 1         | 1        | 1       |
| <b>Total Business Office</b>   | 0         | 0         | 0         | 5         | 5        | 5       |
| <b>Accounting</b>              |           |           |           |           |          |         |
| Accounting Manager             | 1         | 1         | 1         | 1         | 1        | 1       |
| Accountant                     | 2         | 2         | 2         | 2         | 2        | 2       |
| Accounting Technician          | 4         | 4         | 4         | 4         | 4        | 4       |
| Clerical Specialist            | 0         | 0         | 0         | 0         | 1        | 1       |
| <b>Total Accounting</b>        | 7         | 7         | 7         | 7         | 8        | 8       |
| <b>Purchasing</b>              |           |           |           |           |          |         |
| Purchasing Manager             | 1         | 1         | 1         | 1         | 1        | 1       |
| Senior Buyer                   | 1         | 1         | 2         | 2         | 2        | 2       |
| Asst Manager Purchasing        | 0         | 0         | 0         | 0         | 1        | 1       |
| Buyer                          | 1         | 1         | 1         | 1         | 1        | 1       |
| Administrative Secretary       | 1         | 1         | 1         | 1         | 1        | 1       |
| Purchasing Technician          | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Total Purchasing</b>        | 6         | 6         | 7         | 7         | 8        | 8       |
| <b>Printing</b>                |           |           |           |           |          |         |
| Press Operator                 | 1         | 0         | 0         | 0         | 0        | 0       |
| Print Shop Coordinator         | 1         | 1         | 2         | 2         | 2        | 2       |
| Printer                        | 0         | 1         | 0         | 0         | 0        | 0       |
| <b>Total Printing</b>          | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Central Warehouse</b>       |           |           |           |           |          |         |
| 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       |
| <b>Total Central Warehouse</b> | 6         | 6         | 6         | 6         | 6        | 6       |
| <b>Parts Warehouse</b>         |           |           |           |           |          |         |
| Inventory Coordinator          | 1         | 1         | 1         | 1         | 1        | 1       |
| Stock Clerk                    | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Parts Warehouse</b>   | 2         | 2         | 2         | 2         | 2        | 2       |

CITY OF ALEXANDRIA

**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

| DEPARTMENT                       | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|----------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                  | ADOPTED   | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Public Works</b>              |           |           |           |           |          |         |
| Director of Public Works         | 1         | 1         | 1         | 1         | 1        | 1       |
| Executive Secretary              | 1         | 1         | 1         | 1         | 1        | 1       |
| Asst Director Public Works       | 0         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Public Works</b>        | 2         | 3         | 3         | 3         | 3        | 3       |
| <b>Code Enforcement</b>          |           |           |           |           |          |         |
| Superintendent                   | 0         | 0         | 1         | 1         | 1        | 1       |
| Crew Leader                      | 0         | 1         | 1         | 1         | 1        | 1       |
| Code Enforcement Officer         | 3         | 3         | 3         | 3         | 3        | 3       |
| Supervisor                       | 1         | 1         | 0         | 0         | 0        | 0       |
| Administrative Secretary         | 0         | 1         | 1         | 1         | 1        | 1       |
| Equipment Operator II            | 1         | 1         | 1         | 1         | 1        | 1       |
| Maintenance Worker               | 0         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Central Facility</b>    | 5         | 8         | 8         | 8         | 8        | 8       |
| <b>Streets &amp; Parks</b>       |           |           |           |           |          |         |
| Superintendent-Streets           | 0         | 1         | 1         | 1         | 1        | 1       |
| Crew Leader Street Maintenance   | 3         | 3         | 3         | 3         | 3        | 3       |
| Supervisor Street Maintenance    | 3         | 3         | 3         | 3         | 3        | 3       |
| Administrative Secretary         | 1         | 1         | 1         | 1         | 1        | 1       |
| Equipment Operator III           | 7         | 7         | 7         | 7         | 4        | 4       |
| Equipment Operator II            | 8         | 8         | 8         | 8         | 8        | 8       |
| Fleet Maintenance Tech           | 1         | 1         | 1         | 1         | 1        | 1       |
| Equipment Operator I             | 3         | 3         | 3         | 3         | 6        | 6       |
| Maintenance Worker               | 4         | 4         | 4         | 4         | 4        | 4       |
| Maintenance Worker Senior        | 3         | 3         | 3         | 3         | 3        | 3       |
| Inventory Coordinator            | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Streets &amp; Parks</b> | 34        | 35        | 35        | 35        | 35       | 35      |
| <b>Traffic Department</b>        |           |           |           |           |          |         |
| 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       |
| <b>Total Traffic Department</b>  | 8         | 8         | 8         | 8         | 8        | 8       |

CITY OF ALEXANDRIA

**2008-2009 ANNUAL BUDGET  
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**GENERAL FUND**

| DEPARTMENT                           | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |           |           |
|--------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                      | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV  | ADOPTED   |
| <b>Maintenance Public Buildings</b>  |           |           |           |           |           |           |
| Superintendent - Building Maint      | 1         | 1         | 1         | 1         | 1         | 1         |
| Supervisor Building Maintenance      | 1         | 1         | 1         | 1         | 1         | 1         |
| Supervisor Custodial                 | 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                  | 0         | 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         |
| Maintenance Worker                   | 5         | 2         | 2         | 2         | 2         | 2         |
| Custodial Worker                     | 3         | 3         | 3         | 3         | 3         | 3         |
| Trades Worker                        | 0         | 1         | 1         | 1         | 1         | 1         |
| Lead Custodial Worker                | 0         | 2         | 2         | 2         | 2         | 2         |
| Building Maintenance Specialist      | 2         | 2         | 2         | 2         | 2         | 2         |
| Mechanical Systems Technician        | 2         | 2         | 3         | 3         | 3         | 4         |
| <b>Total Maint.Public Bldgs.</b>     | <b>24</b> | <b>25</b> | <b>26</b> | <b>26</b> | <b>26</b> | <b>27</b> |
| <b>Motor Pool</b>                    |           |           |           |           |           |           |
| Superintendent                       | 1         | 1         | 1         | 1         | 1         | 1         |
| Supervisor -Fleet Maintenance        | 4         | 4         | 4         | 4         | 4         | 4         |
| Administrative Secretary             | 1         | 1         | 1         | 1         | 1         | 1         |
| Fleet Maintenance Tech Senior        | 5         | 5         | 5         | 5         | 5         | 5         |
| Fleet Maintenance Tech               | 7         | 7         | 7         | 7         | 7         | 7         |
| Fleet Collision Repair Tech          | 2         | 2         | 2         | 2         | 2         | 2         |
| Fleet Service Tech                   | 5         | 5         | 5         | 5         | 5         | 5         |
| <b>Total Motor Pool</b>              | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> |
| <b>Rectn Facilities Maintenance</b>  |           |           |           |           |           |           |
| 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                 | 7         | 7         | 7         | 7         | 7         | 7         |
| 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         |
| Maintenance Worker (90 day)          | 5         | 5         | 5         | 5         | 5         | 5         |
| <b>Total Rectn Facilities Maint.</b> | <b>28</b> | <b>28</b> | <b>28</b> | <b>28</b> | <b>28</b> | <b>28</b> |
| <b>Animal Shelter</b>                |           |           |           |           |           |           |
| Administrative Secretary             | 0         | 0         | 1         | 1         | 1         | 1         |
| Clerical Specialist                  | 1         | 1         | 1         | 1         | 1         | 1         |
| Crew Supervisor Senior               | 0         | 0         | 0         | 0         | 0         | 1         |
| Kennel Technician                    | 1         | 2         | 2         | 2         | 2         | 2         |
| Superintendent-Animal Control        | 1         | 1         | 1         | 1         | 1         | 1         |
| Animal Control Officer               | 2         | 2         | 2         | 2         | 2         | 2         |
| <b>Total Animal Shelter</b>          | <b>5</b>  | <b>6</b>  | <b>7</b>  | <b>7</b>  | <b>7</b>  | <b>8</b>  |

CITY OF ALEXANDRIA



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

| DEPARTMENT                       | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|----------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                  | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Planning</b>                  |           |           |           |           |          |         |
| Director of Planning             | 1         | 1         | 1         | 1         | 1        | 1       |
| Principal Planner                | 0         | 0         | 0         | 0         | 0        | 1       |
| Professional Engineer            | 1         | 1         | 1         | 1         | 1        | 1       |
| Asst Director of Planning        | 1         | 1         | 1         | 1         | 1        | 1       |
| Zoning Enforcement Analyst       | 1         | 1         | 1         | 1         | 1        | 1       |
| Code Enforcement Officer         | 1         | 1         | 1         | 1         | 1        | 1       |
| Building Inspector               | 0         | 2         | 2         | 2         | 2        | 2       |
| Mechanical Inspector             | 0         | 0         | 1         | 1         | 1        | 1       |
| Administrative Assistant         | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Planning</b>            | 6         | 8         | 9         | 9         | 9        | 10      |
| <b>Engineering</b>               |           |           |           |           |          |         |
| Assistant City Engineer          | 2         | 2         | 3         | 3         | 3        | 3       |
| City Engineer                    | 1         | 1         | 1         | 1         | 1        | 1       |
| Right of Way Agent               | 0         | 1         | 1         | 1         | 1        | 1       |
| Engineering Supervisor           | 1         | 1         | 1         | 1         | 1        | 1       |
| Land Surveyor                    | 1         | 1         | 1         | 1         | 1        | 1       |
| Survey Technician                | 0         | 0         | 1         | 1         | 1        | 1       |
| Survey Party Chief               | 1         | 1         | 1         | 1         | 1        | 1       |
| Engineering Tech III             | 2         | 1         | 1         | 1         | 1        | 1       |
| Construction Inspector           | 1         | 2         | 2         | 2         | 2        | 2       |
| Survey Instrument Operator       | 1         | 1         | 1         | 1         | 1        | 1       |
| Lead Engineering Technician      | 1         | 1         | 1         | 1         | 1        | 1       |
| Administrative Secretary         | 1         | 1         | 1         | 1         | 0        | 0       |
| Administrative Assistant         | 0         | 0         | 0         | 0         | 1        | 1       |
| Office Assistant                 | 1         | 1         | 1         | 1         | 1        | 1       |
| General Maintenance Worker       | 1         | 1         | 0         | 0         | 0        | 0       |
| <b>Total Engineering</b>         | 14        | 15        | 16        | 16        | 16       | 16      |
| <b>Urban Forestry</b>            |           |           |           |           |          |         |
| Urban Forester                   | 1         | 1         | 1         | 1         | 1        | 1       |
| Student Workers                  | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Total Urban Forestry</b>      | 3         | 3         | 3         | 3         | 3        | 3       |
| <b>Building Inspection</b>       |           |           |           |           |          |         |
| Building Inspector               | 2         | 0         | 0         | 0         | 0        | 0       |
| <b>Total Building Inspection</b> | 2         | 0         | 0         | 0         | 0        | 0       |

**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

| DEPARTMENT                     | 2005-2006  | 2006-2007  | 2007-2008  | 2008-2009  |            |            |
|--------------------------------|------------|------------|------------|------------|------------|------------|
|                                | ACTUAL     | ADOPTED    | ADOPTED    | DEP.REQ    | ADMN APV   | ADOPTED    |
| <b>Public Safety Police</b>    |            |            |            |            |            |            |
| Chief                          | 1          | 1          | 1          | 1          | 1          | 1          |
| Assistant Chief                | 1          | 1          | 1          | 1          | 1          | 1          |
| Captain                        | 6          | 6          | 6          | 6          | 6          | 6          |
| Lieutenant                     | 11         | 11         | 11         | 11         | 11         | 11         |
| Sergeant                       | 36         | 36         | 36         | 36         | 36         | 36         |
| Communications Officer         | 17         | 17         | 17         | 17         | 17         | 17         |
| Corporal                       | 41         | 42         | 51         | 51         | 52         | 52         |
| Police Officer                 | 56         | 60         | 61         | 61         | 60         | 60         |
| Jailer                         | 2          | 2          | 2          | 2          | 2          | 2          |
| School Patrol                  | 21         | 21         | 21         | 21         | 21         | 21         |
| Records Clerk                  | 14         | 14         | 14         | 14         | 14         | 14         |
| Secretary-Police Chief         | 1          | 1          | 1          | 1          | 1          | 1          |
| Accountant                     | 1          | 1          | 1          | 1          | 1          | 1          |
| <b>Total Police Department</b> | <b>208</b> | <b>213</b> | <b>223</b> | <b>223</b> | <b>223</b> | <b>223</b> |
| <b>Public Safety Fire</b>      |            |            |            |            |            |            |
| 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          |
| Director of Fire Prevention    | 1          | 1          | 1          | 1          | 1          | 1          |
| Captain                        | 27         | 27         | 27         | 27         | 27         | 27         |
| Fire Communications Officer    | 5          | 5          | 7          | 7          | 7          | 7          |
| Fire Training Officer          | 1          | 1          | 1          | 1          | 3          | 3          |
| Fire Prevention Officer        | 3          | 3          | 3          | 3          | 3          | 3          |
| EMS Training Officer           | 0          | 1          | 1          | 1          | 1          | 1          |
| Fire Equipment Operator        | 33         | 33         | 33         | 33         | 33         | 33         |
| Firefighter 1st Class          | 40         | 40         | 40         | 40         | 40         | 40         |
| Records Clerk                  | 3          | 3          | 3          | 3          | 3          | 3          |
| Mechanic                       | 1          | 1          | 1          | 1          | 1          | 1          |
| <b>Total Fire Department</b>   | <b>125</b> | <b>126</b> | <b>128</b> | <b>128</b> | <b>130</b> | <b>130</b> |

**2008-2009 ANNUAL BUDGET  
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**GENERAL FUND**

| DEPARTMENT                       | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|----------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                  | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Civil Service</b>             |           |           |           |           |          |         |
| Director of Personnel            | 1         | 1         | 1         | 1         | 1        | 1       |
| Assistant Director Civil Service | 1         | 1         | 1         | 1         | 1        | 1       |
| Personnel Analyst                | 2         | 1         | 2         | 2         | 2        | 2       |
| Personnel Technician             | 1         | 0         | 0         | 0         | 0        | 0       |
| <b>Total Civil Service</b>       | 5         | 3         | 4         | 4         | 4        | 4       |
| <b>Human Resources</b>           |           |           |           |           |          |         |
| Director of Human Resources      | 0         | 1         | 1         | 1         | 1        | 1       |
| Personnel Analyst                | 0         | 1         | 2         | 2         | 3        | 3       |
| Personnel Technician             | 0         | 1         | 1         | 1         | 1        | 1       |
| Administrative Assistant         | 0         | 1         | 0         | 0         | 0        | 0       |
| <b>Total Human Resources</b>     | 0         | 4         | 4         | 4         | 5        | 5       |
| <b>Legal</b>                     |           |           |           |           |          |         |
| City Attorney                    | 1         | 1         | 1         | 1         | 1        | 1       |
| Assistant City Attorney          | 0         | 2         | 2         | 2         | 2        | 2       |
| Law Clerk                        | 0         | 1         | 1         | 1         | 1        | 1       |
| Legal Secretary                  | 1         | 1         | 2         | 2         | 2        | 2       |
| Legal Secretary                  | 1         | 1         | 1         | 1         | 1        | 1       |
| Office Assistant - PT            | 0         | 0         | 1         | 1         | 1        | 1       |
| <b>Total Legal</b>               | 3         | 6         | 8         | 8         | 8        | 8       |
| <b>Community Services</b>        |           |           |           |           |          |         |
| 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       | 1         | 1         | 1         | 1         | 1        | 1       |
| Community Outreach Coordinator   | 0         | 0         | 0         | 0         | 1        | 1       |
| Clerical Specialist              | 1         | 1         | 1         | 1         | 1        | 1       |
| Student Worker                   | 9         | 9         | 9         | 9         | 9        | 9       |
| <b>Total Community Services</b>  | 14        | 14        | 14        | 14        | 15       | 15      |
| <b>TOTAL GENERAL FUND</b>        | 562       | 581       | 606       | 611       | 616      | 619     |



### 2008-2009 ANNUAL BUDGET RECAP OF PERSONNEL

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

[illegible]



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

| DEPARTMENT                          | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|-------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                     | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Budget Office</b>                |           |           |           |           |          |         |
| Mayor's Asst-Financial Analyst      | 1         | 1         | 1         | 1         | 1        | 1       |
| Assistant Director Finance          | 1         | 1         | 1         | 1         | 1        | 1       |
| Information Systems Analyst         | 0         | 0         | 1         | 1         | 1        | 1       |
| Clerical Specialist                 | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Budget Office</b>          | 3         | 3         | 4         | 4         | 4        | 4       |
| <b>Business Office</b>              |           |           |           |           |          |         |
| Business Office Manager             | 1         | 1         | 1         | 0         | 0        | 0       |
| Customer Accounts Rep               | 2         | 2         | 2         | 0         | 0        | 0       |
| Customer Accounts Team Leader       | 1         | 1         | 1         | 0         | 0        | 0       |
| Customer Services Representative    | 3         | 3         | 0         | 0         | 0        | 0       |
| Student Worker                      | 1         | 1         | 1         | 0         | 0        | 0       |
| <b>Total Business Office</b>        | 8         | 8         | 5         | 0         | 0        | 0       |
| <b>Customer Service</b>             |           |           |           |           |          |         |
| Customer Service Manager            | 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       |
| Office Assistant                    | 2         | 2         | 2         | 2         | 1        | 1       |
| Mail Clerk                          | 0         | 0         | 0         | 0         | 1        | 1       |
| Customer Services Representative    | 8         | 8         | 8         | 8         | 13       | 13      |
| Customer Accounts Team Leader       | 5         | 5         | 5         | 5         | 5        | 5       |
| Customer Services Representative    | 9         | 9         | 13        | 13        | 8        | 8       |
| Student Worker                      | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Cust.Service Dep.</b>      | 30        | 30        | 34        | 34        | 34       | 34      |
| <b>Customer Field Services</b>      |           |           |           |           |          |         |
| Crew Leader                         | 1         | 1         | 1         | 1         | 1        | 1       |
| Supervisor Utility Field Services   | 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       |
| <b>Total Customer Field Service</b> | 21        | 21        | 21        | 21        | 21       | 21      |
| <b>Management Infor. Systems</b>    |           |           |           |           |          |         |
| Information Systems Manager         | 1         | 1         | 1         | 1         | 1        | 1       |
| Information Systems Analyst         | 3         | 3         | 3         | 3         | 3        | 3       |
| Database Manager                    | 1         | 1         | 1         | 1         | 1        | 1       |
| PC / Network Technician             | 3         | 3         | 3         | 4         | 4        | 4       |
| Computer Operator I                 | 2         | 2         | 2         | 1         | 1        | 1       |
| Administrative Secretary            | 1         | 1         | 1         | 1         | 1        | 1       |
| Computer Operator II                | 2         | 2         | 2         | 1         | 1        | 1       |
| <b>Total Mgt Info Systems</b>       | 13        | 13        | 13        | 12        | 12       | 12      |

CITY OF ALEXANDRIA



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

| DEPARTMENT                            | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|---------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                       | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Utility Director</b>               |           |           |           |           |          |         |
| Director of Utilities                 | 1         | 1         | 1         | 1         | 1        | 1       |
| Executive Secretary                   | 1         | 1         | 1         | 1         | 1        | 1       |
| Assistant Director Utilities          | 0         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Utility Director</b>         | 2         | 3         | 3         | 3         | 3        | 3       |
| <b>Electric Production</b>            |           |           |           |           |          |         |
| Superintendent - Electric Prod        | 1         | 1         | 1         | 1         | 1        | 1       |
| Professional Engineer                 | 0         | 0         | 0         | 0         | 1        | 1       |
| Supervisor Electric Production        | 1         | 1         | 1         | 1         | 1        | 1       |
| Plant Maintenance Supervisor          | 1         | 1         | 1         | 1         | 1        | 1       |
| Enviromental Tech I                   | 1         | 1         | 1         | 1         | 1        | 1       |
| Administrative Secretary              | 1         | 1         | 1         | 1         | 1        | 1       |
| Electric Plant Shift Supervisor       | 4         | 4         | 4         | 4         | 4        | 4       |
| Instruments & Electronics Tech        | 2         | 2         | 2         | 2         | 2        | 2       |
| Maintenance Mechanic II               | 1         | 1         | 1         | 1         | 1        | 1       |
| Electric Plant Operator II            | 5         | 5         | 5         | 5         | 5        | 5       |
| Electric Plant Operator I             | 1         | 1         | 1         | 1         | 1        | 1       |
| Custodial Worker                      | 1         | 1         | 1         | 1         | 1        | 1       |
| Trades Worker                         | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Electric Production</b>      | 20        | 20        | 20        | 20        | 21       | 21      |
| <b>Electric Distribution</b>          |           |           |           |           |          |         |
| Superintendent                        | 1         | 1         | 1         | 1         | 1        | 1       |
| Assistant Superintendent              | 1         | 1         | 1         | 1         | 1        | 1       |
| Professional Engineer                 | 1         | 1         | 1         | 1         | 1        | 1       |
| Supervisor Electric Distribution      | 1         | 1         | 1         | 1         | 1        | 1       |
| Electric System Technician            | 1         | 1         | 1         | 1         | 1        | 1       |
| Crew Supervisor Electric Distribution | 4         | 4         | 4         | 4         | 4        | 4       |
| Engineering Tech II                   | 1         | 1         | 1         | 1         | 1        | 1       |
| Electrical Inspector                  | 2         | 2         | 2         | 2         | 2        | 2       |
| SCADA Operator                        | 4         | 4         | 4         | 4         | 4        | 4       |
| Administrative Secretary              | 1         | 1         | 1         | 1         | 1        | 1       |
| Clerical Specialist                   | 1         | 1         | 1         | 1         | 1        | 1       |
| Electric Substation Supervisor        | 1         | 1         | 1         | 1         | 1        | 1       |
| Electric Line Worker Senior           | 8         | 8         | 9         | 9         | 9        | 9       |
| Electric Service Worker               | 2         | 2         | 2         | 2         | 2        | 2       |
| Electric Meter Technician             | 2         | 2         | 2         | 2         | 2        | 2       |
| Electric Line Worker                  | 5         | 5         | 4         | 4         | 4        | 4       |
| Electric Substation Tech II           | 1         | 1         | 1         | 1         | 1        | 1       |
| Electric Substation Tech I            | 2         | 2         | 2         | 2         | 2        | 2       |
| Maintenance Worker                    | 3         | 3         | 3         | 3         | 3        | 3       |
| Trades Worker                         | 4         | 4         | 4         | 4         | 4        | 4       |
| <b>Total Electric Distrib.Dept.</b>   | 46        | 46        | 46        | 46        | 46       | 46      |
|                                       |           |           |           |           |          |         |

CITY OF ALEXANDRIA

| DEPARTMENT                          | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |           |           |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                     | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV  | ADOPTED   |
| <b>Water Distribution</b>           |           |           |           |           |           |           |
| Superintendent                      | 1         | 1         | 1         | 1         | 1         | 1         |
| Assistant Superintendent            | 1         | 1         | 1         | 1         | 1         | 1         |
| Meter Technician                    | 3         | 3         | 3         | 3         | 3         | 3         |
| Crew Supervisor Water Distribution  | 5         | 5         | 5         | 5         | 5         | 5         |
| Construction Inspector              | 0         | 1         | 1         | 1         | 1         |           |
| Supervisor Water Distribution       | 1         | 1         | 1         | 1         | 1         | 1         |
| Administrative Secretary            | 2         | 2         | 2         | 2         | 2         | 2         |
| Pipe Layer                          | 4         | 4         | 4         | 4         | 4         | 4         |
| Equipment Operator III              | 1         | 1         | 1         | 1         | 1         | 1         |
| Painter                             | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Worker                  | 7         | 7         | 7         | 7         | 7         | 7         |
| Maintenance Worker Senior           | 2         | 2         | 2         | 2         | 2         | 2         |
| <b>Total Water Distribution</b>     | <b>28</b> | <b>29</b> | <b>29</b> | <b>29</b> | <b>29</b> | <b>29</b> |
| <b>Water Production</b>             |           |           |           |           |           |           |
| Crew Supervisor Water Distribution  | 1         | 1         | 1         | 1         | 1         | 1         |
| SCADA Operator                      | 5         | 5         | 6         | 6         | 6         | 6         |
| Supervisor Water Treatment          | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Mechanic I              | 1         | 1         | 0         | 0         | 0         | 0         |
| Utilities System Technician         | 0         | 1         | 1         | 1         | 1         | 1         |
| Equipment Operator III              | 1         | 2         | 2         | 2         | 2         | 2         |
| Painter                             | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Worker                  | 3         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Worker Senior           | 1         | 1         | 1         | 1         | 1         | 1         |
| <b>Total Water Production Dept.</b> | <b>14</b> | <b>14</b> | <b>14</b> | <b>14</b> | <b>14</b> | <b>14</b> |
|                                     |           |           |           |           |           |           |

**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

| DEPARTMENT                          | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |           |           |
|-------------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                     | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV  | ADOPTED   |
| <b>Gas Distribution</b>             |           |           |           |           |           |           |
| Superintendent                      | 1         | 1         | 1         | 1         | 1         | 1         |
| Gas General Supervisor              | 1         | 1         | 1         | 1         | 1         | 1         |
| Meter Technician                    | 1         | 1         | 1         | 1         | 1         | 1         |
| Gas System Technician               | 2         | 2         | 2         | 2         | 2         | 2         |
| Cathodic Protection Technician      | 1         | 1         | 1         | 1         | 1         | 1         |
| Leak Survey Technician              | 2         | 2         | 2         | 2         | 2         | 2         |
| Crew Supervisor Gas Distribution    | 6         | 6         | 6         | 6         | 6         | 6         |
| Gas Inspector                       | 2         | 2         | 2         | 2         | 2         | 2         |
| SCADA Operator                      | 5         | 5         | 5         | 5         | 5         | 5         |
| Administrative Secretary            | 1         | 1         | 1         | 1         | 1         | 1         |
| Clerical Specialist                 | 1         | 1         | 1         | 1         | 1         | 1         |
| Gas Service Technician              | 2         | 2         | 2         | 2         | 2         | 2         |
| Pipe Layer                          | 7         | 7         | 7         | 7         | 7         | 7         |
| 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         |
| <b>Total Gas Distributin Dept.</b>  | <b>39</b> | <b>39</b> | <b>39</b> | <b>39</b> | <b>39</b> | <b>39</b> |
| <b>Wastewater Treatment</b>         |           |           |           |           |           |           |
| Superintendent                      | 1         | 1         | 1         | 1         | 1         | 1         |
| Wastewater Plant Operator Senior    | 11        | 11        | 11        | 11        | 11        | 11        |
| Supervisor Wastewater Treatment     | 1         | 1         | 1         | 1         | 1         | 1         |
| Administrative Secretary            | 1         | 1         | 1         | 1         | 1         | 1         |
| Office Assistant                    | 1         | 1         | 1         | 1         | 0         | 0         |
| Clerical Specialist                 | 0         | 0         | 0         | 0         | 1         | 1         |
| Utilities System Technician         | 1         | 1         | 1         | 1         | 1         | 1         |
| <b>Total Wastewater Treat Dept.</b> | <b>16</b> | <b>16</b> | <b>16</b> | <b>16</b> | <b>16</b> | <b>16</b> |
| <b>Wastewater Collection</b>        |           |           |           |           |           |           |
| Plumbing Inspector                  | 1         | 1         | 1         | 1         | 1         | 1         |
| Crew Supervisor WW Line Maint       | 6         | 6         | 6         | 6         | 6         | 6         |
| Supervisor Wastewater Collection    | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Mechanic I              | 0         | 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         | 2         | 2         | 2         | 2         |
| Equipment Operator I                | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Worker                  | 4         | 4         | 4         | 4         | 4         | 4         |
| Maintenance Worker Senior           | 5         | 2         | 2         | 2         | 2         | 2         |
| <b>Total Wastewater Collection</b>  | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> | <b>25</b> |



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

| DEPARTMENT                          | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|-------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                     | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>Environmental Services</b>       |           |           |           |           |          |         |
| Superintendent                      | 1         | 1         | 1         | 1         | 1        | 1       |
| Environmental Lab Supervisor        | 1         | 1         | 1         | 1         | 1        | 1       |
| Environmental Technician I          | 1         | 1         | 1         | 1         | 1        | 1       |
| Environmental Technician II         | 2         | 2         | 2         | 2         | 2        | 2       |
| Administrative Secretary            | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Environmental Services</b> | 6         | 6         | 6         | 6         | 6        | 6       |
| <b>Utility Services</b>             |           |           |           |           |          |         |
| Superintendent                      | 1         | 1         | 1         | 1         | 1        | 1       |
| Engineering Tech II                 | 3         | 3         | 3         | 3         | 2        | 2       |
| Crew Supervisor Utility Services    | 3         | 3         | 3         | 3         | 3        | 3       |
| CAD Operator I                      | 1         | 0         | 0         | 0         | 0        | 0       |
| Engineering Tech III                | 0         | 0         | 0         | 0         | 1        | 1       |
| Engineering Tech I                  | 0         | 0         | 1         | 1         | 1        | 1       |
| CAD Operator II                     | 0         | 1         | 1         | 1         | 1        | 1       |
| Administrative Secretary            | 0         | 0         | 0         | 0         | 1        | 1       |
| Clerical Specialist                 | 1         | 1         | 1         | 1         | 0        | 0       |
| 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                              | 2         | 2         | 2         | 2         | 2        | 2       |
| Maintenance Worker Senior           | 3         | 3         | 3         | 3         | 3        | 3       |
| <b>Total Utility Services</b>       | 18        | 18        | 19        | 19        | 19       | 19      |
| <b>TOTAL UTILITY FUND</b>           | 289       | 291       | 294       | 288       | 289      | 289     |



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**ZOOLOGICAL PARK**

| DEPARTMENT                       | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |           |           |
|----------------------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                  | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV  | ADOPTED   |
| <b>Zoo</b>                       |           |           |           |           |           |           |
| Zoo Director                     | 1         | 1         | 1         | 1         | 1         | 1         |
| Assistant Director Zoo           | 0         | 0         | 0         | 0         | 1         | 1         |
| Zoo Curator - Education          | 1         | 1         | 1         | 1         | 1         | 1         |
| Administrative Assistant         | 1         | 1         | 1         | 1         | 1         | 1         |
| Administrative Secretary         | 0         | 0         | 0         | 0         | 0         | 1         |
| Inventory Coordinator            | 1         | 1         | 1         | 1         | 1         | 1         |
| Customer Services Representative | 1         | 1         | 1         | 1         | 1         | 1         |
| Maintenance Worker               | 0         | 1         | 1         | 1         | 1         | 1         |
| Trades Worker                    | 1         | 1         | 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                     | 5         | 2         | 2         | 2         | 3         | 2         |
| Security Officer                 | 1         | 1         | 1         | 1         | 1         | 1         |
| Security Officer Part Time       | 0         | 1         | 1         | 1         | 1         | 1         |
| Supervisor Zoo Facilities Maint  | 1         | 1         | 1         | 1         | 1         | 1         |
| Zoo Keeper II                    | 3         | 7         | 7         | 7         | 7         | 7         |
| <b>Total Zoo Department</b>      | <b>18</b> | <b>21</b> | <b>21</b> | <b>21</b> | <b>23</b> | <b>23</b> |
| <b>TOTAL ZOO FUND</b>            | <b>18</b> | <b>21</b> | <b>21</b> | <b>21</b> | <b>23</b> | <b>23</b> |



**2008-2009 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**MUNICIPAL TRANSIT FUND**

| DEPARTMENT                           | 2005-2006 | 2006-2007 | 2007-2008 | 2008-2009 |          |         |
|--------------------------------------|-----------|-----------|-----------|-----------|----------|---------|
|                                      | ACTUAL    | ADOPTED   | ADOPTED   | DEP.REQ   | ADMN APV | ADOPTED |
| <b>General Administration</b>        |           |           |           |           |          |         |
| Transit Manager                      | 1         | 1         | 1         | 1         | 1        | 1       |
| Transit Analyst                      | 1         | 1         | 1         | 1         | 1        | 1       |
| Asst Manager Transit                 | 0         | 0         | 1         | 1         | 1        | 1       |
| Transit Shift Supervisor             | 2         | 2         | 2         | 2         | 2        | 2       |
| Administrative Secretary             | 1         | 1         | 1         | 1         | 1        | 1       |
| Clerical Specialist                  | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Department</b>              | 6         | 6         | 7         | 7         | 7        | 7       |
| <b>Revenue Vehicle Operating</b>     |           |           |           |           |          |         |
| Transit Operator                     | 18        | 18        | 18        | 18        | 18       | 18      |
| Transit Operator (PT)                | 0         | 0         | 6         | 6         | 6        | 6       |
| <b>Total Vehicle Operator</b>        | 18        | 18        | 24        | 24        | 24       | 24      |
| <b>Inspection &amp; Maintenance</b>  |           |           |           |           |          |         |
| Fleet Maintenance Tech Senior        | 3         | 3         | 4         | 4         | 4        | 4       |
| Fleet Service Technician             | 2         | 2         | 2         | 2         | 2        | 2       |
| <b>Total Inspection &amp; Maint.</b> | 5         | 5         | 6         | 6         | 6        | 6       |
| <b>ADA Van</b>                       |           |           |           |           |          |         |
| Transit Operator                     | 3         | 3         | 3         | 3         | 3        | 3       |
| <b>Total Inspection &amp; Maint.</b> | 3         | 3         | 3         | 3         | 3        | 3       |
| <b>Maintenance Administration</b>    |           |           |           |           |          |         |
| Supervisor Fleet Maintenance         | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>Total Maint Administration</b>    | 1         | 1         | 1         | 1         | 1        | 1       |
| <b>TOTAL TRANSIT FUND</b>            | 33        | 33        | 41        | 41        | 41       | 41      |
| <b>TOTAL CITY WIDE</b>               | 962       | 986       | 1,030     | 1,029     | 1,037    | 1,040   |

2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET**  
**FUND BALANCE ANALYSIS**  
**FOR GOVERNMENTAL FUND TYPES**

| FUND                                 | 2006-2007    | 2007-2008    | 2008-2009    |
|--------------------------------------|--------------|--------------|--------------|
|                                      | ACTUAL       | ESTIMATED    | PROPOSED     |
| <b>GENERAL FUND</b>                  |              |              |              |
| Beginning Balance                    | 15,372,377   | 18,388,178   | 14,484,490   |
| Revenues                             | 53,308,368   | 52,748,510   | 49,395,618   |
| Expenditures                         | (50,292,567) | (56,652,198) | (58,625,637) |
| Ending Balance                       | 18,388,178   | 14,484,490   | 5,254,471    |
| Ending Fund Balance as % of Revenues | 34.49%       | 27.46%       | 10.64%       |
| <b>SPECIAL REVENUE FUNDS</b>         |              |              |              |
| Beginning Balance                    | 872,146      | 812,507      | 812,507      |
| Revenues                             | 35,406,781   | 38,502,243   | 33,690,706   |
| Expenditures                         | (35,466,420) | (38,502,243) | (33,690,706) |
| Ending Balance                       | 812,507      | 812,507      | 812,507      |
| Ending Fund Balance as % of Revenues | 2.29%        | 2.11%        | 2.41%        |
| <b>GENERAL DEBT SERVICE FUND</b>     |              |              |              |
| Beginning Balance                    | 3,019,652    | 2,445,512    | 1,731,919    |
| Revenues                             | 1,699,910    | 1,719,195    | 1,768,445    |
| Expenditures                         | (2,274,050)  | (2,432,788)  | (1,768,445)  |
| Ending Balance                       | 2,445,512    | 1,731,919    | 1,731,919    |
| Ending Fund Balance as % of Revenues | 143.86%      | 100.74%      | 97.93%       |
| <b>GENERAL CAPITAL PROJECTS FUND</b> |              |              |              |
| Beginning Balance                    | 26,155,560   | 30,636,885   | 4,456,667    |
| Revenues                             | 14,764,605   | 15,834,781   | 18,457,855   |
| Expenditures                         | (10,283,280) | (42,014,999) | (21,880,565) |
| Ending Balance                       | 30,636,885   | 4,456,667    | 1,033,957    |
| Ending Fund Balance as % of Revenues | 207.50%      | 28.14%       | 5.60%        |

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.



**2008-2009 ANNUAL BUDGET**  
**NET ASSETS ANALYSIS**  
**FOR PROPRIETARY FUND TYPES**

| FUND                                 | 2006-2007     | 2007-2008     | 2008-2009    |
|--------------------------------------|---------------|---------------|--------------|
|                                      | ACTUAL        | ESTIMATED     | PROPOSED     |
| <b>INTERNAL SERVICE FUNDS</b>        |               |               |              |
| Beginning Balance                    | 2,518,403     | 1,851,492     | 172,508      |
| Revenues                             | 9,761,942     | 9,157,014     | 8,771,414    |
| Expenses                             | (10,428,853)  | (10,835,998)  | (10,492,714) |
| Ending Balance                       | 1,851,492     | 172,508       | (1,548,792)  |
| Ending Retained Earnings as % of Rev | 18.97%        | 1.88%         | -17.66%      |
| <b>UTILITY FUND</b>                  |               |               |              |
| Beginning Balance                    | 88,368,047    | 95,139,685    | 85,867,263   |
| Revenues                             | 106,911,288   | 97,546,484    | 88,312,188   |
| Expenses                             | (100,139,650) | (106,818,906) | (93,945,333) |
| Ending Balance                       | 95,139,685    | 85,867,263    | 80,234,118   |
| Ending Retained Earnings as % of Rev | 88.99%        | 88.03%        | 90.85%       |
| <b>MUNICIPAL TRANSIT FUND</b>        |               |               |              |
| Beginning Balance                    | (5,313,644)   | (5,172,930)   | (5,172,930)  |
| Revenues                             | 3,326,764     | 3,103,629     | 3,112,727    |
| Expenses                             | (3,186,050)   | (3,103,629)   | (3,112,727)  |
| Ending Balance                       | (5,172,930)   | (5,172,930)   | (5,172,930)  |
| Ending Retained Earnings as % of Rev | -155.49%      | -166.67%      | -166.19%     |
| <b>SANITATION FUND</b>               |               |               |              |
| Beginning Balance                    | (185,094)     | 536,237       | (97,763)     |
| Revenues                             | 5,453,441     | 4,697,743     | 5,566,539    |
| Expenses                             | (4,732,110)   | (5,331,743)   | (5,566,539)  |
| Ending Balance                       | 536,237       | (97,763)      | (97,763)     |
| Ending Retained Earnings as % of Rev | 9.83%         | -2.08%        | -1.76%       |

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.

## 2008-2009 ANNUAL BUDGET

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## II. GENERAL FUND



## **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.

## 2008-2009 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE                             | 2005-2006         | 2006-2007         | 2007-2008         |                   | 2008-2009         |                   |                   |
|--------|-------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|        |                                           | ACTUAL<br>REC'D   | ACTUAL<br>REC'D   | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST   | ADMIN<br>APPRVD   | ADOPTED           |
|        | <b>Taxes:</b>                             |                   |                   |                   |                   |                   |                   |                   |
| 311129 | Taxes - Ad Valorem                        | 1,812,921         | 2,038,779         | 2,037,000         | 2,190,000         | 2,190,000         | 2,190,000         | 2,190,000         |
| 311303 | Taxes - Franchise                         | 259,362           | 279,559           | 200,000           | 200,000           | 200,000           | 200,000           | 200,000           |
| 311900 | Interest - Delinquent Taxes               | 77,312            | 106,683           | 60,000            | 60,000            | 60,000            | 60,000            | 60,000            |
| 333103 | Housing Authority-P.I.L.O.T               | 18,723            | 15,399            | 10,000            | 10,000            | 10,000            | 10,000            | 10,000            |
|        | <b>Total Taxes</b>                        | <b>2,168,318</b>  | <b>2,440,420</b>  | <b>2,307,000</b>  | <b>2,460,000</b>  | <b>2,460,000</b>  | <b>2,460,000</b>  | <b>2,460,000</b>  |
|        | <b>Licenses and Permits:</b>              |                   |                   |                   |                   |                   |                   |                   |
| 322101 | Licenses - Occupation                     | 2,439,451         | 2,647,532         | 2,200,000         | 2,500,000         | 2,500,000         | 2,500,000         | 2,500,000         |
| 322102 | Licenses- Competency Cards                | 5,053             | 6,045             | 10,000            | 10,000            | 10,000            | 10,000            | 10,000            |
| 322201 | Permits - Building                        | 80,468            | 68,915            | 65,000            | 65,000            | 65,000            | 65,000            | 65,000            |
| 322202 | Permits - Zoning                          | 134,754           | 239,909           | 9,000             | 9,000             | 9,000             | 9,000             | 9,000             |
| 322203 | Permits - Alcohol                         | 0                 | 0                 | 14,000            | 14,000            | 14,000            | 14,000            | 14,000            |
| 322204 | Permits - Bingo                           | 0                 | 0                 | 200               | 200               | 200               | 200               | 200               |
|        | <b>Total Licenses And Permits</b>         | <b>2,659,726</b>  | <b>2,962,401</b>  | <b>2,298,200</b>  | <b>2,598,200</b>  | <b>2,598,200</b>  | <b>2,598,200</b>  | <b>2,598,200</b>  |
|        | <b>Intergovernmental:</b>                 |                   |                   |                   |                   |                   |                   |                   |
| 311302 | Parish Sales Taxes                        | 7,023,093         | 7,576,599         | 7,100,000         | 7,800,000         | 7,100,000         | 7,100,000         | 7,100,000         |
| 333104 | Federal - FEMA                            | 0                 | 171,273           | 0                 | 0                 | 0                 | 0                 | 0                 |
| 333431 | State - Forestry & Agriculture            | 9,756             | 4,845             | 10,000            | 10,000            | 10,000            | 10,000            | 10,000            |
| 333480 | Federal - FEMA Recovery                   | 177,605           | 202,115           | 0                 | 0                 | 0                 | 0                 | 0                 |
| 333484 | Federal - Homeland Security               | 103,764           | 89,194            | 0                 | 0                 | 0                 | 0                 | 0                 |
| 333501 | State - Tobacco Tax                       | 0                 | 0                 | 0                 | 59,787            | 0                 | 0                 | 0                 |
| 333502 | State - Beer Tax                          | 103,332           | 91,348            | 100,000           | 91,000            | 91,000            | 91,000            | 91,000            |
| 333504 | State - Fire Insurance Rebate             | 89,827            | 105,815           | 80,000            | 113,559           | 80,000            | 80,000            | 80,000            |
| 333510 | State Grant - DARE Officers               | 27,019            | 8,958             | 0                 | 20,542            | 0                 | 0                 | 0                 |
| 333522 | Federal Grant - Crime Bill                | 221,250           | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 333526 | State Grant - LA Comm on Law Enf          | 206,601           | 104,332           | 0                 | 96,633            | 0                 | 0                 | 0                 |
| 333527 | Grants - Police                           | 31,060            | 134,076           | 0                 | 78,427            | 0                 | 0                 | 0                 |
| 333532 | Federal - Police Grants - LLEBG           | 5,033             | 1,335             | 0                 | 0                 | 0                 | 0                 | 0                 |
| 333534 | Parish - Sales Tax Rebate                 | 254,701           | 289,314           | 108,000           | 108,000           | 108,000           | 108,000           | 108,000           |
| 333536 | State - Police Supplemental Pay           | 530,780           | 554,700           | 530,780           | 554,700           | 554,700           | 554,700           | 554,700           |
| 333537 | State - Fire Supplemental Pay             | 392,670           | 403,200           | 392,670           | 403,200           | 403,200           | 403,200           | 403,200           |
| 333543 | Federal - US Dept of Justice              | 0                 | 12,681            | 0                 | 120,412           | 0                 | 0                 | 0                 |
| 333545 | Federal - Drug Confiscations              | 0                 | 3,940             | 35,000            | 35,000            | 35,000            | 35,000            | 35,000            |
| 333547 | Federal - Weed & Seed                     | 0                 | 64,975            | 0                 | 110,125           | 0                 | 0                 | 0                 |
| 333548 | State - Crisis Intervention Team          | 0                 | 0                 | 229,185           | 229,185           | 0                 | 0                 | 0                 |
|        | <b>Total Intergovernmental</b>            | <b>9,176,491</b>  | <b>9,818,700</b>  | <b>8,585,635</b>  | <b>9,830,570</b>  | <b>8,381,900</b>  | <b>8,381,900</b>  | <b>8,381,900</b>  |
|        | <b>Internal Services/Interfunds:</b>      |                   |                   |                   |                   |                   |                   |                   |
| 333401 | Transfer from Utility-Other               | 24,000            | 24,000            | 24,000            | 24,000            | 24,000            | 24,000            | 24,000            |
| 333160 | Cost Allocation-Comm Development          | 0                 | 70,000            | 46,856            | 46,856            | 46,856            | 46,856            | 46,856            |
| 333401 | Cost Allocation-Utility Fund              | 1,380,809         | 1,796,526         | 1,380,809         | 1,796,526         | 1,796,526         | 1,796,526         | 1,796,526         |
| 333402 | Cost Allocation-Sanitation Fund           | 814,370           | 685,890           | 814,370           | 685,890           | 685,890           | 685,890           | 685,890           |
| 333403 | Cost Allocation-Zoo Fund                  | 218,561           | 429,348           | 218,561           | 429,348           | 429,348           | 429,348           | 429,348           |
| 333404 | Cost Allocation-Golf Course Fund          | 42,522            | 116,192           | 42,522            | 116,192           | 116,192           | 116,192           | 116,192           |
| 333450 | Cost Allocation-Municipal Transit         | 411,410           | 345,271           | 411,410           | 345,271           | 345,271           | 345,271           | 345,271           |
| 381151 | Transfers-1976 Sales Tax                  | 6,556,717         | 6,776,099         | 6,250,000         | 6,750,000         | 6,500,000         | 6,500,000         | 6,500,000         |
| 382151 | Transfers-1998 Sales Tax                  | 13,113,434        | 13,552,403        | 12,500,000        | 13,500,000        | 13,000,000        | 13,000,000        | 13,000,000        |
| 384151 | Transfers-2005 Sales Tax                  | 6,437,830         | 6,661,670         | 6,250,000         | 6,750,000         | 6,500,000         | 6,500,000         | 6,500,000         |
| 388050 | Transfers-Police Pension Fund             | 8                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 388300 | Transfers - General Capital Projects      | 310,000           | 310,000           | 310,000           | 310,000           | 310,000           | 310,000           | 310,000           |
| 388401 | Transfers-Utility System 5%               | 5,681,011         | 5,317,564         | 4,046,464         | 5,199,900         | 4,700,000         | 4,700,000         | 4,700,000         |
|        | <b>Total Internal Services/Interfunds</b> | <b>34,990,672</b> | <b>36,084,963</b> | <b>32,294,992</b> | <b>35,953,983</b> | <b>34,454,083</b> | <b>34,454,083</b> | <b>34,454,083</b> |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE                      | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                    | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 367101 | <b>Investment Income:</b>          |                 |                 |                   |                 |                 |                 |         |
|        | Interest - Investments             | 106,566         | 260,175         | 125,000           | 525,000         | 325,000         | 325,000         | 325,000 |
|        | <b>Total Investment Income</b>     | 106,566         | 260,175         | 125,000           | 525,000         | 325,000         | 325,000         | 325,000 |
|        | <b>Fines and Forfeitures:</b>      |                 |                 |                   |                 |                 |                 |         |
| 354701 | City Court - Civil Fees            | 61,698          | 65,900          | 32,000            | 64,000          | 64,000          | 64,000          | 64,000  |
| 354702 | City Court - Legal                 | 85,260          | 97,730          | 70,000            | 91,000          | 91,000          | 91,000          | 91,000  |
| 354703 | City Court - Fines                 | 453,813         | 548,358         | 400,000           | 500,000         | 450,000         | 450,000         | 450,000 |
| 354705 | Fines - Parking Tickets            | 3,755           | 3,856           | 4,000             | 4,000           | 4,000           | 4,000           | 4,000   |
| 354707 | Fines-ABC Board                    | 2,500           | 0               | 0                 | 0               | 0               | 0               | 0       |
| 354708 | City Court-Police Officers Witness | 12,320          | 14,438          | 0                 | 13,000          | 0               | 0               | 0       |
| 354709 | Fines-PTI Collections              | 105,000         | 100,000         | 90,000            | 102,500         | 100,000         | 100,000         | 100,000 |
| 354710 | Fines-DWI Collections              | 0               | 39,199          | 10,000            | 6,200           | 6,200           | 6,200           | 6,200   |
|        | <b>Total Fines and Forfeitures</b> | 724,346         | 869,481         | 606,000           | 780,700         | 715,200         | 715,200         | 715,200 |
|        | <b>Charges for Services:</b>       |                 |                 |                   |                 |                 |                 |         |
| 334701 | Charges - Training Academy         | 32,878          | 33,974          | 30,000            | 30,000          | 30,000          | 30,000          | 30,000  |
| 344001 | Charges - Grass Mowing             | 71,568          | 104,561         | 30,000            | 30,000          | 30,000          | 30,000          | 30,000  |
| 344205 | Charges - Demolition               | 0               | 10,311          | 0                 | 0               | 0               | 0               | 0       |
| 344206 | Charges - Debris Removal           | 0               | 750             | 0                 | 0               | 0               | 0               | 0       |
| 344703 | Charges - R-O-W Maintenance        | 56,430          | 56,430          | 56,430            | 56,430          | 56,430          | 56,430          | 56,430  |
| 344705 | Charges - Animal Shelter           | 64,492          | 64,124          | 54,000            | 64,000          | 54,000          | 54,000          | 54,000  |
| 344708 | Charges - Photo Copies             | 37,203          | 43,965          | 13,000            | 40,000          | 13,000          | 13,000          | 13,000  |
| 344709 | Charges - Alarm Billing            | 23,450          | 7,750           | 25,000            | 25,000          | 25,000          | 25,000          | 25,000  |
|        | <b>Total Charges for Services</b>  | 286,021         | 321,865         | 208,430           | 245,430         | 208,430         | 208,430         | 208,430 |



2008-2009 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE                   | 2005-2006         | 2006-2007         | 2007-2008         |                   | 2008-2009         |                   |                   |
|--------|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|        |                                 | ACTUAL<br>REC'D   | ACTUAL<br>REC'D   | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST   | ADMIN<br>APPRVD   | ADOPTED           |
|        | <b>Other:</b>                   |                   |                   |                   |                   |                   |                   |                   |
| 377502 | Rent - Corps of Engineers       | 2,750             | 3,000             | 11,400            | 11,400            | 11,400            | 11,400            | 11,400            |
| 377504 | Rent - Startech                 | 116,696           | 127,305           | 127,305           | 127,305           | 127,305           | 127,305           | 127,305           |
| 377600 | Rent - Bolton Avenue Center     | 11,125            | 17,985            | 10,000            | 17,000            | 10,000            | 10,000            | 10,000            |
| 377601 | Rent - Convention Hall          | 26,030            | 48,017            | 25,000            | 48,000            | 25,000            | 25,000            | 25,000            |
| 377602 | Rent - Building Security        | 18,068            | 22,437            | 17,000            | 17,000            | 17,000            | 17,000            | 17,000            |
| 377603 | Rent - Casson Street Center     | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 377604 | Rent - M.L. King Center         | 4,130             | 4,823             | 4,000             | 4,000             | 4,000             | 4,000             | 4,000             |
| 377605 | Rent - Broadway Resource Center | 5,965             | 9,245             | 6,000             | 9,000             | 6,000             | 6,000             | 6,000             |
| 377700 | Rent - Harold Miles Park        | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 377701 | Rent - Beagle Club              | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 377702 | Rent - Farmers Market           | 3,820             | 7,815             | 3,000             | 7,000             | 3,000             | 3,000             | 3,000             |
| 377703 | Rent - Ampitheatre              | 1,090             | 4,375             | 1,000             | 1,000             | 1,000             | 1,000             | 1,000             |
| 377707 | Rent - Louisiana Industries     | 600               | 0                 | 600               | 600               | 600               | 600               | 600               |
| 377708 | Rent - Martin Center            | 8,450             | 7,425             | 0                 | 7,000             | 0                 | 0                 | 0                 |
| 388200 | Sale of Fixed Assets            | 171,607           | 90,358            | 0                 | 11,000            | 0                 | 0                 | 0                 |
| 388204 | Sale of Land-Rapides Golf       | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 399000 | Miscellaneous Revenue           | 100,002           | 115,574           | 45,000            | 67,000            | 45,000            | 45,000            | 45,000            |
| 399001 | Misc - Return Checks            | 1,085             | 1,025             | 500               | 500               | 500               | 500               | 500               |
| 399004 | Misc - Arts & Humanities        | 0                 | 0                 | 2,000             | 2,000             | 2,000             | 2,000             | 2,000             |
| 399005 | Misc Revenue-Environmental      | 27,299            | 943               | 0                 | 0                 | 0                 | 0                 | 0                 |
| 399014 | Misc Revenue-Drug Confiscations | 0                 | 16,013            | 0                 | 0                 | 0                 | 0                 | 0                 |
| 399503 | Contribution-FOTAZ              | 10,000            | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 399510 | Contribution - Other            | 0                 | 37,064            | 0                 | 30,000            | 0                 | 0                 | 0                 |
| 399521 | Other - Queen on the Red        | 65,225            | 36,959            | 0                 | 0                 | 0                 | 0                 | 0                 |
| 399999 | Use of Prior Year Revenues      | 0                 | 0                 | 6,454,038         | 3,893,332         | 0                 | 8,846,989         | 9,230,019         |
|        | <b>Total Other</b>              | <b>573,942</b>    | <b>550,363</b>    | <b>6,706,843</b>  | <b>4,253,137</b>  | <b>252,805</b>    | <b>9,099,794</b>  | <b>9,482,824</b>  |
|        | <b>TOTAL REVENUES</b>           | <b>50,686,082</b> | <b>53,308,368</b> | <b>53,132,100</b> | <b>56,647,020</b> | <b>49,395,618</b> | <b>58,242,607</b> | <b>58,625,637</b> |



2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Legislative  | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Council | <b>ORGANIZATION:</b> | 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                | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 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              |

2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Legislative  | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Council | <b>ORGANIZATION:</b> | 010200 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006  | 2006-2007  | 2007-2008      |              | 2008-2009    |         | PERCENT CHANGE |
|-----------------------|------------|------------|----------------|--------------|--------------|---------|----------------|
|                       | ACTUAL EXP | ACTUAL EXP | ADOPTED BUDGET | FINAL BUDGET | ADMIN APPRVD | ADOPTED |                |
| SALARIES AND WAGES    | 125,377    | 126,485    | 126,000        | 126,000      | 126,000      | 126,000 | 0.00%          |
| FRINGE BENEFITS       | 26,988     | 30,768     | 31,471         | 31,471       | 35,737       | 35,737  | 13.56%         |
| OPERATING/CONTRACTUAL | 105,003    | 157,262    | 145,955        | 190,955      | 160,955      | 160,955 | 10.28%         |
| OTHER                 | 0          | 0          | 0              | 0            | 0            | 0       | 0.00%          |
| CAPITAL OUTLAY        | 5,206      | 9,621      | 0              | 0            | 0            | 0       | 0.00%          |
| TOTAL APPROPRIATIONS  | 262,574    | 324,136    | 303,426        | 348,426      | 322,692      | 322,692 | 6.35%          |

PERSONNEL ROSTER

| JOB CODE | TITLE                         | 2005-2006 | 2006-2007 | 2007-2008      |              | 2008-2009    |         | PERCENT CHANGE |
|----------|-------------------------------|-----------|-----------|----------------|--------------|--------------|---------|----------------|
|          |                               | ACTUAL    | ACTUAL    | ADOPTED BUDGET | FINAL BUDGET | ADMIN APPRVD | ADOPTED |                |
| 480110   | Salary - City Council Persons | 7         | 7         | 7              | 7            | 7            | 7       | 0.00%          |
|          | <b>Total Positions</b>        | 7         | 7         | 7              | 7            | 7            | 7       | 0.00%          |



## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Legislative  | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Council | <b>ORGANIZATION:</b> | 010200 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 480110 | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
|        | Salary - City Council Persons            | 125,377       | 126,485       | 126,000           | 126,000         | 126,000         | 126,000         | 126,000 |
|        | <b>Total Salaries</b>                    | 125,377       | 126,485       | 126,000           | 126,000         | 126,000         | 126,000         | 126,000 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510202 | Fringe - Hospital                        | 17,362        | 21,121        | 21,538            | 21,538          | 21,538          | 25,804          | 25,804  |
| 510206 | Fringe - Medicare Insurance Tax          | 1,766         | 1,772         | 1,827             | 1,827           | 1,827           | 1,827           | 1,827   |
| 510207 | Fringe - Life Insurance                  | 281           | 275           | 294               | 294             | 294             | 294             | 294     |
| 510208 | Fringe - FICA Tax Retirement             | 7,579         | 7,600         | 7,812             | 7,812           | 7,812           | 7,812           | 7,812   |
|        | <b>Total Fringe</b>                      | 26,988        | 30,768        | 31,471            | 31,471          | 31,471          | 35,737          | 35,737  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 531110 | Professional Fees & Services             | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531500 | Printing                                 | 69            | 80            | 250               | 250             | 250             | 250             | 250     |
| 531900 | Advertising                              | 31,132        | 36,303        | 30,705            | 55,705          | 30,705          | 30,705          | 30,705  |
| 533024 | Economic Development                     | 50,027        | 92,867        | 80,000            | 100,000         | 80,000          | 80,000          | 80,000  |
| 543000 | Miscellaneous                            | 13,634        | 16,367        | 15,000            | 15,000          | 15,000          | 20,000          | 20,000  |
| 543003 | Travel & Training                        | 10,141        | 11,645        | 20,000            | 20,000          | 20,000          | 30,000          | 30,000  |
|        | <b>Total Operating &amp; Contractual</b> | 105,003       | 157,262       | 145,955           | 190,955         | 145,955         | 160,955         | 160,955 |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                    | 0             | 3,367         | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 4,726         | 6,254         | 0                 | 0               | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures              | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 480           | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 5,206         | 9,621         | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                  | 262,574       | 324,136       | 303,426           | 348,426         | 303,426         | 322,692         | 322,692 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |             |                      |        |
|--------------------|-------------|----------------------|--------|
| <b>DIVISION:</b>   | Legislative | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Clerk  | <b>ORGANIZATION:</b> | 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                | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 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              |

## 2008-2009 ANNUAL BUDGET

|                    |             |                      |        |
|--------------------|-------------|----------------------|--------|
| <b>DIVISION:</b>   | Legislative | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Clerk  | <b>ORGANIZATION:</b> | 010300 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 107,064       | 111,775       | 113,573           | 113,573         | 118,116         | 118,116 | 4.00%             |
| FRINGE BENEFITS       | 39,037        | 43,077        | 42,210            | 42,210          | 41,472          | 41,472  | -1.75%            |
| OPERATING/CONTRACTUAL | 19,880        | 34,236        | 37,300            | 40,300          | 49,300          | 49,300  | 32.17%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 2,549         | 0             | 10,000            | 10,000          | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 168,530       | 189,088       | 203,083           | 206,083         | 208,888         | 208,888 | 2.86%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                      | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|----------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                            | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480101      | Salary - City Clerk        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 480301      | Salary - Deputy City Clerk | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>     | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |             |                      |        |
|--------------------|-------------|----------------------|--------|
| <b>DIVISION:</b>   | Legislative | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Clerk  | <b>ORGANIZATION:</b> | 010300 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 480101 | Salary - City Clerk                      | 56,860        | 59,362        | 60,317            | 60,317          | 60,317          | 62,730          | 62,730  |
| 480301 | Salary - Deputy City Clerk               | 50,204        | 52,413        | 53,256            | 53,256          | 53,256          | 55,386          | 55,386  |
|        | <b>Total Salaries</b>                    | 107,064       | 111,775       | 113,573           | 113,573         | 113,573         | 118,116         | 118,116 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 29,592        | 33,137        | 32,027            | 32,027          | 30,086          | 31,289          | 31,289  |
| 510202 | Fringe - Hospital                        | 9,361         | 9,855         | 10,099            | 10,099          | 10,099          | 10,099          | 10,099  |
| 510206 | Fringe - Medicare Insurance Tax          | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 510207 | Fringe - Life Insurance                  | 84            | 85            | 84                | 84              | 84              | 84              | 84      |
|        | <b>Total Fringe</b>                      | 39,037        | 43,077        | 42,210            | 42,210          | 40,269          | 41,472          | 41,472  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 2,055         | 9,061         | 6,000             | 7,000           | 6,000           | 10,000          | 10,000  |
| 520400 | Office                                   | 2,584         | 4,047         | 7,750             | 7,750           | 7,750           | 7,750           | 7,750   |
| 531410 | Telephone                                | 1,149         | 2,297         | 2,500             | 4,500           | 4,500           | 4,500           | 4,500   |
| 531500 | Printing                                 | 81            | 0             | 50                | 50              | 50              | 50              | 50      |
| 531800 | Rent                                     | 5,549         | 5,390         | 9,000             | 9,000           | 9,000           | 9,000           | 9,000   |
| 543000 | Miscellaneous Expense                    | 2,717         | 6,786         | 6,000             | 6,000           | 6,000           | 6,000           | 6,000   |
| 543003 | Travel & Training                        | 5,745         | 6,655         | 6,000             | 6,000           | 6,000           | 12,000          | 12,000  |
|        | <b>Total Operating &amp; Contractual</b> | 19,880        | 34,236        | 37,300            | 40,300          | 39,300          | 49,300          | 49,300  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                    | 2,400         | 0             | 10,000            | 10,000          | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures              | 149           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 2,549         | 0             | 10,000            | 10,000          | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                  | 168,530       | 189,088       | 203,083           | 206,083         | 193,142         | 208,888         | 208,888 |



## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |        |
|--------------------|---------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Office of the Mayor | <b>ORGANIZATION:</b> | 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 | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |

## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |        |
|--------------------|---------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Office of The Mayor | <b>ORGANIZATION:</b> | 020400 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 162,092       | 169,029       | 171,858           | 171,858         | 178,833         | 178,833 | 4.06%             |
| FRINGE BENEFITS       | 68,808        | 65,636        | 62,491            | 62,491          | 62,131          | 62,131  | -0.58%            |
| OPERATING/CONTRACTUAL | 22,399        | 31,929        | 37,349            | 47,349          | 46,349          | 46,349  | 24.10%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 7,814         | 21,160        | 18,500            | 18,500          | 18,500          | 18,500  | 0.00%             |
| TOTAL APPROPRIATIONS  | 261,113       | 287,754       | 290,198           | 300,198         | 305,813         | 305,813 | 5.38%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                             | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                   | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480109      | Salary - Mayor                    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 480206      | Salary - Mayor's Asst - Secretary | 1         | 1         | 0                 | 0               | 0               | 0       | 0.00%             |
| 480604      | Salary - Executive Secretary      | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
|             | <b>Total Positions</b>            | 4         | 4         | 3                 | 3               | 3               | 3       | 0.00%             |

## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |        |
|--------------------|---------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Office of The Mayor | <b>ORGANIZATION:</b> | 020400 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 480109 | Salary - Mayor                           | 95,201        | 99,195        | 100,899           | 100,899         | 100,899         | 105,036         | 105,036 |
| 480112 | Salary - Mayor's Asst- HR                | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 480206 | Salary - Mayor's Asst-Secretary          | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 480604 | Salary - Executive Secretary             | 66,891        | 69,834        | 70,959            | 70,959          | 70,959          | 73,797          | 73,797  |
|        | <b>Total Salaries</b>                    | 162,092       | 169,029       | 171,858           | 171,858         | 171,858         | 178,833         | 178,833 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 44,215        | 38,233        | 36,010            | 36,010          | 34,797          | 35,549          | 35,549  |
| 510202 | Fringe - Hospital                        | 14,866        | 14,704        | 16,046            | 16,046          | 16,046          | 16,046          | 16,046  |
| 510206 | Fringe - Medicare Insurance Tax          | 2,401         | 5,127         | 2,604             | 2,604           | 2,604           | 2,705           | 2,705   |
| 510207 | Fringe - Life Insurance                  | 126           | 124           | 126               | 126             | 126             | 126             | 126     |
| 510209 | Fringe - Car Allowance                   | 7,200         | 7,448         | 7,705             | 7,705           | 7,705           | 7,705           | 7,705   |
|        | <b>Total Fringe</b>                      | 68,808        | 65,636        | 62,491            | 62,491          | 61,278          | 62,131          | 62,131  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 520400 | Office                                   | 2,443         | 4,976         | 15,000            | 18,000          | 15,000          | 15,000          | 15,000  |
| 531301 | Vehicle Costs - Gas & Oil                | 1,285         | 908           | 1,438             | 1,438           | 1,438           | 1,438           | 1,438   |
| 531304 | Vehicle Costs - R & M                    | 282           | 267           | 800               | 800             | 800             | 800             | 800     |
| 531410 | Telephone                                | 5,097         | 3,422         | 4,000             | 6,000           | 6,000           | 6,000           | 6,000   |
| 531500 | Printing                                 | 551           | 618           | 1,271             | 1,271           | 1,271           | 1,271           | 1,271   |
| 531800 | Rent                                     | 0             | 130           | 0                 | 0               | 0               | 0               | 0       |
| 543000 | Miscellaneous                            | 3,270         | 6,616         | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 543002 | Dues & Subscriptions                     | 6,348         | 3,789         | 1,500             | 1,500           | 1,500           | 1,500           | 1,500   |
| 543017 | Placques & Awards                        | 0             | 0             | 500               | 500             | 500             | 500             | 500     |
| 543003 | Travel & Training                        | 1,130         | 9,376         | 10,000            | 15,000          | 15,000          | 17,000          | 17,000  |
| 605106 | Maintenance Equipment                    | 1,993         | 1,827         | 840               | 840             | 840             | 840             | 840     |
|        | <b>Total Operating &amp; Contractual</b> | 22,399        | 31,929        | 37,349            | 47,349          | 44,349          | 46,349          | 46,349  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                    | 7,814         | 18,660        | 0                 | 0               | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures              | 0             | 2,500         | 18,500            | 18,500          | 18,500          | 18,500          | 18,500  |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 7,814         | 21,160        | 18,500            | 18,500          | 18,500          | 18,500          | 18,500  |
|        | <b>TOTAL DEPARTMENT</b>                  | 261,113       | 287,754       | 290,198           | 300,198         | 295,985         | 305,813         | 305,813 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive          | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | General Government | <b>ORGANIZATION:</b> | 020500 |

## GOAL MISSION STATEMENT

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|  |
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## FUNCTION DESCRIPTION

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## DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |



2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive          | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | General Government | <b>ORGANIZATION:</b> | 020500 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 70,989        | 35,613        | 89,406            | 83,406          | 81,096          | 81,096  | -9.29%            |
| FRINGE BENEFITS       | 35,916        | 13,021        | 37,289            | 37,289          | 31,274          | 31,274  | -16.13%           |
| OPERATING/CONTRACTUAL | 3,754         | 1,339         | 9,750             | 9,750           | 9,750           | 9,750   | 0.00%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 0             | 1,128         | 1,000             | 1,000           | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 110,659       | 51,101        | 137,445           | 131,445         | 122,120         | 122,120 | -11.15%           |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                   | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                         | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480204      | Salary - Mayor's Asst Workforce Develop | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490626      | Salary - Clerical Specialist            | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                  | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive          | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | General Government | <b>ORGANIZATION:</b> | 020500 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 480204 | Salary - Mayor's Asst Workforce Develop  | 47,742        | 11,523        | 64,929            | 58,929          | 53,500          | 55,640          | 55,640  |
| 490626 | Salary - Clerical Specialist             | 23,247        | 24,090        | 24,477            | 24,477          | 24,477          | 25,456          | 25,456  |
|        | <b>Total Salaries</b>                    | 70,989        | 35,613        | 89,406            | 83,406          | 77,977          | 81,096          | 81,096  |
|        |                                          |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 19,602        | 7,142         | 22,903            | 22,903          | 20,656          | 21,482          | 21,482  |
| 510202 | Fringe - Hospital                        | 11,567        | 4,615         | 13,006            | 13,006          | 8,532           | 8,532           | 8,532   |
| 510206 | Fringe - Medicare Insurance Tax          | 1,072         | 506           | 1,296             | 1,296           | 1,131           | 1,176           | 1,176   |
| 510207 | Fringe - Life Insurance                  | 75            | 48            | 84                | 84              | 84              | 84              | 84      |
| 510208 | Fringe - FICA Tax Retirement             | 0             | 710           | 0                 | 0               | 0               | 0               | 0       |
| 510209 | Fringe - Car Allowance                   | 3,600         | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Fringe</b>                      | 35,916        | 13,021        | 37,289            | 37,289          | 30,403          | 31,274          | 31,274  |
|        |                                          |               |               |                   |                 |                 |                 |         |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 520400 | Office                                   | 324           | 150           | 2,500             | 2,500           | 2,500           | 2,500           | 2,500   |
| 520500 | Operating Supplies                       | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531410 | Telephone                                | 2,154         | 1,189         | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 531500 | Printing                                 | 78            | 0             | 0                 | 0               | 0               | 0               | 0       |
| 543002 | Dues & Subscriptions                     | 200           | 0             | 250               | 250             | 250             | 250             | 250     |
| 543003 | Travel & Training                        | 998           | 0             | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
|        | <b>Total Operating &amp; Contractual</b> | 3,754         | 1,339         | 9,750             | 9,750           | 9,750           | 9,750           | 9,750   |
|        |                                          |               |               |                   |                 |                 |                 |         |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                    | 0             | 1,128         | 0                 | 0               | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures              | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 0             | 0             | 1,000             | 1,000           | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 0             | 1,128         | 1,000             | 1,000           | 0               | 0               | 0       |
|        |                                          |               |               |                   |                 |                 |                 |         |
|        | <b>TOTAL DEPARTMENT</b>                  | 110,659       | 51,101        | 137,445           | 131,445         | 118,130         | 122,120         | 122,120 |

2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive     | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Office of EEO | <b>ORGANIZATION:</b> | 020502 |

GOAL MISSION STATEMENT

Under the direction of the Mayor, to perform professional work ensuring compliance by the City of Alexandria with the various federal, state, and local laws, ordinances, regulations and ruling regarding equal opportunities program, discrimination, and cultural diversity.

FUNCTION DESCRIPTION

The Office of the EEOC performs the following duties:

1. Coordinates and evaluates the City's compliance with a variety of legislation including EEO (Equal Employment Opportunity) and ADA (American with Disabilities Act).
2. Promotes recruitment to protected class members.
3. Counsels with employees regarding disciplinary procedures.
4. Monitors the City's ADA Transition Plan.
5. Investigates complaints relating to discrimination and harassment.
6. Train employees on laws governing discrimination, harassment, and cultural diversity.
7. Mayor's Assistant to the Alexandria Human Relations Commission.

DEMAND PERFORMANCE INDICATORS

| Description                  | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------|------------------|---------------------|---------------------|
| City of Alexandria Residents |                  |                     |                     |
| City of Alexandria Employees |                  |                     |                     |

2008-2009 ANNUAL BUDGET

|                    |                               |                      |        |
|--------------------|-------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive                     | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Office of the EEO Coordinator | <b>ORGANIZATION:</b> | 020502 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 51,392        | 51,522        | 52,350            | 52,350          | 54,445          | 54,445  | 4.00%             |
| FRINGE BENEFITS       | 19,871        | 21,717        | 21,397            | 21,397          | 21,086          | 21,086  | -1.45%            |
| OPERATING/CONTRACTUAL | 2,381         | 6,760         | 9,400             | 9,400           | 9,400           | 9,400   | 0.00%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 0             | 415           | 0                 | 1,345           | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 73,644        | 80,414        | 83,147            | 84,492          | 84,931          | 84,931  | 2.15%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                    | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                          | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480215      | Salary - EEO Coordinator | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |



2008-2009 ANNUAL BUDGET

|                    |                               |                      |        |
|--------------------|-------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive                     | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Office of the EEO Coordinator | <b>ORGANIZATION:</b> | 020502 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 480215 | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
|        | Salary - EEO Coordinator                 | 51,392        | 51,522        | 52,350            | 52,350          | 52,351          | 54,445          | 54,445  |
|        | <b>Total Salaries</b>                    | 51,392        | 51,522        | 52,350            | 52,350          | 52,351          | 54,445          | 54,445  |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 13,640        | 15,274        | 14,763            | 14,763          | 13,868          | 14,422          | 14,422  |
| 510202 | Fringe - Hospital                        | 5,425         | 5,692         | 5,833             | 5,833           | 5,833           | 5,833           | 5,833   |
| 510206 | Fringe - Medicare Insurance Tax          | 764           | 709           | 759               | 759             | 759             | 789             | 789     |
| 510207 | Fringe - Life Insurance                  | 42            | 42            | 42                | 42              | 42              | 42              | 42      |
|        | <b>Total Fringe</b>                      | 19,871        | 21,717        | 21,397            | 21,397          | 20,502          | 21,086          | 21,086  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520400 | Office                                   | 507           | 813           | 1,600             | 1,600           | 1,600           | 1,600           | 1,600   |
| 531410 | Telephone                                | 106           | 92            | 300               | 300             | 300             | 300             | 300     |
| 531500 | Printing                                 | 76            | 27            | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 543002 | Dues & Subscriptions                     | 838           | 630           | 500               | 500             | 500             | 500             | 500     |
| 543003 | Travel & Training                        | 854           | 5,198         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 543017 | Plaques & Awards                         | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Operating &amp; Contractual</b> | 2,381         | 6,760         | 9,400             | 9,400           | 9,400           | 9,400           | 9,400   |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                    | 0             | 0             | 0                 | 1,345           | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures              | 0             | 415           | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 0             | 415           | 0                 | 1,345           | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                  | 73,644        | 80,414        | 83,147            | 84,492          | 82,253          | 84,931          | 84,931  |

**2008-2009 ANNUAL BUDGET**

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Intergovernmental | <b>ORGANIZATION:</b> | 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 | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |

2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Intergovernmental | <b>ORGANIZATION:</b> | 020800 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006  | 2006-2007  | 2007-2008      |              | 2008-2009    |         | PERCENT CHANGE |
|-----------------------|------------|------------|----------------|--------------|--------------|---------|----------------|
|                       | ACTUAL EXP | ACTUAL EXP | ADOPTED BUDGET | FINAL BUDGET | ADMIN APPRVD | ADOPTED |                |
| SALARIES AND WAGES    | 42,356     | 89,750     | 365,700        | 286,700      | 335,800      | 335,800 | -8.18%         |
| FRINGE BENEFITS       | 19,941     | 21,133     | 118,416        | 118,416      | 110,090      | 110,090 | -7.03%         |
| OPERATING/CONTRACTUAL | 1,666      | 5,075      | 38,900         | 48,900       | 48,900       | 48,900  | 25.71%         |
| OTHER                 | 0          | 0          | 0              | 0            | 0            | 0       | 0.00%          |
| CAPITAL OUTLAY        | 0          | 0          | 0              | 0            | 5,000        | 5,000   | 0.00%          |
| TOTAL APPROPRIATIONS  | 63,963     | 115,958    | 523,016        | 454,016      | 499,790      | 499,790 | -4.44%         |

PERSONNEL ROSTER

| JOB CODE | TITLE                                   | 2005-2006 | 2006-2007 | 2007-2008      |              | 2008-2009    |         | PERCENT CHANGE |
|----------|-----------------------------------------|-----------|-----------|----------------|--------------|--------------|---------|----------------|
|          |                                         | ACTUAL    | ACTUAL    | ADOPTED BUDGET | FINAL BUDGET | ADMIN APPRVD | ADOPTED |                |
| 480202   | Salary - Chief of Operations            | 1         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 480218   | Salary - Mayor's Asst- Public Relations | 0         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 480219   | Salary - Mayor's Asst -Eco Development  | 0         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 480220   | Salary - Mayor's Asst-Security          | 0         | 0         | 0              | 0            | 0            | 0       | 0.00%          |
| 480221   | Salary - Mayor's Asst-Publicist         | 0         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 480222   | Salary - Mayor's Asst-Personnel Liason  | 0         | 1         | 1              | 1            | 0            | 0       | 0.00%          |
| 480223   | Salary - Mayor's Asst-Recreation        | 0         | 0         | 1              | 1            | 0            | 0       | 0.00%          |
| 480224   | Salary - Mayor's Asst-Chief of Policy   | 0         | 0         | 0              | 0            | 1            | 1       | 0.00%          |
|          | <b>Total Positions</b>                  | 1         | 5         | 6              | 6            | 5            | 5       | -16.67%        |

## 2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Executive         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Intergovernmental | <b>ORGANIZATION:</b> | 020800 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 480202 | Salary - Chief of Staff                  | 42,356        | 49,019        | 86,700            | 86,700          | 85,000          | 88,400          | 88,400  |
| 480218 | Salary - Mayor's Asst- Public Relations  | 0             | 15,019        | 56,100            | 37,100          | 55,000          | 55,000          | 55,000  |
| 480219 | Salary - Mayor's Asst -Eco Development   | 0             | 16,154        | 76,500            | 76,500          | 75,000          | 78,000          | 78,000  |
| 480220 | Salary - Mayor's Asst-Security           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 480221 | Salary - Mayor's Asst-Publicist          | 0             | 9,558         | 35,700            | 35,700          | 35,000          | 36,400          | 36,400  |
| 480222 | Salary - Mayor's Asst-Personnel Liason   | 0             | 0             | 35,700            | 16,700          | 35,000          | 0               | 0       |
| 480223 | Salary - Mayor's Asst-Recreation         | 0             | 0             | 75,000            | 34,000          | 75,000          | 0               | 0       |
| 480224 | Salary - Mayor's Asst-Chief of Policy    | 0             | 0             | 0                 | 0               | 0               | 78,000          | 78,000  |
|        | <b>Total Salaries</b>                    | 42,356        | 89,750        | 365,700           | 286,700         | 360,000         | 335,800         | 335,800 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 11,722        | 4,749         | 63,820            | 63,820          | 62,570          | 62,570          | 62,570  |
| 510202 | Fringe - Hospital                        | 5,075         | 7,551         | 34,960            | 34,960          | 30,486          | 30,486          | 30,486  |
| 510206 | Fringe - Medicare Insurance Tax          | 627           | 1,318         | 5,442             | 5,442           | 5,362           | 5,009           | 5,009   |
| 510207 | Fringe - Life Insurance                  | 25            | 63            | 168               | 168             | 168             | 168             | 168     |
| 510208 | Fringe - FICA                            | 0             | 4,664         | 4,426             | 4,426           | 4,340           | 2,257           | 2,257   |
| 510209 | Fringe - Car Allowance                   | 2,492         | 2,788         | 9,600             | 9,600           | 9,600           | 9,600           | 9,600   |
|        | <b>Total Fringe</b>                      | 19,941        | 21,133        | 118,416           | 118,416         | 112,526         | 110,090         | 110,090 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 520400 | Office                                   | 0             | 458           | 11,400            | 11,400          | 11,400          | 11,400          | 11,400  |
| 531410 | Telephone                                | 1,348         | 3,475         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 543000 | Miscellaneous                            | 318           | 224           | 7,500             | 7,500           | 7,500           | 7,500           | 7,500   |
| 543003 | Travel & Training                        | 0             | 918           | 15,000            | 25,000          | 25,000          | 25,000          | 25,000  |
|        | <b>Total Operating &amp; Contractual</b> | 1,666         | 5,075         | 38,900            | 48,900          | 48,900          | 48,900          | 48,900  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery and Equipment                  | 0             | 0             | 0                 | 0               | 0               | 5,000           | 5,000   |
|        | <b>Total Capital Outlay</b>              | 0             | 0             | 0                 | 0               | 0               | 5,000           | 5,000   |
|        | <b>TOTAL DEPARTMENT</b>                  | 63,963        | 115,958       | 523,016           | 454,016         | 521,426         | 499,790         | 499,790 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Judicial   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Court | <b>ORGANIZATION:</b> | 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                  | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------|------------------|---------------------|---------------------|
| Criminal Cases               | 6,955            | 6,955               | 6,955               |
| Traffic Cases                | 12,100           | 12,100              | 12,100              |
| Civil Cases                  | 3,100            | 3,100               | 3,100               |
| Pre-Trial Intervention Cases | 400              | 400                 | 400                 |

## 2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Judicial   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Court | <b>ORGANIZATION:</b> | 020801 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 228,860       | 221,115       | 271,096           | 270,096         | 283,743         | 283,743 | 4.67%             |
| FRINGE BENEFITS       | 112,402       | 113,699       | 147,671           | 147,671         | 146,129         | 146,129 | -1.04%            |
| OPERATING/CONTRACTUAL | 33,742        | 42,004        | 51,995            | 57,995          | 57,995          | 57,995  | 11.54%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 375,004       | 376,818       | 470,762           | 475,762         | 487,867         | 487,867 | 3.63%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                   | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                         | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480111      | Salary - City Judge     | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 480607      | Salary - Deputy Clerk   | 6         | 6         | 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%             |
|             | <b>Total Positions</b>  | 9         | 9         | 10                | 10              | 10              | 10      | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Judicial   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Court | <b>ORGANIZATION:</b> | 020801 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 480111 | Salary - City Judge                      | 35,634        | 37,615        | 38,172            | 38,172          | 39,906          | 41,502          | 41,502  |
| 480607 | Salary - Deputy Clerk                    | 142,535       | 129,406       | 177,091           | 176,091         | 177,091         | 184,175         | 184,175 |
| 480608 | Salary - Clerk of Court                  | 22,117        | 23,090        | 23,462            | 23,462          | 23,462          | 24,400          | 24,400  |
| 480609 | Salary - Secretary                       | 28,574        | 31,004        | 32,371            | 32,371          | 32,371          | 33,666          | 33,666  |
|        | <b>Total Salaries</b>                    | 228,860       | 221,115       | 271,096           | 270,096         | 272,830         | 283,743         | 283,743 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 56,859        | 57,719        | 69,351            | 69,351          | 66,218          | 68,866          | 68,866  |
| 510202 | Fringe - Hospital                        | 52,392        | 53,011        | 74,358            | 74,358          | 73,132          | 73,132          | 73,132  |
| 510206 | Fringe - Medicare Insurance Tax          | 2,778         | 2,633         | 3,542             | 3,542           | 3,568           | 3,711           | 3,711   |
| 510207 | Fringe - Life Insurance                  | 373           | 336           | 420               | 420             | 420             | 420             | 420     |
| 510208 | Fringe - FICA Tax Retirement             | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Fringe</b>                      | 112,402       | 113,699       | 147,671           | 147,671         | 143,338         | 146,129         | 146,129 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520400 | Office                                   | 998           | 4,314         | 7,000             | 7,000           | 7,000           | 7,000           | 7,000   |
| 520501 | Operating - Janitorial                   | 12,137        | 13,697        | 14,995            | 14,995          | 14,995          | 14,995          | 14,995  |
| 531410 | Telephone                                | 4,336         | 5,707         | 5,000             | 7,000           | 7,000           | 7,000           | 7,000   |
| 531500 | Printing                                 | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531701 | Utilities                                | 15,671        | 17,686        | 14,000            | 18,000          | 18,000          | 18,000          | 18,000  |
| 605101 | Maintenance Buildings & Facilities       | 600           | 600           | 3,500             | 3,500           | 3,500           | 3,500           | 3,500   |
| 605106 | Maintenance Equipment                    | 0             | 0             | 7,500             | 7,500           | 7,500           | 7,500           | 7,500   |
|        | <b>Total Operating &amp; Contractual</b> | 33,742        | 42,004        | 51,995            | 57,995          | 57,995          | 57,995          | 57,995  |
|        | <b>TOTAL DEPARTMENT</b>                  | 375,004       | 376,818       | 470,762           | 475,762         | 474,163         | 487,867         | 487,867 |

**2008-2009 ANNUAL BUDGET**

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Judicial     | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Marshal | <b>ORGANIZATION:</b> | 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 | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |





## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Judicial     | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | City Marshal | <b>ORGANIZATION:</b> | 020802 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520400 | Office                                   | 715           | 2,896         | 3,000             | 3,000           | 3,000           | 3,000           | 3,000   |
| 531301 | Vehicle Costs - Gas & Oil                | 10,373        | 11,880        | 6,500             | 16,500          | 16,500          | 16,500          | 16,500  |
| 531304 | Vehicle Costs - Repairs & Maint          | 3,446         | 3,584         | 5,000             | 7,000           | 7,000           | 7,000           | 7,000   |
| 531410 | Telephone                                | 3,710         | 2,467         | 3,500             | 4,500           | 4,500           | 4,500           | 4,500   |
| 531500 | Printing                                 | 22            | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Operating &amp; Contractual</b> | 18,266        | 20,827        | 18,000            | 31,000          | 31,000          | 31,000          | 31,000  |
|        | <b>Other:</b>                            |               |               |                   |                 |                 |                 |         |
| 646015 | RPPJ Cost Share                          | 276,997       | 330,422       | 374,936           | 397,313         | 397,313         | 397,313         | 397,313 |
|        | <b>Total Other</b>                       | 276,997       | 330,422       | 374,936           | 397,313         | 397,313         | 397,313         | 397,313 |
|        | <b>TOTAL DEPARTMENT</b>                  | 295,263       | 351,249       | 392,936           | 428,313         | 428,313         | 428,313         | 428,313 |

CITY OF ALEXANDRIA





2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance                | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Finance Administration | <b>ORGANIZATION:</b> | 030100 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Operating &amp; Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 531106 | Professional Fees - Audit                | 57,411           | 68,446           | 60,000            | 68,000           | 68,000           | 68,000           | 68,000           |
| 531109 | Bulding Security                         | 0                | 0                | 20,000            | 20,000           | 20,000           | 20,000           | 20,000           |
| 531110 | Professional Fees & Services             | 465,365          | 241,632          | 320,000           | 320,000          | 320,000          | 470,000          | 470,000          |
| 531122 | Fees - Occupal Licenses Collection       | 153,779          | 176,087          | 161,000           | 177,000          | 177,000          | 177,000          | 177,000          |
| 531209 | Services - Bank Charges                  | 15,516           | 13,256           | 7,000             | 7,000            | 7,000            | 7,000            | 7,000            |
| 533024 | Economic Development                     | 31,430           | 71,854           | 77,000            | 77,000           | 77,000           | 77,000           | 77,000           |
| 543000 | Miscellaneous                            | 48,031           | 67,671           | 45,000            | 68,000           | 68,000           | 68,000           | 68,000           |
| 543002 | Dues & Subscriptions                     | 36,797           | 49,812           | 50,000            | 50,000           | 50,000           | 50,000           | 50,000           |
|        | <b>Total Operating &amp; Contractual</b> | <b>808,329</b>   | <b>688,758</b>   | <b>740,000</b>    | <b>787,000</b>   | <b>787,000</b>   | <b>937,000</b>   | <b>937,000</b>   |
|        | <b>Other:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 520010 | Supplemental Pay - Police                | 530,780          | 554,700          | 530,780           | 554,700          | 554,700          | 554,700          | 554,700          |
| 520011 | Supplemental Pay - Fire                  | 392,670          | 403,200          | 392,670           | 403,200          | 403,200          | 403,200          | 403,200          |
| 543012 | Fire Hydrant                             | 82,350           | 94,646           | 82,350            | 94,646           | 94,646           | 94,646           | 94,646           |
| 543013 | Street Lights                            | 306,508          | 282,639          | 306,508           | 282,639          | 282,639          | 282,639          | 282,639          |
| 543028 | Election Cost                            | 0                | 0                | 40,000            | 41,150           | 40,000           | 40,000           | 40,000           |
| 543031 | Economic Development - STR               | 100              | 0                | 59,643            | 59,643           | 59,643           | 59,643           | 59,643           |
| 646001 | Civil Defense                            | 10,000           | 10,000           | 10,000            | 10,000           | 10,000           | 10,000           | 10,000           |
| 646003 | Dept of Veteran Affairs                  | 6,492            | 6,492            | 6,734             | 6,734            | 6,734            | 6,734            | 6,734            |
| 646006 | Probation Officer                        | 156,660          | 183,205          | 115,587           | 183,205          | 115,587          | 115,587          | 115,587          |
| 646010 | Alexandria Port Authority                | 40,000           | 40,000           | 40,000            | 40,000           | 40,000           | 40,000           | 40,000           |
| 646014 | Arts Council of Central Louisiana        | 50,000           | 50,000           | 50,000            | 50,000           | 50,000           | 50,000           | 50,000           |
| 646017 | Alexandria Riverfront Center             | 0                | 0                | 25,000            | 25,000           | 25,000           | 25,000           | 25,000           |
| 646033 | Small Business Incubator                 | 150,000          | 150,000          | 150,000           | 150,000          | 150,000          | 150,000          | 150,000          |
| 646034 | Land Lease                               | 7,492            | 7,492            | 15,618            | 15,618           | 15,618           | 15,618           | 15,618           |
| 646037 | Emergency Relief - Hurricane Katrina     | 237,024          | 0                | 0                 | 0                | 0                | 0                | 0                |
| 646038 | Emergency Relief - Hurricane Rita        | 463,281          | 0                | 0                 | 0                | 0                | 0                | 0                |
| 646040 | Transfer to Fire Pension Fund            | 20,000           | 20,000           | 25,000            | 20,000           | 25,000           | 25,000           | 25,000           |
| 646165 | Transfer to Metro Share Fund             | 64               | 0                | 0                 | 0                | 0                | 0                | 0                |
| 646171 | Youth Baseball Subsidy                   | 31,000           | 33,000           | 31,000            | 31,000           | 31,000           | 31,000           | 31,000           |
| 646174 | Transfer to Riverfront Center Fund       | 0                | 60,625           | 0                 | 0                | 0                | 0                | 0                |
| 646402 | Transfer to Sanitation Fund              | 633,886          | 1,849,128        | 1,186,173         | 1,131,743        | 1,186,173        | 1,385,539        | 1,385,539        |
| 646403 | Transfer to Zoo Fund                     | 1,772,612        | 2,001,887        | 1,819,337         | 2,183,124        | 1,819,337        | 2,417,133        | 2,420,139        |
| 646404 | Transfer to Golf Course Fund             | 158,978          | 296,437          | 229,437           | 391,107          | 239,887          | 357,557          | 357,557          |
| 646417 | Transfer to Utility Capital 2004 Bonds   | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 646551 | Transfer to Risk Management Fund         | 1,103,199        | 1,637,794        | 1,103,199         | 1,103,199        | 1,103,199        | 1,103,199        | 1,103,199        |
| 646552 | Transfer to Employee Benefit Fund        | 16,499           | 16,499           | 16,499            | 16,499           | 16,499           | 16,499           | 16,499           |
| 699000 | Operating Reserve                        | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Other</b>                       | <b>6,169,595</b> | <b>7,697,744</b> | <b>6,235,535</b>  | <b>6,793,207</b> | <b>6,268,862</b> | <b>7,183,694</b> | <b>7,186,700</b> |
|        | <b>Capital Outlay:</b>                   |                  |                  |                   |                  |                  |                  |                  |
| 707600 | Machinery and Equipment                  | 0                | 0                | 100,000           | 109,660          | 100,000          | 100,000          | 100,000          |
|        | <b>Total Capital Outlay</b>              | <b>0</b>         | <b>0</b>         | <b>100,000</b>    | <b>109,660</b>   | <b>100,000</b>   | <b>100,000</b>   | <b>100,000</b>   |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>6,977,924</b> | <b>8,386,502</b> | <b>7,075,535</b>  | <b>7,689,867</b> | <b>7,155,862</b> | <b>8,220,694</b> | <b>8,223,700</b> |

CITY OF ALEXANDRIA



2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Division Director | <b>ORGANIZATION:</b> | 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, the Policeman's Pension Boards and various committees as assigned or appointed.

DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |

2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Division Director | <b>ORGANIZATION:</b> | 031200 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 114,226       | 120,761       | 114,710           | 114,710         | 119,299         | 119,299 | 4.00%             |
| FRINGE BENEFITS       | 40,956        | 37,988        | 37,774            | 37,774          | 37,626          | 37,626  | -0.39%            |
| OPERATING/CONTRACTUAL | 12,813        | 7,139         | 11,100            | 18,100          | 14,300          | 14,300  | 28.83%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 4,505         | 2,642         | 103,900           | 113,900         | 104,000         | 104,000 | 0.10%             |
| TOTAL APPROPRIATIONS  | 172,500       | 168,530       | 267,484           | 284,484         | 275,225         | 275,225 | 2.89%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                             | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                   | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480103      | Salary - Director of Finance      | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490614      | Salary - Administrative Assistant | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>            | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Division Director | <b>ORGANIZATION:</b> | 031200 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 480103 | Salary - Director of Finance             | 83,224        | 88,220        | 81,645            | 81,645          | 81,645          | 84,911          | 84,911  |
| 490614 | Salary - Administrative Assistant        | 31,002        | 32,541        | 33,065            | 33,065          | 33,065          | 34,388          | 34,388  |
|        | <b>Total Salaries</b>                    | 114,226       | 120,761       | 114,710           | 114,710         | 114,710         | 119,299         | 119,299 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 23,583        | 25,599        | 25,324            | 25,324          | 24,759          | 25,109          | 25,109  |
| 510202 | Fringe - Hospital                        | 10,808        | 5,692         | 5,833             | 5,833           | 5,833           | 5,833           | 5,833   |
| 510206 | Fringe - Medicare Insurance Tax          | 1,681         | 1,793         | 1,733             | 1,733           | 1,733           | 1,800           | 1,800   |
| 510207 | Fringe - Life Insurance                  | 84            | 85            | 84                | 84              | 84              | 84              | 84      |
| 510209 | Fringe - Car Allowance                   | 4,800         | 4,819         | 4,800             | 4,800           | 4,800           | 4,800           | 4,800   |
|        | <b>Total Fringe</b>                      | 40,956        | 37,988        | 37,774            | 37,774          | 37,209          | 37,626          | 37,626  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520204 | Uniforms                                 | 0             | 0             | 500               | 500             | 500             | 500             | 500     |
| 520400 | Office                                   | 2,761         | 3,271         | 3,000             | 4,000           | 3,000           | 3,500           | 3,500   |
| 531410 | Telephone                                | 2,188         | 1,293         | 1,300             | 2,300           | 2,300           | 2,500           | 2,500   |
| 531500 | Printing                                 | 17            | 360           | 0                 | 0               | 0               | 0               | 0       |
| 543002 | Dues & Subscriptions                     | 180           | 180           | 300               | 300             | 300             | 300             | 300     |
| 543003 | Travel & Training                        | 7,667         | 2,035         | 6,000             | 11,000          | 6,000           | 7,500           | 7,500   |
|        | <b>Total Operating &amp; Contractual</b> | 12,813        | 7,139         | 11,100            | 18,100          | 12,100          | 14,300          | 14,300  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                    | 4,505         | 2,642         | 102,900           | 112,900         | 110,000         | 104,000         | 104,000 |
| 707700 | Office Furniture and Fixtures            | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 0             | 0             | 1,000             | 1,000           | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 4,505         | 2,642         | 103,900           | 113,900         | 110,000         | 104,000         | 104,000 |
|        | <b>TOTAL DEPARTMENT</b>                  | 172,500       | 168,530       | 267,484           | 284,484         | 274,019         | 275,225         | 275,225 |





## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Business Office | <b>ORGANIZATION:</b> | 031400 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 0             | 0             | 0                 | 138,059         | 152,728         | 152,728 | 0.00%             |
| FRINGE BENEFITS       | 0             | 0             | 0                 | 54,864          | 60,046          | 60,046  | 0.00%             |
| OPERATING/CONTRACTUAL | 0             | 0             | 0                 | 133,222         | 137,222         | 137,222 | 0.00%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 0             | 0             | 0                 | 20,000          | 50,000          | 50,000  | 0.00%             |
| TOTAL APPROPRIATIONS  | 0             | 0             | 0                 | 346,145         | 399,996         | 399,996 | 0.00%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                   | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                         | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490126      | Salary - Business Office Manager        | 0         | 0         | 0                 | 1               | 1               | 1       | 0.00%             |
| 490642      | Salary - Customer Accounts Representati | 0         | 0         | 0                 | 2               | 2               | 2       | 0.00%             |
| 490644      | Salary - Customer Accounts Team Leade   | 0         | 0         | 0                 | 1               | 1               | 1       | 0.00%             |
| 490690      | Salary - Student Worker                 | 0         | 0         | 0                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                  | 0         | 0         | 0                 | 5               | 5               | 5       | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Business Office | <b>ORGANIZATION:</b> | 031400 |

UTILITY FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|-----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                         | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                        |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                | 0             | 0             | 0                 | 5,622           | 5,622           | 5,847           | 5,847   |
| 490126 | Salary - Business Officer Manager       | 0             | 0             | 0                 | 49,263          | 49,263          | 51,234          | 51,234  |
| 490642 | Salary - Customer Accounts Representati | 0             | 0             | 0                 | 41,551          | 50,551          | 52,573          | 52,573  |
| 490644 | Salary - Customer Accounts Team Leader  | 0             | 0             | 0                 | 36,267          | 36,267          | 37,718          | 37,718  |
| 490646 | Salary - Customer Service Rep           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 490690 | Salary - Student Worker                 | 0             | 0             | 0                 | 5,356           | 5,356           | 5,356           | 5,356   |
|        | <b>Total Salaries</b>                   | 0             | 0             | 0                 | 138,059         | 147,059         | 152,728         | 152,728 |
|        | <b>Fringe:</b>                          |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                        | 0             | 0             | 0                 | 39,959          | 37,537          | 39,038          | 39,038  |
| 510202 | Fringe - Hospital                       | 0             | 0             | 0                 | 12,798          | 18,839          | 18,839          | 18,839  |
| 510206 | Fringe - Medicare Insurance Tax         | 0             | 0             | 0                 | 1,607           | 1,607           | 1,669           | 1,669   |
| 510207 | Fringe - Life Insurance                 | 0             | 0             | 0                 | 168             | 168             | 168             | 168     |
| 510208 | Fringe - FICA Tax Retirement            | 0             | 0             | 0                 | 332             | 332             | 332             | 332     |
|        | <b>Total Fringe</b>                     | 0             | 0             | 0                 | 54,864          | 58,483          | 60,046          | 60,046  |
|        | <b>Operating and Contractual:</b>       |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                          | 0             | 0             | 0                 | 6,000           | 6,000           | 6,000           | 6,000   |
| 520204 | Uniforms                                | 0             | 0             | 0                 | 1,800           | 1,800           | 1,800           | 1,800   |
| 520400 | Office                                  | 0             | 0             | 0                 | 8,500           | 8,500           | 8,500           | 8,500   |
| 531101 | Fees Recording                          | 0             | 0             | 0                 | 22,500          | 22,500          | 22,500          | 22,500  |
| 531301 | Vehicle Costs - Gas & Oil               | 0             | 0             | 0                 | 2,000           | 2,000           | 2,000           | 2,000   |
| 531304 | Vehicle Cost - R & M                    | 0             | 0             | 0                 | 1,500           | 1,500           | 1,500           | 1,500   |
| 531401 | Postage                                 | 0             | 0             | 0                 | 20,000          | 20,000          | 20,000          | 20,000  |
| 531410 | Telephone                               | 0             | 0             | 0                 | 2,400           | 2,400           | 2,400           | 2,400   |
| 531500 | Printing                                | 0             | 0             | 0                 | 2,500           | 2,500           | 2,500           | 2,500   |
| 531800 | Rent                                    | 0             | 0             | 0                 | 2,522           | 2,522           | 2,522           | 2,522   |
| 531900 | Advertising                             | 0             | 0             | 0                 | 23,000          | 23,000          | 23,000          | 23,000  |
| 543003 | Travel & Training                       | 0             | 0             | 0                 | 12,500          | 12,500          | 12,500          | 12,500  |
| 543025 | Tax Rolls                               | 0             | 0             | 0                 | 25,000          | 25,000          | 25,000          | 25,000  |
| 605106 | Maintenance Equipment                   | 0             | 0             | 0                 | 3,000           | 3,000           | 7,000           | 7,000   |
|        | <b>Total Operating and Contractual</b>  | 0             | 0             | 0                 | 133,222         | 133,222         | 137,222         | 137,222 |
|        | <b>Capital Outlay:</b>                  |               |               |                   |                 |                 |                 |         |
| 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                 | 5,000           | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures             | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                       | 0             | 0             | 0                 | 15,000          | 50,000          | 50,000          | 50,000  |
|        | <b>Total Capital Outlay</b>             | 0             | 0             | 0                 | 20,000          | 50,000          | 50,000          | 50,000  |
|        | <b>TOTAL DEPARTMENT</b>                 | 0             | 0             | 0                 | 346,145         | 388,764         | 399,996         | 399,996 |

## 2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Accounting | <b>ORGANIZATION:</b> | 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 Policemen's and Firefighter's Pension Funds.

## DEMAND PERFORMANCE INDICATORS

| Description                       | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 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               |

2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Accounting | <b>ORGANIZATION:</b> | 031500 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 254,126       | 263,638       | 271,264           | 271,264         | 303,310         | 303,310 | 11.81%            |
| FRINGE BENEFITS       | 125,968       | 130,328       | 129,309           | 129,309         | 142,368         | 142,368 | 10.10%            |
| OPERATING/CONTRACTUAL | 22,497        | 23,013        | 29,860            | 29,860          | 30,410          | 30,410  | 1.84%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 3,365         | 86,597        | 15,350            | 15,350          | 10,600          | 10,600  | -30.94%           |
| TOTAL APPROPRIATIONS  | 405,956       | 503,576       | 445,783           | 445,783         | 486,688         | 486,688 | 9.18%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                          | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490108      | Salary - Accounting Manager    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490230      | Salary - Accountant            | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490339      | Salary - Accounting Technician | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490626      | Salary - Clerical Specialist   | 0         | 0         | 0                 | 0               | 1               | 1       |                   |
|             | <b>Total Positions</b>         | 7         | 7         | 7                 | 7               | 8               | 8       | 14.29%            |



2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Accounting | <b>ORGANIZATION:</b> | 031500 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                         |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                 | 3,357          | 1,783          | 5,198             | 5,198           | 5,198           | 5,406           | 5,406          |
| 490108 | Salary - Accounting Manager              | 52,161         | 54,457         | 55,332            | 55,332          | 55,332          | 57,545          | 57,545         |
| 490230 | Salary - Accountant                      | 74,465         | 77,793         | 79,044            | 79,044          | 79,044          | 82,206          | 82,206         |
| 490399 | Salary - Accounting Technician           | 124,143        | 129,605        | 131,690           | 131,690         | 131,690         | 136,959         | 136,959        |
| 490626 | Salary - Clerical Specialist             | 0              | 0              | 0                 | 0               | 0               | 21,194          | 21,194         |
|        | <b>Total Salaries</b>                    | <b>254,126</b> | <b>263,638</b> | <b>271,264</b>    | <b>271,264</b>  | <b>271,264</b>  | <b>303,310</b>  | <b>303,310</b> |
|        | <b>Fringe:</b>                           |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                         | 70,260         | 78,151         | 76,496            | 76,496          | 71,857          | 80,347          | 80,347         |
| 510202 | Fringe - Hospital                        | 52,871         | 49,220         | 49,572            | 49,572          | 49,572          | 58,312          | 58,312         |
| 510206 | Fringe - Medicare Insurance Tax          | 2,543          | 2,661          | 2,947             | 2,947           | 2,947           | 3,373           | 3,373          |
| 510207 | Fringe - Life Insurance                  | 294            | 296            | 294               | 294             | 294             | 336             | 336            |
|        | <b>Total Fringe</b>                      | <b>125,968</b> | <b>130,328</b> | <b>129,309</b>    | <b>129,309</b>  | <b>124,670</b>  | <b>142,368</b>  | <b>142,368</b> |
|        | <b>Operating &amp; Contractual:</b>      |                |                |                   |                 |                 |                 |                |
| 520204 | Uniforms                                 | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 520400 | Office                                   | 8,360          | 10,472         | 10,800            | 10,800          | 10,800          | 11,350          | 11,350         |
| 531301 | Vehicle Costs - Gas & Oil                | 472            | 477            | 460               | 460             | 460             | 460             | 460            |
| 531304 | Vehicle Costs - R & M                    | 326            | 1,048          | 200               | 200             | 200             | 200             | 200            |
| 531410 | Telephone                                | 1,688          | 1,076          | 3,200             | 3,200           | 3,200           | 3,200           | 3,200          |
| 531500 | Printing                                 | 0              | 0              | 700               | 700             | 700             | 700             | 700            |
| 543002 | Dues and Subscriptions                   | 1,848          | 1,865          | 2,000             | 2,000           | 2,000           | 2,000           | 2,000          |
| 543003 | Travel & Training                        | 4,829          | 3,110          | 7,500             | 7,500           | 7,500           | 7,500           | 7,500          |
| 605106 | Maintenance of Equipment                 | 4,974          | 4,965          | 5,000             | 5,000           | 5,000           | 5,000           | 5,000          |
|        | <b>Total Operating &amp; Contractual</b> | <b>22,497</b>  | <b>23,013</b>  | <b>29,860</b>     | <b>29,860</b>   | <b>29,860</b>   | <b>30,410</b>   | <b>30,410</b>  |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                 |                 |                 |                |
| 707405 | Building Improvements                    | 0              | 17,076         | 0                 | 0               | 0               | 0               | 0              |
| 707500 | Vehicles                                 | 0              | 22,350         | 0                 | 0               | 0               | 0               | 0              |
| 707600 | Machinery & Equipment                    | 3,365          | 5,251          | 4,800             | 4,800           | 8,600           | 8,600           | 8,600          |
| 707700 | Office Furniture & Fixtures              | 0              | 41,920         | 8,550             | 8,550           | 0               | 0               | 0              |
| 707702 | Computer Software                        | 0              | 0              | 2,000             | 2,000           | 2,000           | 2,000           | 2,000          |
|        | <b>Total Capital Outlay</b>              | <b>3,365</b>   | <b>86,597</b>  | <b>15,350</b>     | <b>15,350</b>   | <b>10,600</b>   | <b>10,600</b>   | <b>10,600</b>  |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>405,956</b> | <b>503,576</b> | <b>445,783</b>    | <b>445,783</b>  | <b>436,394</b>  | <b>486,688</b>  | <b>486,688</b> |

2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Purchasing | <b>ORGANIZATION:</b> | 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 44 card holders at this time).

DEMAND PERFORMANCE INDICATORS

| Description                          | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|--------------------------------------|------------------|---------------------|---------------------|
| Requisitions/Purchase Orders Process | 16,000           | 17,600              | 17,600              |
| Mail Processing                      | 88,400           | 97,240              | 97,240              |
| New Vendor Processing                | 600              | 750                 | 750                 |
| Invoices Processed for Payment       | 88,400           | 97,240              | 97,240              |
| Monthly P-Card Statements Audited    | 14               | 54                  | 54                  |
| Capital invoices process for payment | 0                | 0                   | 0                   |
| Bids Prepared                        | 175              | 225                 | 225                 |
| Quotes for Products                  | 2,500            | 3,000               | 3,000               |
| Quote Price Inquires                 | 4,000            | 4,200               | 4,200               |
| Vendor Product Inquires              | 2,200            | 2,400               | 2,400               |
| Bid/Quote Preparation-Man Hours      | 0                | 1,456               | 1,456               |
| Product Inquiry/Research-Man Hours   | 0                | 2,600               | 2,600               |

2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Purchasing | <b>ORGANIZATION:</b> | 031600 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 177,231       | 189,203       | 229,393           | 213,393         | 277,217         | 277,217 | 20.85%            |
| FRINGE BENEFITS       | 75,230        | 86,002        | 105,207           | 105,207         | 129,346         | 129,346 | 22.94%            |
| OPERATING/CONTRACTUAL | 14,543        | 21,423        | 20,642            | 22,642          | 23,792          | 23,792  | 15.26%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 15,230        | 29,362        | 7,200             | 15,170          | 10,150          | 10,150  | 40.97%            |
| TOTAL APPROPRIATIONS  | 282,234       | 325,990       | 362,442           | 356,412         | 440,505         | 440,505 | 21.54%            |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                 | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|---------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                       | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490109      | Salary - Purchasing Manager           | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490238      | Salary - Senior Buyer                 | 1         | 1         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490134      | Salary - Assistant Manager Purchasing | 0         | 0         | 0                 | 0               | 1               | 1       | 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%             |
| 490135      | Salary - Purchasing Technician        | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
|             | <b>Total Positions</b>                | 6         | 6         | 7                 | 7               | 8               | 8       | 14.29%            |



## 2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Purchasing | <b>ORGANIZATION:</b> | 031600 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 777           | 230           | 2,546             | 2,546           | 2,546           | 2,648           | 2,648   |
| 490109 | Salary - Purchasing Manager              | 50,755        | 52,989        | 53,841            | 53,841          | 53,841          | 55,995          | 55,995  |
| 490238 | Salary - Senior Buyer                    | 30,559        | 31,904        | 61,654            | 49,654          | 66,602          | 69,266          | 69,266  |
| 490134 | Salary - Assistant Manager Purchasing    | 0             | 0             | 0                 | 0               | 0               | 36,459          | 36,459  |
| 490363 | Salary - Buyer                           | 30,117        | 31,442        | 31,948            | 28,948          | 28,635          | 29,780          | 29,780  |
| 490618 | Salary - Administrative Secretary        | 16,923        | 22,242        | 23,296            | 22,296          | 23,296          | 24,717          | 24,717  |
| 490135 | Salary - Purchasing Technician           | 48,100        | 50,396        | 56,108            | 56,108          | 56,108          | 58,352          | 58,352  |
|        | <b>Total Salaries</b>                    | 177,231       | 189,203       | 229,393           | 213,393         | 231,028         | 277,217         | 277,217 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 48,991        | 56,089        | 64,689            | 64,689          | 61,198          | 73,436          | 73,436  |
| 510202 | Fringe - Hospital                        | 24,251        | 27,804        | 37,678            | 37,678          | 43,625          | 52,365          | 52,365  |
| 510206 | Fringe - Medicare Insurance Tax          | 1,748         | 1,858         | 2,546             | 2,546           | 2,570           | 3,209           | 3,209   |
| 510207 | Fringe - Life Insurance                  | 240           | 251           | 294               | 294             | 294             | 336             | 336     |
|        | <b>Total Fringe</b>                      | 75,230        | 86,002        | 105,207           | 105,207         | 107,687         | 129,346         | 129,346 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 922           | 0                 | 0               | 0               | 0               | 0       |
| 520204 | Uniforms                                 | 781           | 949           | 1,150             | 1,150           | 1,150           | 1,350           | 1,350   |
| 520400 | Office                                   | 5,325         | 7,407         | 4,070             | 6,070           | 4,070           | 5,070           | 5,070   |
| 531301 | Vehicle Costs - Gas & Oil                | 1,115         | 1,392         | 1,012             | 1,012           | 1,012           | 1,012           | 1,012   |
| 531304 | Vehicle Costs - R & M                    | 787           | 573           | 1,100             | 1,100           | 1,100           | 1,100           | 1,100   |
| 531410 | Telephone                                | 2,682         | 2,810         | 3,200             | 3,200           | 3,200           | 4,500           | 4,500   |
| 531500 | Printing                                 | 83            | 208           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 543002 | Dues & Subscriptions                     | 1,246         | 791           | 1,400             | 1,400           | 1,400           | 1,400           | 1,400   |
| 543003 | Travel & Training                        | 0             | 3,581         | 3,850             | 3,850           | 3,850           | 4,500           | 4,500   |
| 605106 | Maintenance Equipment                    | 2,524         | 2,790         | 3,860             | 3,860           | 3,860           | 3,860           | 3,860   |
|        | <b>Total Operating &amp; Contractual</b> | 14,543        | 21,423        | 20,642            | 22,642          | 20,642          | 23,792          | 23,792  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707500 | Vehicles                                 | 0             | 25,122        | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 8,331         | 1,978         | 3,600             | 11,570          | 5,750           | 5,750           | 5,750   |
| 707700 | Office Furniture & Fixtures              | 6,396         | 2,262         | 2,100             | 2,100           | 2,400           | 2,400           | 2,400   |
| 707702 | Computer Software                        | 503           | 0             | 1,500             | 1,500           | 2,000           | 2,000           | 2,000   |
|        | <b>Total Capital Outlay</b>              | 15,230        | 29,362        | 7,200             | 15,170          | 10,150          | 10,150          | 10,150  |
|        | <b>TOTAL DEPARTMENT</b>                  | 282,234       | 325,990       | 362,442           | 356,412         | 369,507         | 440,505         | 440,505 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |          |                      |        |
|--------------------|----------|----------------------|--------|
| <b>DIVISION:</b>   | Finance  | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Printing | <b>ORGANIZATION:</b> | 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 stationery, 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                                                                                                             | 2006-2007 Actual                                                  | 2007-2008 Estimated                                               | 2008-2009 Projected                                               |
|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------|
| Number of sheets printed (includes letterheads, envelopes, forms, and special projects)<br>Special reports and projects | 2,000,000 Sheets<br>200 Books<br>925 Projects<br>150 Sp. Projects | 2,000,000 Sheets<br>200 Books<br>925 Projects<br>150 Sp. Projects | 2,000,000 Sheets<br>200 Books<br>925 Projects<br>150 Sp. Projects |

2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Print Shop | <b>ORGANIZATION:</b> | 031700 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 63,467        | 57,717        | 65,080            | 61,080          | 67,049          | 67,049  | 3.03%             |
| FRINGE BENEFITS       | 36,963        | 29,446        | 39,900            | 39,900          | 42,377          | 42,377  | 6.21%             |
| OPERATING/CONTRACTUAL | 20,688        | 88,280        | 85,630            | 86,630          | 90,300          | 90,300  | 5.45%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 31,158        | 553           | 32,300            | 32,300          | 24,500          | 24,500  | -24.15%           |
| TOTAL APPROPRIATIONS  | 152,276       | 175,996       | 222,910           | 219,910         | 224,226         | 224,226 | 0.59%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                           | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|---------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                 | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490734      | Salary - Press Operator         | 1         | 0         | 0                 | 0               | 0               | 0       | 0.00%             |
| 490735      | Salary - Print Shop Coordinator | 1         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
|             | <b>Total Positions</b>          | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Print Shop | <b>ORGANIZATION:</b> | 031700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                         |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                 | 2,009          | 1,683          | 2,864             | 2,864           | 2,864           | 2,979           | 2,979          |
| 490734 | Salary - Press Operator                  | 23,780         | 8,085          | 0                 | 0               | 0               | 0               | 0              |
| 490735 | Salary - Print Shop Coordinator          | 37,678         | 47,949         | 62,216            | 58,216          | 61,606          | 64,070          | 64,070         |
| 490739 | Salary - Printer                         | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
|        | <b>Total Salaries</b>                    | <b>63,467</b>  | <b>57,717</b>  | <b>65,080</b>     | <b>61,080</b>   | <b>64,470</b>   | <b>67,049</b>   | <b>67,049</b>  |
|        | <b>Fringe:</b>                           |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                         | 17,542         | 14,131         | 18,352            | 18,352          | 17,079          | 17,761          | 17,761         |
| 510202 | Fringe - Hospital                        | 19,009         | 14,860         | 20,520            | 20,520          | 23,560          | 23,560          | 23,560         |
| 510206 | Fringe - Medicare                        | 328            | 397            | 944               | 944             | 935             | 972             | 972            |
| 510207 | Fringe - Life Insurance                  | 84             | 58             | 84                | 84              | 84              | 84              | 84             |
|        | <b>Total Fringe</b>                      | <b>36,963</b>  | <b>29,446</b>  | <b>39,900</b>     | <b>39,900</b>   | <b>41,658</b>   | <b>42,377</b>   | <b>42,377</b>  |
|        | <b>Operating &amp; Contractual:</b>      |                |                |                   |                 |                 |                 |                |
| 520204 | Uniforms                                 | 189            | 362            | 400               | 400             | 400             | 400             | 400            |
| 520500 | Operating Supplies                       | 1,698          | 1,388          | 1,900             | 1,900           | 1,900           | 1,900           | 1,900          |
| 531110 | Professional Fees & Services             | 0              | 20,036         | 4,330             | 5,330           | 0               | 0               | 0              |
| 531410 | Telephone                                | 534            | 464            | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 531800 | Rent                                     | 12,736         | 64,474         | 42,000            | 42,000          | 75,830          | 80,000          | 80,000         |
| 543003 | Travel & Training                        | 0              | 1,556          | 500               | 500             | 500             | 1,000           | 1,000          |
| 605106 | Maintenance Equipment                    | 5,531          | 0              | 35,500            | 35,500          | 6,000           | 6,000           | 6,000          |
|        | <b>Total Operating &amp; Contractual</b> | <b>20,688</b>  | <b>88,280</b>  | <b>85,630</b>     | <b>86,630</b>   | <b>85,630</b>   | <b>90,300</b>   | <b>90,300</b>  |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                 |                 |                 |                |
| 707405 | Building Improvements                    | 13,279         | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707600 | Machinery & Equipment                    | 13,279         | 0              | 26,500            | 26,500          | 21,000          | 21,000          | 21,000         |
| 707700 | Office Furniture & Fixtures              | 3,942          | 0              | 4,800             | 4,800           | 0               | 0               | 0              |
| 707702 | Computer Software                        | 658            | 553            | 1,000             | 1,000           | 3,500           | 3,500           | 3,500          |
|        | <b>Total Capital Outlay</b>              | <b>31,158</b>  | <b>553</b>     | <b>32,300</b>     | <b>32,300</b>   | <b>24,500</b>   | <b>24,500</b>   | <b>24,500</b>  |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>152,276</b> | <b>175,996</b> | <b>222,910</b>    | <b>219,910</b>  | <b>216,258</b>  | <b>224,226</b>  | <b>224,226</b> |

2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Central Warehouse | <b>ORGANIZATION:</b> | 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                           | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|---------------------------------------|------------------|---------------------|---------------------|
| Pick tickets issued                   | 3,195            | 3,500               | 3,500               |
| Inventory stock issued to departments | 67,385           | 68,725              | 68,725              |
| Inventory stock received P.O.         | 93,425           | 95,000              | 95,000              |
| Surplus property stored               | 610              | 620                 | 620                 |
| City records stored (2 locations)     | 1,600            | 1,635               | 1,635               |



2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Central Warehouse | <b>ORGANIZATION:</b> | 031800 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 151,092       | 137,943       | 166,094           | 164,094         | 172,010         | 172,010 | 3.56%             |
| FRINGE BENEFITS       | 59,556        | 59,892        | 75,094            | 75,094          | 78,588          | 78,588  | 4.65%             |
| OPERATING/CONTRACTUAL | 38,066        | 56,516        | 31,800            | 43,800          | 33,300          | 33,300  | 4.72%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 23,001        | 15,610        | 67,620            | 67,620          | 33,250          | 33,250  | -50.83%           |
| TOTAL APPROPRIATIONS  | 271,715       | 269,961       | 340,608           | 350,608         | 317,148         | 317,148 | -6.89%            |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                 | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|---------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                       | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490136      | Salary - Supervisor 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%             |
|             | <b>Total Positions</b>                | 6         | 6         | 6                 | 6               | 6               | 6       | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Central Warehouse | <b>ORGANIZATION:</b> | 031800 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 18,028        | 8,219         | 8,168             | 8,168           | 8,168           | 8,495           | 8,495   |
| 490136 | Salary - Supervisor Central Warehouse    | 40,268        | 42,060        | 42,717            | 40,717          | 38,110          | 39,634          | 39,634  |
| 490624 | Salary - Inventory Coordinator           | 33,576        | 35,054        | 35,617            | 35,617          | 35,617          | 37,042          | 37,042  |
| 490626 | Salary - Clerical Specialist             | 17,996        | 12,715        | 20,683            | 20,683          | 20,683          | 21,510          | 21,510  |
| 490841 | Salary - Stock Clerk                     | 41,224        | 39,895        | 58,909            | 58,909          | 58,909          | 65,329          | 65,329  |
|        | <b>Total Salaries</b>                    | 151,092       | 137,943       | 166,094           | 164,094         | 161,487         | 172,010         | 172,010 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 39,679        | 40,462        | 46,839            | 46,839          | 42,778          | 45,564          | 45,564  |
| 510202 | Fringe - Hospital                        | 17,083        | 17,201        | 25,596            | 25,596          | 30,278          | 30,278          | 30,278  |
| 510206 | Fringe - Medicare Insurance Tax          | 2,613         | 2,047         | 2,407             | 2,407           | 2,341           | 2,494           | 2,494   |
| 510207 | Fringe - Life Insurance                  | 181           | 182           | 252               | 252             | 252             | 252             | 252     |
|        | <b>Total Fringe</b>                      | 59,556        | 59,892        | 75,094            | 75,094          | 75,649          | 78,588          | 78,588  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 19,142        | 31,354        | 0                 | 12,000          | 0               | 0               | 0       |
| 520200 | Obsolete Inventory                       | 287           | 2,800         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500   |
| 520204 | Uniforms                                 | 1,195         | 1,799         | 1,800             | 1,800           | 1,800           | 1,800           | 1,800   |
| 520400 | Office                                   | 2,494         | 2,497         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500   |
| 520500 | Operating Supplies                       | 2,886         | 6,419         | 3,500             | 3,500           | 3,500           | 3,500           | 3,500   |
| 520501 | Operating - Janitorial                   | 499           | 997           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 520514 | Small Tools                              | 287           | 491           | 500               | 500             | 500             | 500             | 500     |
| 531301 | Vehicle Costs - Gas & Oil                | 1,361         | 1,182         | 1,500             | 1,500           | 1,500           | 1,500           | 1,500   |
| 531304 | Vehicle Costs - R & M                    | 1,584         | 1,171         | 3,000             | 3,000           | 3,000           | 3,000           | 3,000   |
| 531410 | Telephone                                | 749           | 702           | 1,500             | 1,500           | 1,500           | 1,500           | 1,500   |
| 531500 | Printing                                 | 137           | 64            | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 531701 | Utilities                                | 19            | 0             | 500               | 500             | 500             | 500             | 500     |
| 531800 | Rent                                     | 5,461         | 4,775         | 7,600             | 7,600           | 7,600           | 9,100           | 9,100   |
| 543002 | Dues & Subscriptions                     | 0             | 0             | 300               | 300             | 300             | 300             | 300     |
| 543003 | Travel & Training                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 605101 | Maintenance Bldg & Facilities            | 1,446         | 1,079         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500   |
| 605106 | Maintenance Equipment                    | 519           | 1,186         | 2,100             | 2,100           | 2,100           | 2,100           | 2,100   |
|        | <b>Total Operating &amp; Contractual</b> | 38,066        | 56,516        | 31,800            | 43,800          | 31,800          | 33,300          | 33,300  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                    | 0             | 6,719         | 0                 | 0               | 4,000           | 0               | 0       |
| 707500 | Vehicles                                 | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 21,557        | 4,545         | 64,070            | 64,070          | 34,525          | 32,000          | 32,000  |
| 707700 | Office Furniture & Fixtures              | 838           | 4,346         | 2,300             | 2,300           | 0               | 0               | 0       |
| 707702 | Computer Software                        | 606           | 0             | 1,250             | 1,250           | 1,250           | 1,250           | 1,250   |
|        | <b>Total Capital Outlay</b>              | 23,001        | 15,610        | 67,620            | 67,620          | 39,775          | 33,250          | 33,250  |
|        | <b>TOTAL DEPARTMENT</b>                  | 271,715       | 269,961       | 340,608           | 350,608         | 308,711         | 317,148         | 317,148 |

## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Parts Warehouse | <b>ORGANIZATION:</b> | 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                       | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-----------------------------------|------------------|---------------------|---------------------|
| Work Orders Processed             | 8,000            | 8,800               | 8,800               |
| Number of Parts Issued From Stock | 171,000          | 188,000             | 188,000             |
| Number of Parts Checked Inventory | 90,000           | 95,000              | 95,000              |
| Telephone Quotes                  | 700              | 800                 | 800                 |
| Request for information from shop | 850              | 1,000               | 1,000               |



## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Parts Warehouse | <b>ORGANIZATION:</b> | 031805 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 46,573        | 51,435        | 52,723            | 52,723          | 56,097          | 56,097  | 6.40%             |
| FRINGE BENEFITS       | 20,753        | 25,736        | 25,816            | 25,816          | 25,855          | 25,855  | 0.15%             |
| OPERATING/CONTRACTUAL | 10,838        | 6,868         | 7,515             | 7,515           | 7,615           | 7,615   | 1.33%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 4,301         | 2,653         | 22,025            | 22,025          | 11,925          | 11,925  | 0.00%             |
| TOTAL APPROPRIATIONS  | 82,465        | 86,692        | 108,079           | 108,079         | 101,492         | 101,492 | -6.09%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                          | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490624      | Salary - Inventory Coordinator | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490841      | Salary - Stock Clerk           | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>         | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |



2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Parts Warehouse | <b>ORGANIZATION:</b> | 031805 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |                |
| 450001 | Overtime                                 | 4,491         | 2,052         | 2,546             | 2,546           | 2,546           | 2,648           | 2,648          |
| 490624 | Salary - Inventory Coordinator           | 29,237        | 30,524        | 31,014            | 31,014          | 31,014          | 32,255          | 32,255         |
| 490841 | Salary - Stock Clerk                     | 12,845        | 18,859        | 19,163            | 19,163          | 19,163          | 21,194          | 21,194         |
|        | <b>Total Salaries</b>                    | <b>46,573</b> | <b>51,435</b> | <b>52,723</b>     | <b>52,723</b>   | <b>52,723</b>   | <b>56,097</b>   | <b>56,097</b>  |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                         | 12,918        | 15,219        | 14,868            | 14,868          | 13,966          | 14,859          | 14,859         |
| 510202 | Fringe - Hospital                        | 7,205         | 9,832         | 10,099            | 10,099          | 10,099          | 10,099          | 10,099         |
| 510206 | Fringe - Medicare Insurance Tax          | 558           | 601           | 765               | 765             | 765             | 813             | 813            |
| 510207 | Fringe - Life Insurance                  | 72            | 84            | 84                | 84              | 84              | 84              | 84             |
|        | <b>Total Fringe</b>                      | <b>20,753</b> | <b>25,736</b> | <b>25,816</b>     | <b>25,816</b>   | <b>24,914</b>   | <b>25,855</b>   | <b>25,855</b>  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |                |
| 520105 | Contract Labor                           | 3,629         | 0             | 0                 | 0               | 0               | 0               | 0              |
| 520204 | Uniforms                                 | 477           | 511           | 450               | 450             | 450             | 550             | 550            |
| 520400 | Office                                   | 967           | 948           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 520500 | Operating Supplies                       | 1,868         | 1,427         | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 520514 | Small Tools                              | 466           | 499           | 500               | 500             | 500             | 500             | 500            |
| 531301 | Vehicle Costs - Gas & Oil                | 1,339         | 1,474         | 1,265             | 1,265           | 1,265           | 1,265           | 1,265          |
| 531304 | Vehicle Costs - R & M                    | 708           | 1,099         | 800               | 800             | 800             | 800             | 800            |
| 531410 | Telephone                                | 338           | 318           | 1,100             | 1,100           | 1,100           | 1,100           | 1,100          |
| 531500 | Printing                                 | 12            | 0             | 100               | 100             | 100             | 100             | 100            |
| 605101 | Maintenance Bldg & Facilities            | 150           | 0             | 300               | 300             | 300             | 300             | 300            |
| 605106 | Maintenance Equipment                    | 884           | 592           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
|        | <b>Total Operating &amp; Contractual</b> | <b>10,838</b> | <b>6,868</b>  | <b>7,515</b>      | <b>7,515</b>    | <b>7,515</b>    | <b>7,615</b>    | <b>7,615</b>   |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |                |
| 707405 | Building Improvements                    | 0             | 0             | 1,400             | 1,400           | 7,800           | 7,800           | 7,800          |
| 707500 | Vehicles                                 | 0             | 0             | 20,000            | 20,000          | 0               | 0               | 0              |
| 707600 | Machinery & Equipment                    | 4,301         | 2,653         | 0                 | 0               | 3,500           | 3,500           | 3,500          |
| 707700 | Office Furniture & Fixtures              | 0             | 0             | 0                 | 0               | 0               | 0               | 0              |
| 707702 | Computer Software                        | 0             | 0             | 625               | 625             | 625             | 625             | 625            |
|        | <b>Total Capital Outlay</b>              | <b>4,301</b>  | <b>2,653</b>  | <b>22,025</b>     | <b>22,025</b>   | <b>11,925</b>   | <b>11,925</b>   | <b>11,925</b>  |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>82,465</b> | <b>86,692</b> | <b>108,079</b>    | <b>108,079</b>  | <b>97,077</b>   | <b>101,492</b>  | <b>101,492</b> |

2008-2009 ANNUAL BUDGET

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2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Administration | <b>ORGANIZATION:</b> | 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 inspection, licensing and permits for public buildings, transit operations and sanitation.

FUNCTION DESCRIPTION

The Director of Public Works manages and coordinates all public work activities for the city, including Streets, Parks and Recreation, Zoo, Maintenance of Public Buildings, Municipal Transit, Motor Pool, Traffic, Sanitation, Central Facilities, Animal Control, and Community Centers.

DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |

2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Administration | <b>ORGANIZATION:</b> | 042100 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 144,065       | 102,663       | 158,876           | 146,876         | 169,940         | 169,940 | 6.96%             |
| FRINGE BENEFITS       | 66,466        | 45,197        | 69,375            | 69,375          | 61,009          | 61,009  | -12.06%           |
| OPERATING/CONTRACTUAL | 50,297        | 15,583        | 25,545            | 24,545          | 59,695          | 59,695  | 133.69%           |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 899           | 1,222         | 2,200             | 2,200           | 25,200          | 25,200  | 1045.45%          |
| TOTAL APPROPRIATIONS  | 261,727       | 164,665       | 255,996           | 242,996         | 315,844         | 315,844 | 23.38%            |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                               | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                     | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 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%             |
| 490228      | Salary - Asst Director Public Works | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>              | 2         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |



## 2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Administration | <b>ORGANIZATION:</b> | 042100 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                         |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                 | 15,902         | 0              | 0                 | 0               | 0               | 0               | 0              |
| 480104 | Salary - Director of Public Works        | 101,214        | 74,906         | 80,000            | 80,000          | 80,000          | 83,200          | 83,200         |
| 480604 | Salary - Administrative Assistant        | 26,949         | 27,757         | 28,588            | 28,588          | 28,588          | 29,732          | 29,732         |
| 490228 | Salary - Asst Director Public Works      | 0              | 0              | 50,288            | 38,288          | 49,303          | 57,008          | 57,008         |
|        | <b>Total Salaries</b>                    | <b>144,065</b> | <b>102,663</b> | <b>158,876</b>    | <b>146,876</b>  | <b>157,891</b>  | <b>169,940</b>  | <b>169,940</b> |
|        | <b>Fringe:</b>                           |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                         | 39,785         | 30,435         | 44,803            | 44,803          | 41,825          | 45,017          | 45,017         |
| 510202 | Fringe - Hospital                        | 17,597         | 8,325          | 17,272            | 17,272          | 8,532           | 8,532           | 8,532          |
| 510206 | Fringe - Medicare Insurance Tax          | 2,049          | 1,533          | 2,374             | 2,374           | 2,360           | 2,534           | 2,534          |
| 510207 | Fringe - Life Insurance                  | 112            | 85             | 126               | 126             | 126             | 126             | 126            |
| 510209 | Fringe - Car Allowance                   | 6,923          | 4,819          | 4,800             | 4,800           | 4,800           | 4,800           | 4,800          |
|        | <b>Total Fringe</b>                      | <b>66,466</b>  | <b>45,197</b>  | <b>69,375</b>     | <b>69,375</b>   | <b>57,643</b>   | <b>61,009</b>   | <b>61,009</b>  |
|        | <b>Operating &amp; Contractual:</b>      |                |                |                   |                 |                 |                 |                |
| 520105 | Contract Labor                           | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 520204 | Uniforms                                 | 0              | 278            | 450               | 450             | 450             | 800             | 800            |
| 520400 | Office                                   | 3,763          | 3,460          | 3,500             | 3,500           | 3,500           | 5,500           | 5,500          |
| 520524 | Operating-Mosquito Control               | 37,077         | 0              | 0                 | 0               | 0               | 0               | 0              |
| 531110 | Professional Fees & Services             | 0              | 0              | 0                 | 0               | 0               | 20,000          | 20,000         |
| 531301 | Vehicle Costs - Gas & Oil                | 7              | 0              | 3,645             | 3,645           | 3,645           | 3,645           | 3,645          |
| 531304 | Vehicle Costs - R & M                    | 9              | 0              | 0                 | 0               | 0               | 1,000           | 1,000          |
| 531410 | Telephone                                | 7,523          | 7,375          | 9,000             | 8,000           | 8,000           | 8,000           | 8,000          |
| 531500 | Printing                                 | 62             | 0              | 500               | 500             | 500             | 500             | 500            |
| 531800 | Rent                                     | 0              | 0              | 0                 | 0               | 0               | 8,300           | 8,300          |
| 531900 | Advertising                              | 0              | 360            | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 543002 | Dues & Subscriptions                     | 0              | 0              | 0                 | 0               | 0               | 1,000           | 1,000          |
| 543003 | Travel & Training                        | 1,856          | 4,110          | 6,000             | 6,000           | 6,000           | 8,500           | 8,500          |
| 605126 | Hazardous Material                       | 0              | 0              | 1,450             | 1,450           | 1,450           | 1,450           | 1,450          |
|        | <b>Total Operating &amp; Contractual</b> | <b>50,297</b>  | <b>15,583</b>  | <b>25,545</b>     | <b>24,545</b>   | <b>24,545</b>   | <b>59,695</b>   | <b>59,695</b>  |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                 |                 |                 |                |
| 707101 | Acquisition                              | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707405 | Building Improvements                    | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707500 | Vehicles                                 | 0              | 0              | 0                 | 0               | 26,000          | 23,000          | 23,000         |
| 707600 | Machinery & Equipment                    | 899            | 0              | 700               | 700             | 5,600           | 2,200           | 2,200          |
| 707700 | Office Furniture & Fixtures              | 0              | 1,222          | 1,500             | 1,500           | 0               | 0               | 0              |
| 707702 | Computer Software                        | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
|        | <b>Total Capital Outlay</b>              | <b>899</b>     | <b>1,222</b>   | <b>2,200</b>      | <b>2,200</b>    | <b>31,600</b>   | <b>25,200</b>   | <b>25,200</b>  |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>261,727</b> | <b>164,665</b> | <b>255,996</b>    | <b>242,996</b>  | <b>271,679</b>  | <b>315,844</b>  | <b>315,844</b> |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works     | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Code Enforcement | <b>ORGANIZATION:</b> | 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 inquiries regarding city services and opportunities. This mission is accomplished through our "First Call" line where employees receive, document, and follow up on inquiries, 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 inquiries from the public as well as other city departments in regards to city services and opportunities (First Call).

## DEMAND PERFORMANCE INDICATORS

| Description                         | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------------|------------------|---------------------|---------------------|
| Grass cutting work orders completed | 2,348            | 2,300               | 2,800               |
| Warning citations issued            | 360              | 500                 | 300                 |
| Abandoned vehicles removed          | 350              | 300                 | N/A                 |
| Court appearances                   | 111              | 100                 | 25                  |
| First Call complaints received      | 3,600            | 3,600               | 3,600               |

## 2008-2009 ANNUAL BUDGET

|                    |                           |                      |        |
|--------------------|---------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works              | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Code Enforcement Services | <b>ORGANIZATION:</b> | 042200 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 152,027       | 217,701       | 234,839           | 214,839         | 239,028         | 239,028 | 1.78%             |
| FRINGE BENEFITS       | 63,870        | 88,259        | 105,587           | 105,587         | 103,232         | 103,232 | -2.23%            |
| OPERATING/CONTRACTUAL | 413,170       | 321,500       | 380,174           | 426,174         | 352,874         | 352,874 | -7.18%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 49,578        | 5,503         | 62,500            | 62,500          | 77,580          | 77,580  | 24.13%            |
| TOTAL APPROPRIATIONS  | 678,645       | 632,963       | 783,100           | 809,100         | 772,714         | 772,714 | -1.33%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                  | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                        | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490119      | Salary - Superintendent Code Enforceme | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490141      | Salary - Crew Leader                   | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490337      | Salary - Code Enforcement Officer      | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490373      | Salary - Supervisor                    | 1         | 0         | 0                 | 0               | 0               | 0       | 0.00%             |
| 490618      | Salary - Administrative Secretary      | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490746      | Salary - Equipment Operator II         | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490820      | Salary - Maintenance Worker            | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                 | 5         | 8         | 8                 | 8               | 8               | 8       | 0.00%             |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                           |                      |        |
|--------------------|---------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works              | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Code Enforcement Services | <b>ORGANIZATION:</b> | 042200 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 10,679        | 19,737        | 6,456             | 13,456          | 6,456           | 6,714           | 6,714   |
| 490119 | Salary - Superintendent Code Enforceme   | 0             | 27,299        | 40,291            | 40,291          | 39,501          | 41,081          | 41,081  |
| 490141 | Salary - Crew Leader                     | 0             | 28,787        | 31,108            | 31,108          | 31,108          | 32,352          | 32,352  |
| 490337 | Salary - Code Enforcement Officer        | 87,353        | 97,526        | 92,663            | 89,663          | 85,987          | 89,427          | 89,427  |
| 490373 | Salary - Supervisor                      | 32,986        | 11,215        | 0                 | 0               | 0               | 0               | 0       |
| 490618 | Salary - Administrative Secretary        | 0             | 15,123        | 25,065            | 12,065          | 22,839          | 24,717          | 24,717  |
| 490746 | Salary - Equipment Operator II           | 21,009        | 5,519         | 21,512            | 13,512          | 21,090          | 24,717          | 24,717  |
| 490626 | Salary - Clerical Specialist             | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 490820 | Salary - Maintenance Worker              | 0             | 12,495        | 17,744            | 14,744          | 17,396          | 20,020          | 20,020  |
|        | <b>Total Salaries</b>                    | 152,027       | 217,701       | 234,839           | 214,839         | 224,377         | 239,028         | 239,028 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 42,173        | 60,862        | 66,223            | 66,223          | 59,438          | 63,319          | 63,319  |
| 510202 | Fringe - Hospital                        | 19,760        | 24,414        | 36,111            | 36,111          | 36,111          | 36,111          | 36,111  |
| 510206 | Fringe - Medicare Insurance Tax          | 1,728         | 2,720         | 2,917             | 2,917           | 3,253           | 3,466           | 3,466   |
| 510207 | Fringe - Life Insurance                  | 209           | 263           | 336               | 336             | 336             | 336             | 336     |
|        | <b>Total Fringe</b>                      | 63,870        | 88,259        | 105,587           | 105,587         | 99,138          | 103,232         | 103,232 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 50,840        | 70,457        | 58,744            | 116,744         | 58,744          | 78,744          | 78,744  |
| 520106 | Contract Labor - Inmates                 | 0             | 0             | 80,000            | 40,000          | 80,000          | 0               | 0       |
| 520204 | Uniforms                                 | 2,000         | 1,770         | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 520400 | Office                                   | 1,398         | 2,000         | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 520500 | Operating Supplies                       | 11,986        | 13,946        | 11,000            | 11,000          | 11,000          | 12,000          | 12,000  |
| 520503 | Operating Chemicals                      | 0             | 0             | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 520514 | Small Tools                              | 466           | 550           | 500               | 500             | 500             | 500             | 500     |
| 531204 | Services - Code Enforcement              | 3,000         | 5,448         | 6,000             | 6,000           | 6,000           | 6,000           | 6,000   |
| 531301 | Vehicle Costs - Gas & Oil                | 12,542        | 15,826        | 7,130             | 18,130          | 18,130          | 18,130          | 18,130  |
| 531304 | Vehicle Costs R & M                      | 31,424        | 23,364        | 22,000            | 47,000          | 47,000          | 47,000          | 47,000  |
| 531401 | Postage                                  | 0             | 0             | 0                 | 0               | 0               | 10,000          | 10,000  |
| 531410 | Telephone                                | 3,925         | 4,128         | 4,000             | 6,000           | 6,000           | 6,000           | 6,000   |
| 531500 | Printing                                 | 230           | 1,480         | 250               | 250             | 250             | 250             | 250     |
| 531701 | Utilities                                | 208,867       | 174,160       | 168,500           | 158,500         | 158,500         | 158,500         | 158,500 |
| 531800 | Rent                                     | 6,372         | 4,584         | 9,300             | 9,300           | 9,300           | 1,000           | 1,000   |
| 531900 | Advertising                              | 0             | 0             | 0                 | 0               | 0               | 1,000           | 1,000   |
| 543002 | Dues & Subscriptions                     | 215           | 562           | 500               | 500             | 500             | 500             | 500     |
| 543003 | Travel & Training                        | 2,151         | 3,152         | 2,250             | 2,250           | 2,250           | 3,250           | 3,250   |
| 604101 | Maintenance - Bldgs and Facilities       | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 605106 | Maintenance Equipment                    | 472           | 73            | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 646175 | Recreation & Education Progrmng          | 77,282        | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Operating &amp; Contractual</b> | 413,170       | 321,500       | 380,174           | 426,174         | 408,174         | 352,874         | 352,874 |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707500 | Vehicles                                 | 27,164        | 0             | 56,000            | 56,000          | 69,000          | 0               | 0       |
| 707600 | Machinery & Equipment                    | 21,507        | 5,503         | 6,500             | 6,500           | 155,080         | 77,580          | 77,580  |
| 707700 | Furniture & Fixtures                     | 907           | 0             | 0                 | 0               | 650             | 0               | 0       |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 49,578        | 5,503         | 62,500            | 62,500          | 224,730         | 77,580          | 77,580  |
|        | <b>TOTAL DEPARTMENT</b>                  | 678,645       | 632,963       | 783,100           | 809,100         | 956,419         | 772,714         | 772,714 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Streets      | <b>ORGANIZATION:</b> | 042500 |

## GOAL MISSION STATEMENT

To insure the health and safety of the citizens of Alexandria through the cleaning and repairing of streets and the maintenance of streets and the maintenance of drains and ditches and canals with proper easements or servitudes. To provide a properly maintained system of greenbelts available to all citizens and maintain city right-of-ways.

## 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, fail and slope mow ditches, canals, city 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                         | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------------|------------------|---------------------|---------------------|
| Miles of streets swept              | 450              | 700                 | 1,608               |
| Miles of canals/ditches cleaned     | 85               | 125                 | 3,120               |
| Miles of canals/ditches sprayed     |                  |                     | 2,560               |
| Miles of underground pipes flushed  |                  |                     | 410                 |
| Incoming Calls                      | 310              | 350                 | 5,000               |
| Miles of street repair for potholes | 0                | 0                   | 200                 |
| No of hours Larviciding & Spraying  | 0                | 0                   | 1,568               |
| Annual tones of landfill operation  | 0                | 0                   | 2,500               |
| No. of complaints received          | 320              | 1,000               | 689                 |
| Work orders & complaints completed  | 0                | 0                   | 585                 |
| Emergency Call-Out                  | 400              | 400                 | 66                  |

2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Streets and ROW | <b>ORGANIZATION:</b> | 042500 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 1,011,601     | 1,018,189     | 1,026,565         | 1,210,565       | 1,080,124       | 1,080,124 | 5.22%             |
| FRINGE BENEFITS       | 420,811       | 462,301       | 500,115           | 500,115         | 484,546         | 484,546   | -3.11%            |
| OPERATING/CONTRACTUAL | 746,878       | 660,930       | 868,440           | 995,440         | 942,440         | 942,440   | 8.52%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 250,142       | 468,378       | 372,852           | 585,156         | 752,198         | 952,188   | 101.74%           |
| TOTAL APPROPRIATIONS  | 2,429,432     | 2,609,798     | 2,767,972         | 3,291,276       | 3,259,308       | 3,459,298 | 17.75%            |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                   | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                         | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490125      | Salary - Superintendent                 | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490146      | Salary - Crew Leader Street Maintenance | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490145      | Salary - Supervisor Street Maintenance  | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490618      | Salary - Administrative Secretary       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490738      | Salary - Equipment Operator III         | 7         | 7         | 7                 | 7               | 4               | 4       | -42.86%           |
| 490746      | Salary - Equipment Operator II          | 8         | 8         | 8                 | 8               | 8               | 8       | 0.00%             |
| 490751      | Salary - Fleet Maintenance Technician   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490819      | Salary - Equipment Operator I           | 3         | 3         | 3                 | 3               | 6               | 6       | 100.00%           |
| 490820      | Salary - Maintenance Worker             | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490147      | Salary - Maintenance Worker Senior      | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490624      | Salary - Inventory Coordinator          | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                  | 35        | 35        | 35                | 35              | 35              | 35      | 0.00%             |



## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Streets and ROW | <b>ORGANIZATION:</b> | 042500 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |           |
| 450001 | Overtime                                 | 143,449       | 168,582       | 69,270            | 309,270         | 69,270          | 72,041          | 72,041    |
| 490125 | Salary - Superintendent                  | 14,419        | 47,682        | 48,450            | 37,450          | 48,450          | 50,388          | 50,388    |
| 490146 | Salary - Crew Leader Street Maintenance  | 80,122        | 83,513        | 107,927           | 104,927         | 107,927         | 112,245         | 112,245   |
| 490145 | Salary - Supervisor Street Maintenance   | 127,889       | 106,448       | 108,530           | 103,530         | 108,530         | 112,871         | 112,871   |
| 490618 | Salary - Administrative Secretary        | 23,447        | 21,003        | 23,296            | 23,296          | 26,623          | 27,688          | 27,688    |
| 490738 | Salary - Equipment Operator III          | 197,266       | 177,312       | 203,576           | 202,576         | 205,718         | 120,061         | 120,061   |
| 490746 | Salary - Equipment Operator II           | 190,833       | 181,779       | 193,335           | 181,335         | 189,332         | 221,933         | 221,933   |
| 490751 | Salary - Fleet Maintenance Technician    | 32,732        | 34,172        | 34,722            | 34,722          | 34,722          | 36,111          | 36,111    |
| 490819 | Salary - Equipment Operator I            | 48,707        | 61,239        | 62,769            | 62,769          | 62,394          | 143,020         | 143,020   |
| 490820 | Salary - Maintenance Worker              | 54,475        | 45,161        | 72,396            | 56,396          | 70,278          | 80,080          | 80,080    |
| 490147 | Salary - Maintenance Worker Senior       | 79,060        | 82,539        | 83,869            | 75,869          | 71,417          | 74,273          | 74,273    |
| 490624 | Salary - Inventory Coordinator           | 19,202        | 8,759         | 18,425            | 18,425          | 22,839          | 29,413          | 29,413    |
|        | <b>Total Salaries</b>                    | 1,011,601     | 1,018,189     | 1,026,565         | 1,210,565       | 1,017,500       | 1,080,124       | 1,080,124 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |           |
| 510201 | Fringe - Pension                         | 270,892       | 300,688       | 289,491           | 289,491         | 269,535         | 286,130         | 286,130   |
| 510202 | Fringe - Hospital                        | 138,324       | 148,770       | 196,621           | 196,621         | 183,199         | 183,199         | 183,199   |
| 510206 | Fringe - Medicare Insurance Tax          | 10,282        | 11,545        | 12,533            | 12,533          | 12,915          | 13,747          | 13,747    |
| 510207 | Fringe - Life Insurance                  | 1,313         | 1,298         | 1,470             | 1,470           | 1,470           | 1,470           | 1,470     |
|        | <b>Total Fringe</b>                      | 420,811       | 462,301       | 500,115           | 500,115         | 467,119         | 484,546         | 484,546   |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |           |
| 520105 | Contract Labor                           | 53,031        | 72,302        | 54,931            | 154,931         | 54,931          | 55,931          | 55,931    |
| 520106 | Contract Labor - Inmates                 | 35,080        | 32,602        | 48,184            | 48,184          | 48,184          | 88,184          | 88,184    |
| 520204 | Uniforms                                 | 6,799         | 6,815         | 6,800             | 6,800           | 6,800           | 6,800           | 6,800     |
| 520400 | Office                                   | 383           | 383           | 400               | 400             | 400             | 400             | 400       |
| 520500 | Operating Supplies                       | 53,604        | 50,756        | 61,000            | 61,000          | 61,000          | 61,000          | 61,000    |
| 520503 | Operating Chemicals                      | 37,982        | 36,078        | 39,100            | 39,100          | 39,100          | 39,100          | 39,100    |
| 520506 | Operating Concrete & Asphalt             | 60,415        | 24,134        | 110,000           | 110,000         | 110,000         | 110,000         | 110,000   |
| 520507 | Operating - Sand & Gravel                | 6,326         | 2,900         | 8,000             | 8,000           | 8,000           | 10,000          | 10,000    |
| 520514 | Small Tools                              | 3,647         | 2,699         | 3,500             | 3,500           | 3,500           | 3,500           | 3,500     |
| 520524 | Operating-Mosquito Control               | 2,517         | 29,465        | 53,000            | 53,000          | 53,000          | 53,000          | 53,000    |
| 531301 | Vehicle Costs - Gas & Oil                | 152,995       | 134,095       | 124,450           | 157,450         | 157,450         | 157,450         | 157,450   |
| 531304 | Vehicle Costs - R & M                    | 324,848       | 239,310       | 327,000           | 322,000         | 322,000         | 322,000         | 322,000   |
| 531410 | Telephone                                | 2,452         | 2,612         | 4,000             | 3,000           | 3,000           | 3,000           | 3,000     |
| 531500 | Printing                                 | 96            | 62            | 450               | 450             | 450             | 450             | 450       |
| 531800 | Rent                                     | 0             | 4,093         | 6,000             | 6,000           | 6,000           | 6,000           | 6,000     |
| 543003 | Travel & Training                        | 4,066         | 7,572         | 5,625             | 5,625           | 5,625           | 5,625           | 5,625     |
| 605106 | Maintenance Equipment                    | 2,637         | 15,052        | 16,000            | 16,000          | 16,000          | 20,000          | 20,000    |
|        | <b>Total Operating &amp; Contractual</b> | 746,878       | 660,930       | 868,440           | 995,440         | 895,440         | 942,440         | 942,440   |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |           |
| 707405 | Building Improvements                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 707500 | Vehicles                                 | 0             | 142,377       | 212,965           | 412,865         | 702,600         | 417,700         | 617,690   |
| 707600 | Machinery & Equipment                    | 250,142       | 326,001       | 159,887           | 172,291         | 951,928         | 334,498         | 334,498   |
| 707700 | Office Furniture & Fixtures              | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Capital Outlay</b>              | 250,142       | 468,378       | 372,852           | 585,156         | 1,654,528       | 752,198         | 952,188   |
|        | <b>TOTAL DEPARTMENT</b>                  | 2,429,432     | 2,609,798     | 2,767,972         | 3,291,276       | 4,034,587       | 3,259,308       | 3,459,298 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Traffic      | <b>ORGANIZATION:</b> | 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 department.

## 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                      | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|----------------------------------|------------------|---------------------|---------------------|
| Replace Damage Signs             | 2,100            | 2,100               | 2,100               |
| Paint Cross Walks and Stop Lines | 500              | 500                 | 800                 |
| Streets Striped                  | 400              | 500                 | 800                 |
| Signs Made                       | 13,000           | 14,000              | 15,000              |
| Banners Made                     | 0                | 300                 | 300                 |
| Banners Hung                     | 2,200            | 2,200               | 2,200               |
| Street Closures and Detours      | 160              | 170                 | 300                 |
| Traffic Light Repaired           | 950              | 950                 | 950                 |
| Traffic Counts                   | 1,100            | 1,100               | 1,100               |
| Speed Humps Installed            | 200              | 200                 | 0                   |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Traffic Department | <b>ORGANIZATION:</b> | 042800 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 207,278       | 207,450       | 256,376           | 258,376         | 266,632         | 266,632 | 4.00%             |
| FRINGE BENEFITS       | 101,353       | 101,382       | 121,806           | 121,806         | 124,520         | 124,520 | 2.23%             |
| OPERATING/CONTRACTUAL | 129,365       | 162,532       | 159,250           | 162,250         | 166,000         | 166,000 | 4.24%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 33,827        | 38,998        | 120,633           | 122,714         | 14,564          | 119,957 | -87.93%           |
| TOTAL APPROPRIATIONS  | 471,823       | 510,362       | 658,065           | 665,146         | 571,716         | 677,109 | -13.12%           |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                   | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                         | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 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%             |
|             | <b>Total Positions</b>                  | 8         | 8         | 8                 | 8               | 8               | 8       | 0.00%             |

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Traffic Department | <b>ORGANIZATION:</b> | 042800 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                         |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                 | 21,104         | 20,643         | 10,290            | 27,290          | 10,290          | 10,702          | 10,702         |
| 490310 | Salary - Traffic Signal Technician       | 53,915         | 64,802         | 68,574            | 68,574          | 68,574          | 71,317          | 71,317         |
| 490618 | Salary - Administrative Secretary        | 23,629         | 24,669         | 25,065            | 25,065          | 25,065          | 26,068          | 26,068         |
| 490736 | Salary - Superintendent Traffic Signals  | 31,587         | 0              | 47,091            | 32,091          | 47,091          | 48,975          | 48,975         |
| 490741 | Salary - Sign Artist                     | 31,994         | 33,402         | 33,939            | 33,939          | 33,939          | 35,297          | 35,297         |
| 490821 | Salary - Sign & Marking Specialist       | 45,049         | 63,934         | 71,417            | 71,417          | 71,417          | 74,273          | 74,273         |
|        | <b>Total Salaries</b>                    | <b>207,278</b> | <b>207,450</b> | <b>256,376</b>    | <b>258,376</b>  | <b>256,376</b>  | <b>266,632</b>  | <b>266,632</b> |
|        | <b>Fringe:</b>                           |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                         | 57,209         | 61,531         | 72,298            | 72,298          | 67,914          | 70,631          | 70,631         |
| 510202 | Fringe - Hospital                        | 41,979         | 37,608         | 46,324            | 46,324          | 50,590          | 50,590          | 50,590         |
| 510206 | Fringe - Medicare Insurance Tax          | 1,894          | 1,961          | 2,848             | 2,848           | 2,848           | 2,963           | 2,963          |
| 510207 | Fringe - Life Insurance                  | 271            | 282            | 336               | 336             | 336             | 336             | 336            |
|        | <b>Total Fringe</b>                      | <b>101,353</b> | <b>101,382</b> | <b>121,806</b>    | <b>121,806</b>  | <b>121,688</b>  | <b>124,520</b>  | <b>124,520</b> |
|        | <b>Operating &amp; Contractual:</b>      |                |                |                   |                 |                 |                 |                |
| 520105 | Contract Labor                           | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 520204 | Uniforms                                 | 1,482          | 1,491          | 1,500             | 1,500           | 1,500           | 1,500           | 1,500          |
| 520500 | Operating Supplies                       | 20,617         | 32,441         | 23,000            | 23,000          | 23,000          | 28,000          | 28,000         |
| 520509 | Operating - Signs                        | 35,901         | 46,822         | 40,000            | 40,000          | 40,000          | 40,000          | 40,000         |
| 520510 | Operating - Paint                        | 4,057          | 4,056          | 8,000             | 8,000           | 8,000           | 8,000           | 8,000          |
| 520514 | Small Tools                              | 0              | 0              | 0                 | 0               | 0               | 1,250           | 1,250          |
| 531117 | Street Striping                          | 48,093         | 53,846         | 65,000            | 65,000          | 65,000          | 60,000          | 60,000         |
| 531301 | Vehicle Costs - Gas & Oil                | 11,995         | 14,833         | 11,500            | 15,500          | 15,500          | 15,500          | 15,500         |
| 531304 | Vehicle Costs - R & M                    | 5,939          | 6,898          | 5,000             | 4,000           | 4,000           | 4,000           | 4,000          |
| 531410 | Telephone                                | 958            | 1,252          | 1,200             | 1,200           | 1,200           | 1,200           | 1,200          |
| 531500 | Printing                                 | 133            | 29             | 150               | 150             | 150             | 150             | 150            |
| 543003 | Travel & Training                        | 190            | 541            | 2,500             | 2,500           | 2,500           | 5,000           | 5,000          |
| 605106 | Maintenance Equipment                    | 0              | 323            | 1,400             | 1,400           | 1,400           | 1,400           | 1,400          |
|        | <b>Total Operating &amp; Contractual</b> | <b>129,365</b> | <b>162,532</b> | <b>159,250</b>    | <b>162,250</b>  | <b>162,250</b>  | <b>166,000</b>  | <b>166,000</b> |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                 |                 |                 |                |
| 707405 | Building Improvements                    | 0              | 0              | 0                 | 0               | 2,700           | 0               | 0              |
| 707500 | Vehicles                                 | 0              | 0              | 77,138            | 77,138          | 0               | 0               | 76,898         |
| 707600 | Machinery & Equipment                    | 33,827         | 38,217         | 43,495            | 43,495          | 24,389          | 11,889          | 40,384         |
| 707700 | Office Furniture & Fixtures              | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707702 | Computer Software                        | 0              | 781            | 0                 | 2,081           | 2,675           | 2,675           | 2,675          |
|        | <b>Total Capital Outlay</b>              | <b>33,827</b>  | <b>38,998</b>  | <b>120,633</b>    | <b>122,714</b>  | <b>29,764</b>   | <b>14,564</b>   | <b>119,957</b> |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>471,823</b> | <b>510,362</b> | <b>658,065</b>    | <b>665,146</b>  | <b>570,078</b>  | <b>571,716</b>  | <b>677,109</b> |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works          | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Maint of Public Bldgs | <b>ORGANIZATION:</b> | 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 is work 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 | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |



## 2008-2009 ANNUAL BUDGET

|                    |                              |                      |        |
|--------------------|------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works                 | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Maintenance Public Buildings | <b>ORGANIZATION:</b> | 043400 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 633,779       | 656,974       | 754,570           | 728,570         | 786,055         | 819,266   | 4.17%             |
| FRINGE BENEFITS       | 259,017       | 306,301       | 376,733           | 376,733         | 403,376         | 421,438   | 7.07%             |
| OPERATING/CONTRACTUAL | 512,533       | 716,799       | 745,888           | 866,888         | 801,888         | 801,888   | 7.51%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 78,382        | 47,376        | 117,900           | 210,600         | 116,186         | 116,186   | -1.45%            |
| TOTAL APPROPRIATIONS  | 1,483,711     | 1,727,450     | 1,995,091         | 2,182,791       | 2,107,505       | 2,158,778 | 5.63%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                    | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                          | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490234      | Salary - Superintendent-Bldg Maint       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490153      | Salary - Supervisor Building Maintenance | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490150      | Salary - Supervisor Custodial            | 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             | 0         | 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%             |
| 490820      | Salary - Maintenance Worker              | 8         | 8         | 5                 | 5               | 2               | 2       | -60.00%           |
| 490149      | Salary - Custodial Worker                | 0         | 0         | 0                 | 0               | 3               | 3       | 0.00%             |
| 490822      | Salary - Trades Worker                   | 0         | 0         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490823      | Salary - Lead Custodial Worker           | 0         | 0         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490830      | Salary - Building Maintenance Specialist | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490859      | Salary - Mechanical Systems Technician   | 2         | 2         | 3                 | 3               | 3               | 4       | 0.00%             |
|             | <b>Total Positions</b>                   | 24        | 25        | 26                | 26              | 26              | 27      | 0.00%             |



2008-2009 ANNUAL BUDGET

|                    |                              |                      |        |
|--------------------|------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works                 | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Maintenance Public Buildings | <b>ORGANIZATION:</b> | 043400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 59,714        | 50,808        | 36,704            | 74,704          | 36,704          | 38,172          | 38,172  |
| 490234 | Salary - Superintendent-Bldg Maint       | 50,786        | 53,020        | 53,873            | 53,873          | 53,873          | 56,028          | 56,028  |
| 490153 | Salary - Supervisor Building Maintenance | 64,589        | 60,377        | 69,059            | 69,059          | 69,059          | 35,107          | 35,107  |
| 490150 | Salary - Supervisor Custodial            | 0             | 0             | 0                 | 0               | 0               | 36,714          | 36,714  |
| 490503 | Salary - Community Center Attendant      | 30,600        | 31,769        | 32,281            | 32,281          | 32,281          | 33,572          | 33,572  |
| 490618 | Salary - Administrative Secretary        | 23,629        | 21,974        | 23,296            | 23,296          | 22,839          | 24,717          | 24,717  |
| 490626 | Salary - Clerical Specialist             | 0             | 15,799        | 20,683            | 20,683          | 20,683          | 21,510          | 21,510  |
| 490711 | Salary - Electrician                     | 31,365        | 12,740        | 27,431            | 27,431          | 33,967          | 35,326          | 35,326  |
| 490742 | Salary - Painter                         | 66,330        | 78,649        | 80,021            | 80,021          | 80,021          | 83,915          | 83,915  |
| 490748 | Salary - Carpenter                       | 59,242        | 67,805        | 73,736            | 73,736          | 73,736          | 81,195          | 81,195  |
| 490820 | Salary - Maintenance Worker              | 140,605       | 81,418        | 95,091            | 84,091          | 91,883          | 99,054          | 99,054  |
| 490149 | Salary - Custodial Worker                | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 490822 | Salary - Trades Worker                   | 447           | 17,849        | 22,712            | 22,712          | 22,712          | 23,620          | 23,620  |
| 490823 | Salary - Lead Custodial Worker           | 0             | 35,897        | 45,094            | 45,094          | 45,094          | 46,897          | 46,897  |
| 490830 | Salary - Building Maintenance Specialist | 28,635        | 56,324        | 58,806            | 46,806          | 58,268          | 60,869          | 60,869  |
| 490859 | Salary - Mechanical Systems Technician   | 77,837        | 72,545        | 115,783           | 74,783          | 107,708         | 109,359         | 142,570 |
|        | <b>Total Salaries</b>                    | 633,779       | 656,974       | 754,570           | 728,570         | 748,828         | 786,055         | 819,266 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 173,353       | 189,464       | 212,792           | 212,792         | 198,363         | 208,232         | 217,030 |
| 510202 | Fringe - Hospital                        | 75,973        | 106,098       | 152,374           | 152,374         | 183,146         | 183,146         | 191,886 |
| 510206 | Fringe - Medicare Insurance Tax          | 8,435         | 8,641         | 10,475            | 10,475          | 10,391          | 10,906          | 11,388  |
| 510207 | Fringe - Life Insurance                  | 887           | 924           | 1,092             | 1,092           | 1,092           | 1,092           | 1,134   |
| 510208 | Fringe - FICA Tax Retirement             | 369           | 1,174         | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Fringe</b>                      | 259,017       | 306,301       | 376,733           | 376,733         | 392,992         | 403,376         | 421,438 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 29,382        | 45,791        | 50,000            | 61,000          | 50,000          | 50,000          | 50,000  |
| 520106 | Contract Labor-Inmates                   | 0             | 0             | 0                 | 0               | 0               | 40,000          | 40,000  |
| 520204 | Uniforms                                 | 5,100         | 5,405         | 5,350             | 5,350           | 5,350           | 5,350           | 5,350   |
| 520400 | Office                                   | 989           | 2,147         | 1,440             | 1,440           | 1,440           | 1,940           | 1,940   |
| 520500 | Operating Supplies                       | 18,780        | 19,114        | 26,280            | 26,280          | 26,280          | 31,280          | 31,280  |
| 520501 | Operating - Janitorial                   | 26,826        | 26,945        | 26,685            | 26,685          | 26,685          | 26,685          | 26,685  |
| 520510 | Operating - Paint                        | 3,118         | 3,035         | 5,400             | 5,400           | 5,400           | 5,400           | 5,400   |
| 520514 | Small Tools                              | 2,275         | 4,567         | 5,400             | 5,400           | 5,400           | 5,400           | 5,400   |
| 520520 | Operating - Locks/Keys                   | 1,888         | 1,264         | 900               | 900             | 900             | 1,100           | 1,100   |
| 531110 | Professional Fees & Services             | 2,196         | 5,839         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 531301 | Vehicle Costs - Gas & Oil                | 18,515        | 16,920        | 15,640            | 15,640          | 15,640          | 15,640          | 15,640  |
| 531304 | Vehicle Costs - R & M                    | 15,250        | 11,483        | 11,600            | 11,600          | 11,600          | 11,600          | 11,600  |
| 531410 | Telephone                                | 9,760         | 9,072         | 7,500             | 7,500           | 7,500           | 7,500           | 7,500   |
| 531500 | Printing                                 | 20            | 146           | 400               | 400             | 400             | 700             | 700     |
| 531701 | Utilities                                | 211,875       | 336,211       | 348,000           | 348,000         | 348,000         | 348,000         | 348,000 |
| 543003 | Travel & Training                        | 3,059         | 1,324         | 4,750             | 4,750           | 4,750           | 4,750           | 4,750   |
| 605101 | Maintenance Bldg & Facilities            | 154,381       | 201,940       | 196,343           | 306,343         | 196,343         | 206,343         | 206,343 |
| 605106 | Maintenance Equipment                    | 9,119         | 9,769         | 10,200            | 10,200          | 10,200          | 10,200          | 10,200  |
| 605110 | Maintenance Grounds & ROW                | 0             | 15,827        | 25,000            | 25,000          | 25,000          | 25,000          | 25,000  |
|        | <b>Total Operating &amp; Contractual</b> | 512,533       | 716,799       | 745,888           | 866,888         | 745,888         | 801,888         | 801,888 |

2008-2009 ANNUAL BUDGET

|                    |                              |                      |        |
|--------------------|------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works                 | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Maintenance Public Buildings | <b>ORGANIZATION:</b> | 043400 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|-----------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                             | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Capital Outlay:</b>      |               |               |                   |                 |                 |                 |           |
| 707405 | Building Improvements       | 3,000         | 6,342         | 40,000            | 127,267         | 0               | 0               | 0         |
| 707500 | Vehicles                    | 56,931        | 22,878        | 41,000            | 41,000          | 123,028         | 71,810          | 71,810    |
| 707600 | Machinery & Equipment       | 17,025        | 10,512        | 16,400            | 21,833          | 50,300          | 17,900          | 17,900    |
| 707700 | Office Furniture & Fixtures | 0             | 0             | 20,500            | 20,500          | 88,686          | 26,476          | 26,476    |
| 707702 | Computer Software           | 1,426         | 7,644         | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Capital Outlay</b> | 78,382        | 47,376        | 117,900           | 210,600         | 262,014         | 116,186         | 116,186   |
|        | <b>TOTAL DEPARTMENT</b>     | 1,483,711     | 1,727,450     | 1,995,091         | 2,182,791       | 2,149,722       | 2,107,505       | 2,158,778 |









## 2008-2009 ANNUAL BUDGET

|                    |                          |                      |        |
|--------------------|--------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works             | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Broadway Resource Center | <b>ORGANIZATION:</b> | 043500 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |               |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED       |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |               |
| 520105 | Contract Labor                           | 34,479        | 39,456        | 50,000            | 50,000          | 50,000          | 50,000          | 50,000        |
| 520500 | Operating                                | 1,555         | 0             | 0                 | 0               | 0               | 0               | 0             |
| 520501 | Operating - Janitorial                   | 5,369         | 2,804         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000         |
| 531410 | Telephone                                | 1,002         | 1,252         | 2,000             | 2,000           | 2,000           | 2,000           | 2,000         |
| 531701 | Utilities                                | 10,080        | 8,476         | 15,000            | 12,000          | 12,000          | 12,000          | 12,000        |
| 605101 | Maintenance-Buildings & Facilities       | 794           | 0             | 0                 | 0               | 0               | 0               | 0             |
|        | <b>Total Operating &amp; Contractual</b> | <b>53,279</b> | <b>51,988</b> | <b>72,000</b>     | <b>69,000</b>   | <b>69,000</b>   | <b>69,000</b>   | <b>69,000</b> |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |               |
| 707600 | Machinery & Equipment                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0             |
|        | <b>Total Capital Outlay</b>              | <b>0</b>      | <b>0</b>      | <b>0</b>          | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>      |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>53,279</b> | <b>51,988</b> | <b>72,000</b>     | <b>69,000</b>   | <b>69,000</b>   | <b>69,000</b>   | <b>69,000</b> |

CITY OF ALEXANDRIA





2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works  | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Martin Center | <b>ORGANIZATION:</b> | 043600 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |               |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED       |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |               |
| 520105 | Contract Labor                           | 39,528        | 41,334        | 50,000            | 50,000          | 50,000          | 50,000          | 50,000        |
| 520500 | Operating                                | 2,458         | 0             | 0                 | 0               | 0               | 0               | 0             |
| 520501 | Operating - Janitorial                   | 7,495         | 4,959         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000         |
| 531410 | Telephone                                | 2,059         | 1,406         | 3,000             | 2,000           | 2,000           | 2,000           | 2,000         |
| 531701 | Utilities                                | 22,866        | 23,877        | 30,000            | 24,000          | 24,000          | 24,000          | 24,000        |
| 605101 | Maintenance-Buildings & Facilities       | 898           | 0             | 0                 | 0               | 0               | 0               | 0             |
|        | <b>Total Operating &amp; Contractual</b> | <b>75,304</b> | <b>71,576</b> | <b>88,000</b>     | <b>81,000</b>   | <b>81,000</b>   | <b>81,000</b>   | <b>81,000</b> |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |               |
| 707600 | Machinery & Equipment                    | 5,697         | 136           | 0                 | 0               | 0               | 0               | 0             |
|        | <b>Total Capital Outlay</b>              | <b>5,697</b>  | <b>136</b>    | <b>0</b>          | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>      |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>81,001</b> | <b>71,712</b> | <b>88,000</b>     | <b>81,000</b>   | <b>81,000</b>   | <b>81,000</b>   | <b>81,000</b> |



## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |               |
|--------------------|---------------------|----------------------|---------------|
| <b>DIVISION:</b>   | <b>Public Works</b> | <b>FUND:</b>         | <b>101</b>    |
| <b>DEPARTMENT:</b> | <b>Motor Pool</b>   | <b>ORGANIZATION:</b> | <b>043700</b> |

## GOAL MISSION STATEMENT

The Motor Pool objectives for the FY 2008-2009 is to keep the City Fleet operating efficiently. Our vision is to be recognized by the Utility and General Fund Departments within the City of Alexandria by improving their efficiency on a daily basis by providing the highest level of fleet services at the lowest cost and turn around services in a professional time frame. This in turn will improve their department's efficiency and response time in their service to the community.

## FUNCTION DESCRIPTION

The Motor Pool serves as a centralized garage providing mechanical and body repairs, fuel and oil disbursements, and wrecker services to approximately 1,200 (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                        | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------|------------------|---------------------|---------------------|
| Fuel Transactions                  | 42,144           | 35,161              | 40,000              |
| Work Orders                        | 6,670            | 7,000               | 7,200               |
| Engines Replaced/Overhauled        | 8                | 7                   | 7                   |
| Vehicles Serviced                  | 1,866            | 1,105               | 1,250               |
| Transmissions Serviced/Replaced    | 90               | 49                  | 55                  |
| Flat Repairs In House/On Road      | 737              | 400                 | 500                 |
| Tire Shop In House Work Orders     | 752              | 700                 | 850                 |
| Front End and Alignment            | 144              | 135                 | 150                 |
| Body Shop Repairs                  | 224              | 130                 | 135                 |
| Brakes/Clutch Repairs              | 290              | 140                 | 150                 |
| State Inspections on Road Vehicles | 437              | 400                 | 425                 |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Motor Pool   | <b>ORGANIZATION:</b> | 043700 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 692,750       | 705,821       | 773,206           | 763,206         | 817,618         | 817,618   | 5.74%             |
| FRINGE BENEFITS       | 318,056       | 357,483       | 397,123           | 397,123         | 394,129         | 394,129   | -0.75%            |
| OPERATING/CONTRACTUAL | 65,936        | 69,291        | 75,485            | 87,485          | 99,485          | 99,485    | 31.79%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 23,620        | 33,363        | 36,338            | 36,338          | 146,887         | 146,887   | 304.22%           |
| TOTAL APPROPRIATIONS  | 1,100,362     | 1,165,958     | 1,282,152         | 1,284,152       | 1,458,119       | 1,458,119 | 13.72%            |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                  | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                        | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490118      | Salary - Superintendent Fleet Maint    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490139      | Salary - Supervisor Fleet Maintenance  | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490618      | Salary - Administrative Secretary      | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490750      | Salary - Fleet Maintenance Tech Senior | 5         | 5         | 5                 | 5               | 5               | 5       | 0.00%             |
| 490751      | Salary - Fleet Maintenance Tech        | 7         | 7         | 7                 | 7               | 7               | 7       | 0.00%             |
| 490752      | Salary - Fleet Collision Repair Tech   | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490834      | Salary - Fleet Service Technician      | 5         | 5         | 5                 | 5               | 5               | 5       | 0.00%             |
|             | <b>Total Positions</b>                 | 25        | 25        | 25                | 25              | 25              | 25      | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Motor Pool   | <b>ORGANIZATION:</b> | 043700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                 | 35,389           | 28,247           | 12,305            | 37,305           | 12,305           | 12,797           | 12,797           |
| 490118 | Salary - Superintendent Fleet Maint      | 46,410           | 48,616           | 49,231            | 49,231           | 49,231           | 51,200           | 51,200           |
| 490139 | Salary - Supervisor Fleet Maintenance    | 143,590          | 144,794          | 147,125           | 147,125          | 147,125          | 153,010          | 153,010          |
| 490618 | Salary - Administrative Secretary        | 28,823           | 30,091           | 30,576            | 30,576           | 30,576           | 31,799           | 31,799           |
| 490750 | Salary - Fleet Maintenance Tech Senior   | 134,902          | 166,827          | 171,472           | 167,472          | 171,472          | 178,331          | 178,331          |
| 490751 | Salary - Fleet Maintenance Tech          | 175,766          | 160,435          | 200,475           | 186,475          | 199,959          | 208,187          | 208,187          |
| 490752 | Salary - Fleet Collision Repair Tech     | 55,285           | 54,069           | 58,648            | 58,648           | 58,648           | 60,994           | 60,994           |
| 490834 | Salary - Fleet Service Technician        | 72,585           | 72,742           | 103,374           | 86,374           | 100,910          | 121,300          | 121,300          |
|        | <b>Total Salaries</b>                    | <b>692,750</b>   | <b>705,821</b>   | <b>773,206</b>    | <b>763,206</b>   | <b>770,226</b>   | <b>817,618</b>   | <b>817,618</b>   |
|        | <b>Fringe:</b>                           |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                         | 187,477          | 209,118          | 218,041           | 218,041          | 204,033          | 216,589          | 216,589          |
| 510202 | Fringe - Hospital                        | 122,909          | 140,864          | 170,348           | 170,348          | 167,233          | 167,233          | 167,233          |
| 510206 | Fringe - Medicare Insurance Tax          | 6,759            | 6,562            | 7,684             | 7,684            | 8,668            | 9,257            | 9,257            |
| 510207 | Fringe - Life Insurance                  | 911              | 939              | 1,050             | 1,050            | 1,050            | 1,050            | 1,050            |
|        | <b>Total Fringe</b>                      | <b>318,056</b>   | <b>357,483</b>   | <b>397,123</b>    | <b>397,123</b>   | <b>380,984</b>   | <b>394,129</b>   | <b>394,129</b>   |
|        | <b>Operating &amp; Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                           | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 520204 | Uniforms                                 | 5,096            | 5,172            | 5,100             | 5,100            | 5,100            | 5,600            | 5,600            |
| 520400 | Office                                   | 594              | 979              | 1,100             | 1,100            | 1,100            | 1,600            | 1,600            |
| 520500 | Operating Supplies                       | 15,569           | 19,251           | 20,000            | 21,000           | 20,000           | 21,000           | 21,000           |
| 520514 | Small Tools                              | 5,400            | 5,398            | 6,000             | 6,000            | 6,000            | 6,000            | 6,000            |
| 531212 | Disposal                                 | 6,263            | 1,947            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 531301 | Vehicle Costs Gas & Oil                  | 9,198            | 7,824            | 6,785             | 10,785           | 10,785           | 10,785           | 10,785           |
| 531304 | Vehicle Costs - R & M                    | 6,715            | 11,096           | 9,000             | 16,000           | 16,000           | 16,000           | 16,000           |
| 531410 | Telephone                                | 2,327            | 1,491            | 3,000             | 3,000            | 3,000            | 3,000            | 3,000            |
| 531500 | Printing                                 | 49               | 278              | 500               | 500              | 500              | 500              | 500              |
| 531800 | Rent                                     | 0                | 0                | 0                 | 0                | 0                | 10,000           | 10,000           |
| 543003 | Travel & Training                        | 4,819            | 7,297            | 5,000             | 5,000            | 5,000            | 6,000            | 6,000            |
| 605101 | Maintenance Bldg & Facilities            | 4,202            | 258              | 2,000             | 2,000            | 2,000            | 2,000            | 2,000            |
| 605106 | Maintenance Equipment                    | 5,704            | 8,300            | 12,000            | 12,000           | 12,000           | 12,000           | 12,000           |
|        | <b>Total Operating &amp; Contractual</b> | <b>65,936</b>    | <b>69,291</b>    | <b>75,485</b>     | <b>87,485</b>    | <b>86,485</b>    | <b>99,485</b>    | <b>99,485</b>    |
|        | <b>Capital Outlay:</b>                   |                  |                  |                   |                  |                  |                  |                  |
| 707405 | Building Improvements                    | 0                | 3,284            | 0                 | 0                | 0                | 0                | 0                |
| 707500 | Vehicles                                 | 0                | 0                | 19,378            | 19,378           | 88,000           | 88,000           | 88,000           |
| 707600 | Machinery & Equipment                    | 19,081           | 27,929           | 16,960            | 16,960           | 125,791          | 58,887           | 58,887           |
| 707700 | Office Furniture & Fixtures              | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 707702 | Computer Software                        | 4,539            | 2,150            | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Capital Outlay</b>              | <b>23,620</b>    | <b>33,363</b>    | <b>36,338</b>     | <b>36,338</b>    | <b>213,791</b>   | <b>146,887</b>   | <b>146,887</b>   |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>1,100,362</b> | <b>1,165,958</b> | <b>1,282,152</b>  | <b>1,284,152</b> | <b>1,451,486</b> | <b>1,458,119</b> | <b>1,458,119</b> |



## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Parks & Recreation | <b>ORGANIZATION:</b> | 044100 |

## GOAL MISSION STATEMENT

To provide for a properly maintained system for playground, ball parks, and other recreational facilities available to all citizens for active and passive recreation and meeting at city owned buildings.

## FUNCTION DESCRIPTION

The Parks & Recreation Department is a service organization that performs maintenance and repair work to support recreational and other competitive activities for the city involving golf courses, soccer fields, ball fields, and rental facilities.

## DEMAND PERFORMANCE INDICATORS

| Description                        | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------|------------------|---------------------|---------------------|
| Telephone Calls                    | 11,000           | 14,000              | 15,000              |
| Lining of Ball Fields              | 16,000           | 19,000              | 24,000              |
| Cutting Ball Fields                | 12,000           | 15,000              | 18,000              |
| Limb Cutting and Hauling           | 1,000            | 2,000               | 4,000               |
| Maintenance of Building and Fences | 2,000            | 2,000               | 4,000               |
| Trimming of all Ball Fields        | 2,400            | 3,000               | 5,000               |
| Seeding                            | 1,800            | 2,400               | 3,000               |
| Weed Eating                        | 1,400            | 1,800               | 2,400               |



2008-2009 ANNUAL BUDGET

|                    |                                   |                      |        |
|--------------------|-----------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works                      | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Recreation Facilities Maintenance | <b>ORGANIZATION:</b> | 044100 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 524,571       | 502,470       | 511,113           | 584,113         | 555,665         | 555,665   | 8.72%             |
| FRINGE BENEFITS       | 212,222       | 224,855       | 233,630           | 233,630         | 234,143         | 234,143   | 0.22%             |
| OPERATING/CONTRACTUAL | 703,430       | 688,245       | 957,005           | 1,009,005       | 963,105         | 963,105   | 0.64%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 131,672       | 100,275       | 118,869           | 203,142         | 51,598          | 51,598    | -56.59%           |
| TOTAL APPROPRIATIONS  | 1,571,895     | 1,515,845     | 1,820,617         | 2,029,890       | 1,804,511       | 1,804,511 | -0.88%            |

PERSONNEL ROSTER

| JOB<br>CODE                                                                                                                                             | TITLE                                    | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|                                                                                                                                                         |                                          | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490117                                                                                                                                                  | Salary-Superintendent Parks & Recreation | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490330                                                                                                                                                  | Salary - Crew Leader Parks Maintenance   | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490618                                                                                                                                                  | Salary - Administrative Secretary        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490819                                                                                                                                                  | Salary - Equipment Operator I            | 7         | 7         | 7                 | 7               | 7               | 7       | 0.00%             |
| 490819                                                                                                                                                  | Salary - Equipment Operator I (Seasonal) | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490820                                                                                                                                                  | Salary - Maintenance Worker              | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490820                                                                                                                                                  | Salary - Maintenance Worker (Seasonal)   | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490820                                                                                                                                                  | Salary - Maintenance Worker (90 Day)     | 5         | 5         | 5                 | 5               | 5               | 5       | 0.00%             |
|                                                                                                                                                         | <b>Total Positions</b>                   | 28        | 28        | 28                | 28              | 28              | 28      | 0.00%             |
| <p>Ninety Day Temporary Employees will work May thru August.<br/> Seasonal Employees will work in two cycles, May thru August and March thru April.</p> |                                          |           |           |                   |                 |                 |         |                   |

## 2008-2009 ANNUAL BUDGET

|                    |                                   |                      |        |
|--------------------|-----------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works                      | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Recreation Facilities Maintenance | <b>ORGANIZATION:</b> | 044100 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                 | 73,575           | 82,245           | 25,565            | 80,565           | 25,565           | 26,588           | 26,588           |
| 490117 | Salary-Superintendent Parks & Recreation | 48,106           | 50,222           | 51,031            | 69,031           | 43,137           | 45,266           | 45,266           |
| 490330 | Salary - Crew Leader Parks Maintenance   | 102,249          | 106,748          | 108,465           | 108,465          | 108,465          | 112,804          | 112,804          |
| 490618 | Salary - Administrative Secretary        | 19,965           | 21,169           | 21,510            | 21,510           | 21,510           | 24,717           | 24,717           |
| 490819 | Salary - Equipment Operator I            | 141,495          | 135,698          | 155,736           | 155,736          | 154,419          | 165,252          | 165,252          |
| 490899 | Salary - Equipment Operator I (Seasonal) | 9,383            | 5,774            | 29,482            | 29,482           | 29,482           | 44,736           | 44,736           |
| 490895 | Salary - Maintenance Worker (90 Day)     | 22,537           | 9,527            | 20,057            | 20,057           | 20,057           | 23,143           | 23,143           |
| 490820 | Salary - Maintenance Worker              | 66,181           | 56,831           | 76,124            | 76,124           | 75,427           | 83,129           | 83,129           |
| 490898 | Salary - Maintenance Worker (Seasonal)   | 41,080           | 34,256           | 23,143            | 23,143           | 23,143           | 30,030           | 30,030           |
|        | <b>Total Salaries</b>                    | <b>524,571</b>   | <b>502,470</b>   | <b>511,113</b>    | <b>584,113</b>   | <b>501,205</b>   | <b>555,665</b>   | <b>555,665</b>   |
|        | <b>Fringe:</b>                           |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                         | 123,918          | 133,562          | 123,636           | 123,636          | 113,515          | 121,259          | 121,259          |
| 510202 | Fringe - Hospital                        | 78,172           | 83,277           | 99,574            | 99,574           | 99,574           | 99,574           | 99,574           |
| 510206 | Fringe - Medicare Insurance Tax          | 4,717            | 4,219            | 5,241             | 5,241            | 5,837            | 6,567            | 6,567            |
| 510207 | Fringe - Life Insurance                  | 643              | 620              | 672               | 672              | 672              | 672              | 672              |
| 510208 | Fringe - FICA Tax Retirement             | 4,772            | 3,177            | 4,507             | 4,507            | 4,507            | 6,071            | 6,071            |
|        | <b>Total Fringe</b>                      | <b>212,222</b>   | <b>224,855</b>   | <b>233,630</b>    | <b>233,630</b>   | <b>224,105</b>   | <b>234,143</b>   | <b>234,143</b>   |
|        | <b>Operating &amp; Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                           | 0                | 25,004           | 0                 | 0                | 0                | 0                | 0                |
| 520204 | Uniforms                                 | 2,843            | 2,934            | 2,900             | 2,900            | 2,900            | 3,500            | 3,500            |
| 520500 | Operating Supplies                       | 44,978           | 45,566           | 30,000            | 34,000           | 30,000           | 35,000           | 35,000           |
| 520503 | Operating Chemicals                      | 6,659            | 3,864            | 4,700             | 4,700            | 4,700            | 4,700            | 4,700            |
| 520514 | Small Tools                              | 171              | 3,193            | 3,000             | 3,000            | 3,000            | 3,000            | 3,000            |
| 531208 | Services - Plumbing                      | 8,689            | 9,501            | 5,000             | 5,000            | 5,000            | 9,000            | 9,000            |
| 531301 | Vehicle Costs - Gas & Oil                | 38,666           | 33,450           | 30,705            | 42,705           | 42,705           | 42,705           | 42,705           |
| 531304 | Vehicle Costs - R & M                    | 49,108           | 53,675           | 51,700            | 47,700           | 47,700           | 47,700           | 47,700           |
| 531410 | Telephone                                | 9,612            | 9,570            | 12,000            | 9,000            | 9,000            | 9,000            | 9,000            |
| 531500 | Printing                                 | 607              | 400              | 0                 | 0                | 0                | 500              | 500              |
| 531701 | Utilities                                | 277,304          | 194,250          | 375,000           | 335,000          | 335,000          | 335,000          | 335,000          |
| 543003 | Travel & Training                        | 3,808            | 2,380            | 2,500             | 2,500            | 2,500            | 2,500            | 2,500            |
| 605101 | Maintenance Bldg & Facilities            | 10,496           | 14,838           | 15,000            | 15,000           | 15,000           | 15,000           | 15,000           |
| 605103 | Maintenance Bringham Golf Course         | 0                | 8,000            | 75,000            | 75,000           | 100,000          | 100,000          | 100,000          |
| 605105 | Maintenance Johnny Downs Park            | 97,118           | 141,735          | 200,000           | 200,000          | 200,000          | 200,000          | 200,000          |
| 605106 | Maintenance Equipment                    | 2,139            | 2,486            | 4,000             | 4,000            | 4,000            | 5,000            | 5,000            |
| 605108 | Maintenance Ball Parks                   | 96,876           | 86,934           | 50,000            | 148,000          | 50,000           | 90,000           | 90,000           |
| 605109 | Maintenance Natatorium                   | 24,000           | 24,000           | 69,000            | 34,000           | 34,000           | 34,000           | 34,000           |
| 605113 | Maintenance Lamps & Poles                | 56               | 1,489            | 1,500             | 1,500            | 1,500            | 1,500            | 1,500            |
| 605124 | Bringham Stadium                         | 30,300           | 24,976           | 25,000            | 25,000           | 25,000           | 25,000           | 25,000           |
|        | <b>Total Operating &amp; Contractual</b> | <b>703,430</b>   | <b>688,245</b>   | <b>957,005</b>    | <b>1,009,005</b> | <b>912,005</b>   | <b>963,105</b>   | <b>963,105</b>   |
|        | <b>Capital Outlay:</b>                   |                  |                  |                   |                  |                  |                  |                  |
| 707405 | Building Improvements                    | 48,056           | 43,202           | 30,000            | 30,000           | 187,300          | 0                | 0                |
| 707500 | Vehicles                                 | 24,265           | 26,108           | 26,000            | 26,000           | 22,255           | 22,255           | 22,255           |
| 707600 | Machinery & Equipment                    | 56,251           | 21,738           | 55,491            | 129,984          | 43,800           | 26,343           | 26,343           |
| 707700 | Office Furniture & Fixtures              | 3,100            | 9,227            | 7,378             | 17,158           | 0                | 0                | 0                |
| 707702 | Computer Software                        | 0                | 0                | 0                 | 0                | 3,000            | 3,000            | 3,000            |
|        | <b>Total Capital Outlay</b>              | <b>131,672</b>   | <b>100,275</b>   | <b>118,869</b>    | <b>203,142</b>   | <b>256,355</b>   | <b>51,598</b>    | <b>51,598</b>    |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>1,571,895</b> | <b>1,515,845</b> | <b>1,820,617</b>  | <b>2,029,890</b> | <b>1,893,670</b> | <b>1,804,511</b> | <b>1,804,511</b> |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Animal Shelter | <b>ORGANIZATION:</b> | 045800 |

## 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 two Impounding Officers and one Attendant capturing between 25 to 35 animals a day. These animals are fed and cared for while being offered for sale 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 responsible. 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               | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|---------------------------|------------------|---------------------|---------------------|
| Telephone Calls           | 9,700            | 9,800               | 10,000              |
| Animals Returned to Owner | 750              | 800                 | 825                 |
| Animals Impounded         | 10,000           | 10,100              | 10,500              |
| Animals Adopted           | 750              | 900                 | 925                 |
| Animals Incinerated       | 12,200           | 12,500              | 12,600              |
| Citations Issued          | 150              | 160                 | 150                 |
| Animals Euthanized        | 9,000            | 9,200               | 9,000               |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Animal Shelter | <b>ORGANIZATION:</b> | 045800 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 152,859       | 160,631       | 192,897           | 175,897         | 202,017         | 233,779 | 4.73%             |
| FRINGE BENEFITS       | 53,699        | 65,442        | 83,292            | 83,292          | 97,113          | 114,770 | 16.59%            |
| OPERATING/CONTRACTUAL | 102,606       | 127,923       | 154,300           | 207,800         | 163,200         | 163,200 | 5.77%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 43,506        | 44,424        | 41,000            | 41,000          | 41,500          | 41,500  | 1.22%             |
| TOTAL APPROPRIATIONS  | 352,670       | 398,420       | 471,489           | 507,989         | 503,830         | 553,249 | 6.86%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                  | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                        | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490618      | Salary - Administrative Secretary      | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490626      | Salary - Clerical Specialist           | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490143      | Salary - Crew Supervisor Senior        | 0         | 0         | 0                 | 0               | 0               | 1       | 0.00%             |
| 490144      | Salary - Kennel Technician             | 1         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490855      | Salary - Superintendent Animal Control | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490856      | Salary - Animal Control Officer        | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
|             | <b>Total Positions</b>                 | 5         | 7         | 7                 | 7               | 7               | 8       | 0.00%             |



2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works   | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Animal Shelter | <b>ORGANIZATION:</b> | 045800 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 26,006        | 18,873        | 10,290            | 18,290          | 10,290          | 10,702          | 10,702  |
| 490618 | Salary - Administrative Secretary        | 0             | 0             | 23,296            | 13,296          | 22,839          | 24,717          | 24,717  |
| 490626 | Salary - Clerical Specialist             | 23,455        | 24,259        | 24,881            | 16,881          | 20,277          | 21,194          | 21,194  |
| 490143 | Salary - Crew Supervisor Senior          | 0             | 0             | 0                 | 0               | 0               | 0               | 31,762  |
| 490144 | Salary - Kennel Technician               | 10,839        | 29,162        | 36,198            | 29,198          | 35,140          | 40,040          | 40,040  |
| 490855 | Salary - Superintendent Animal Control   | 46,439        | 48,482        | 49,263            | 49,263          | 49,263          | 51,234          | 51,234  |
| 490856 | Salary - Animal Control Officer          | 46,120        | 39,855        | 48,969            | 48,969          | 48,969          | 54,130          | 54,130  |
|        | <b>Total Salaries</b>                    | 152,859       | 160,631       | 192,897           | 175,897         | 186,778         | 202,017         | 233,779 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 40,172        | 47,647        | 54,396            | 54,396          | 49,477          | 53,515          | 61,929  |
| 510202 | Fringe - Hospital                        | 10,635        | 15,249        | 25,804            | 25,804          | 40,377          | 40,377          | 49,117  |
| 510206 | Fringe - Medicare Insurance Tax          | 2,712         | 2,308         | 2,798             | 2,798           | 2,708           | 2,927           | 3,388   |
| 510207 | Fringe - Life Insurance                  | 180           | 238           | 294               | 294             | 294             | 294             | 336     |
|        | <b>Total Fringe</b>                      | 53,699        | 65,442        | 83,292            | 83,292          | 92,856          | 97,113          | 114,770 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 9,588         | 0                 | 18,000          | 0               | 0               | 0       |
| 520204 | Uniforms                                 | 2,537         | 2,479         | 2,280             | 2,280           | 2,280           | 2,280           | 2,280   |
| 520400 | Office                                   | 400           | 403           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 520500 | Operating Supplies                       | 18,677        | 17,267        | 15,000            | 30,000          | 15,000          | 18,000          | 18,000  |
| 520502 | Operating Cleaner                        | 2,245         | 3,348         | 4,000             | 4,000           | 4,000           | 4,500           | 4,500   |
| 520504 | Operating - Animal Food                  | 199           | 913           | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 520515 | Operating Medical Supplies               | 0             | 172           | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 531103 | Professional Fees - Veterinarian         | 12,000        | 19,261        | 36,000            | 41,000          | 36,000          | 36,000          | 36,000  |
| 531215 | Fees, Licences, & Permits                | 0             | 204           | 500               | 500             | 500             | 500             | 500     |
| 531301 | Vehicle Costs - Gas & Oil                | 12,514        | 11,726        | 10,120            | 14,120          | 14,120          | 14,120          | 14,120  |
| 531304 | Vehicle Costs - R & M                    | 5,522         | 7,883         | 8,500             | 8,500           | 8,500           | 8,500           | 8,500   |
| 531410 | Telephone                                | 4,313         | 4,880         | 5,500             | 5,500           | 5,500           | 5,500           | 5,500   |
| 531500 | Printing                                 | 842           | 217           | 400               | 400             | 400             | 800             | 800     |
| 531701 | Utilities                                | 33,150        | 41,904        | 28,000            | 28,000          | 28,000          | 28,000          | 28,000  |
| 543003 | Travel & Training                        | 1,498         | 1,868         | 2,000             | 7,000           | 2,000           | 2,000           | 2,000   |
| 605101 | Maintenance Bldg & Facilities            | 1,716         | 1,474         | 24,000            | 30,500          | 24,000          | 24,000          | 24,000  |
| 605106 | Maintenance Equipment                    | 6,993         | 4,336         | 10,000            | 10,000          | 10,000          | 11,000          | 11,000  |
|        | <b>Total Operating &amp; Contractual</b> | 102,606       | 127,923       | 154,300           | 207,800         | 158,300         | 163,200         | 163,200 |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                    | 0             | 15,940        | 12,000            | 12,000          | 7,000           | 7,000           | 7,000   |
| 707500 | Vehicles                                 | 33,279        | 0             | 27,000            | 27,000          | 39,700          | 0               | 0       |
| 707600 | Machinery & Equipment                    | 10,227        | 18,206        | 2,000             | 2,000           | 43,300          | 30,500          | 30,500  |
| 707700 | Office Furniture & Fixtures              | 0             | 279           | 0                 | 0               | 3,000           | 3,000           | 3,000   |
| 707702 | Computer Software                        | 0             | 9,999         | 0                 | 0               | 1,000           | 1,000           | 1,000   |
|        | <b>Total Capital Outlay</b>              | 43,506        | 44,424        | 41,000            | 41,000          | 94,000          | 41,500          | 41,500  |
|        | <b>TOTAL DEPARTMENT</b>                  | 352,670       | 398,420       | 471,489           | 507,989         | 531,934         | 503,830         | 553,249 |

2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Administration | <b>ORGANIZATION:</b> | 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 inquiries, 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 work division. This 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 and 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                   | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------|------------------|---------------------|---------------------|
| Zoning Compliance Certificate | 375              | 375                 | 375                 |
| Address Assignments           | 283              | 283                 | 283                 |
| Commercial Plan Review        | 80               | 80                  | 80                  |
| Subdivision Review            | 25               | 25                  | 25                  |
| Permits Issued                | 300              | 300                 | 300                 |
| Zoning Violations Letters     | 70               | 70                  | 70                  |
| Flood Zone Letters Issued     | 65               | 65                  | 65                  |



2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Administration | <b>ORGANIZATION:</b> | 054700 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 226,964       | 332,377       | 425,239           | 368,239         | 418,615         | 456,835 | -1.56%            |
| FRINGE BENEFITS       | 82,101        | 115,123       | 170,151           | 170,151         | 164,538         | 183,998 | -3.30%            |
| OPERATING/CONTRACTUAL | 137,413       | 116,530       | 196,850           | 235,850         | 212,100         | 154,420 | 7.75%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 6,894         | 23,100        | 8,000             | 8,000           | 17,000          | 17,000  | 0.00%             |
| TOTAL APPROPRIATIONS  | 453,372       | 587,130       | 800,240           | 782,240         | 812,253         | 812,253 | 1.50%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                      | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480105      | Salary - Director of Planning        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490160      | Salary - Principal Planner           | 0         | 0         | 0                 | 0               | 0               | 1       | 0.00%             |
| 490219      | Salary - Professional Engineer       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490229      | Salary - Assistant Director Planning | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490240      | Salary - Zoning Enforcement Analyst  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490337      | Salary - Code Enforcement Officer    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490345      | Salary - Mechanical Inspector        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490348      | Salary - Building Inspector          | 0         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490614      | Salary - Administrative Assistant    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>               | 7         | 9         | 9                 | 9               | 9               | 10      | 0.00%             |

2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Administration | <b>ORGANIZATION:</b> | 054700 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 0             | 879           | 0                 | 0               | 0               | 0               | 0       |
| 480105 | Salary - Director of Planning            | 83,047        | 102,316       | 93,260            | 84,260          | 75,000          | 75,000          | 75,000  |
| 490160 | Salary - Principal Planner               | 0             | 0             | 0                 | 0               | 0               | 0               | 38,220  |
| 490219 | Salary - Professional Engineer           | 31,154        | 63,390        | 63,648            | 36,648          | 57,000          | 59,280          | 59,280  |
| 490229 | Salary - Assistant Director Planning     | 30,647        | 0             | 62,614            | 28,614          | 62,614          | 65,119          | 65,119  |
| 490240 | Salary - Zoning Enforcement Analyst      | 32,989        | 34,440        | 34,995            | 34,995          | 34,995          | 36,395          | 36,395  |
| 490337 | Salary - Code Enforcement Officer        | 17,482        | 28,077        | 28,528            | 28,528          | 28,528          | 29,669          | 29,669  |
| 490345 | Salary - Mechanical Inspector            | 0             | 8,718         | 35,364            | 35,364          | 41,285          | 42,936          | 42,936  |
| 490348 | Salary - Building Inspector              | 0             | 61,520        | 73,261            | 73,261          | 73,261          | 76,191          | 76,191  |
| 490614 | Salary - Administrative Assistant        | 31,645        | 33,037        | 33,569            | 46,569          | 32,716          | 34,025          | 34,025  |
|        | <b>Total Salaries</b>                    | 226,964       | 332,377       | 425,239           | 368,239         | 405,399         | 418,615         | 456,835 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 56,680        | 83,876        | 109,619           | 109,619         | 107,389         | 110,891         | 121,015 |
| 510202 | Fringe - Hospital                        | 15,895        | 21,297        | 49,117            | 49,117          | 43,417          | 43,417          | 52,157  |
| 510206 | Fringe - Medicare Insurance Tax          | 3,390         | 4,840         | 6,237             | 6,237           | 4,862           | 5,052           | 5,606   |
| 510207 | Fringe - Life Insurance                  | 176           | 291           | 378               | 378             | 378             | 378             | 420     |
| 510208 | Fringe - FICA Tax Retirement             | 1,437         | 0             | 0                 | 0               | 0               | 0               | 0       |
| 510209 | Fringe - Car Allowance                   | 4,523         | 4,819         | 4,800             | 4,800           | 4,800           | 4,800           | 4,800   |
|        | <b>Total Fringe</b>                      | 82,101        | 115,123       | 170,151           | 170,151         | 160,846         | 164,538         | 183,998 |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 13,917        | 5,000             | 5,000           | 5,000           | 20,000          | 20,000  |
| 520204 | Uniforms                                 | 0             | 1,543         | 1,800             | 1,800           | 1,800           | 2,200           | 2,200   |
| 520400 | Office                                   | 11,502        | 13,709        | 10,500            | 10,500          | 10,500          | 12,500          | 12,500  |
| 520516 | Zoning Books & Maps                      | 0             | 1,018         | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 531110 | Professional Fees & Services             | 83,029        | 54,725        | 70,000            | 82,000          | 70,000          | 70,000          | 12,320  |
| 531301 | Vehicle Costs - Gas & Oil                | 612           | 6,660         | 7,000             | 8,000           | 8,000           | 7,000           | 7,000   |
| 531304 | Vehicle Costs R & M                      | 251           | 5,127         | 6,000             | 6,000           | 6,000           | 4,000           | 4,000   |
| 531410 | Telephone                                | 1,778         | 4,474         | 5,500             | 4,500           | 4,500           | 4,500           | 4,500   |
| 531500 | Printing                                 | 416           | 605           | 3,600             | 3,600           | 3,600           | 3,600           | 3,600   |
| 531900 | Advertising                              | 942           | 1,258         | 1,700             | 1,700           | 1,700           | 1,700           | 1,700   |
| 543000 | Miscellaneous Expense                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 543002 | Dues & Subscriptions                     | 104           | 741           | 1,350             | 1,350           | 1,350           | 2,200           | 2,200   |
| 543003 | Travel & Training                        | 38,779        | 12,753        | 17,000            | 17,000          | 17,000          | 17,000          | 17,000  |
| 605106 | Maintenance - Equipment                  | 0             | 0             | 400               | 400             | 400             | 400             | 400     |
| 646043 | Historic Preservation District Commissio | 0             | 0             | 66,000            | 93,000          | 66,000          | 66,000          | 66,000  |
|        | <b>Total Operating &amp; Contractual</b> | 137,413       | 116,530       | 196,850           | 235,850         | 196,850         | 212,100         | 154,420 |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707101 | Acquisitions                             | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707405 | Building Improvements                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707500 | Vehicles                                 | 0             | 21,363        | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 4,497         | 1,141         | 3,000             | 3,000           | 9,000           | 9,000           | 9,000   |
| 707700 | Office Furniture and Fixtures            | 1,606         | 596           | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 791           | 0             | 5,000             | 5,000           | 8,000           | 8,000           | 8,000   |
|        | <b>Total Capital Outlay</b>              | 6,894         | 23,100        | 8,000             | 8,000           | 17,000          | 17,000          | 17,000  |
|        | <b>TOTAL DEPARTMENT</b>                  | 453,372       | 587,130       | 800,240           | 782,240         | 780,095         | 812,253         | 812,253 |



## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 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                      | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 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                 |





## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 054701 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                         |                |                |                   |                 |                 |                 |                |
| 490116 | Salary - Community Develop Administra    | 17,324         | 21,137         | 28,014            | 28,014          | 28,574          | 31,114          | 31,114         |
| 490210 | Salary - Program Manager                 | 14,501         | 16,288         | 14,977            | 14,977          | 26,836          | 28,487          | 28,487         |
| 490336 | Salary - Housing Manager                 | 15,732         | 16,093         | 17,445            | 17,445          | 17,794          | 28,487          | 28,487         |
| 490349 | Salary - Housing Inspector               | 8,665          | 11,673         | 16,595            | 16,595          | 24,771          | 14,959          | 14,959         |
| 490618 | Salary - Administrative Secretary        | 11,391         | 11,745         | 15,287            | 15,287          | 16,817          | 18,040          | 18,040         |
| 490626 | Salary - Clerical Specialist             | 11,780         | 12,871         | 13,990            | 13,990          | 16,788          | 17,907          | 17,907         |
|        | <b>Total Salaries</b>                    | <b>79,393</b>  | <b>89,807</b>  | <b>106,308</b>    | <b>106,308</b>  | <b>131,580</b>  | <b>138,994</b>  | <b>138,994</b> |
|        | <b>Fringe:</b>                           |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                         | 21,941         | 26,600         | 29,482            | 29,482          | 35,155          | 37,665          | 37,665         |
| 510202 | Fringe - Hospital                        | 9,114          | 10,603         | 11,868            | 11,868          | 15,212          | 15,211          | 15,211         |
| 510206 | Fringe - Medicare Insurance Tax          | 665            | 834            | 846               | 846             | 1,409           | 1,509           | 1,509          |
| 510207 | Fringe - Life Insurance                  | 93             | 94             | 114               | 114             | 141             | 142             | 142            |
|        | <b>Total Fringe</b>                      | <b>31,813</b>  | <b>38,131</b>  | <b>42,310</b>     | <b>42,310</b>   | <b>51,917</b>   | <b>54,527</b>   | <b>54,527</b>  |
|        | <b>Operating &amp; Contractual:</b>      |                |                |                   |                 |                 |                 |                |
| 520204 | Uniforms                                 | 581            | 778            | 600               | 600             | 600             | 600             | 600            |
| 520400 | Office                                   | 0              | 1,858          | 7,088             | 7,088           | 7,088           | 7,088           | 7,088          |
| 520500 | Operating Supplies                       | 3,292          | 2,971          | 2,300             | 2,300           | 2,300           | 2,300           | 2,300          |
| 531110 | Professional Fees & Services             | 543            | 4,974          | 36,000            | 36,000          | 36,000          | 36,000          | 36,000         |
| 531201 | Services - Demolition                    | 0              | 0              | 45,000            | 45,000          | 45,000          | 45,000          | 45,000         |
| 531205 | Services- Boarding up                    | 0              | 0              | 13,500            | 13,500          | 13,500          | 13,500          | 13,500         |
| 531301 | Vehicle Costs - Gas & Oil                | 780            | 870            | 920               | 920             | 920             | 920             | 920            |
| 531304 | Vehicle Costs - R & M                    | 181            | 621            | 800               | 800             | 800             | 800             | 800            |
| 531401 | Postage                                  | 767            | 4,152          | 800               | 800             | 800             | 800             | 800            |
| 531410 | Telephone                                | 868            | 404            | 500               | 500             | 800             | 800             | 800            |
| 531500 | Printing                                 | 0              | 177            | 200               | 200             | 200             | 200             | 200            |
| 531800 | Rent                                     | 0              | 0              | 0                 | 0               | 2,000           | 2,000           | 2,000          |
| 531900 | Advertising                              | 679            | 0              | 300               | 300             | 300             | 300             | 300            |
| 543000 | Miscellaneous                            | 348            | 1,718          | 2,000             | 2,000           | 3,200           | 3,200           | 3,200          |
|        | <b>Total Operating &amp; Contractual</b> | <b>8,039</b>   | <b>18,523</b>  | <b>110,008</b>    | <b>110,008</b>  | <b>113,508</b>  | <b>113,508</b>  | <b>113,508</b> |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                 |                 |                 |                |
| 707160 | Subrecipient Grant                       | 0              | 0              | 54,000            | 54,000          | 0               | 0               | 0              |
| 707600 | Machinery & Equipment                    | 2,267          | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707700 | Office Furniture & Fixtures              | 0              | 1,280          | 0                 | 0               | 0               | 0               | 0              |
| 707702 | Computer Software                        | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
|        | <b>Total Capital Outlay</b>              | <b>2,267</b>   | <b>1,280</b>   | <b>54,000</b>     | <b>54,000</b>   | <b>0</b>        | <b>0</b>        | <b>0</b>       |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>121,512</b> | <b>147,741</b> | <b>312,626</b>    | <b>312,626</b>  | <b>297,005</b>  | <b>307,029</b>  | <b>307,029</b> |

## 2008-2009 ANNUAL BUDGET

|                    |             |                      |        |
|--------------------|-------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Engineering | <b>ORGANIZATION:</b> | 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                          | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|--------------------------------------|------------------|---------------------|---------------------|
| Typewritten correspondence           | 100,000          | 100,000             | 100,000             |
| Meetings (in hours)                  | 750              | 750                 | 750                 |
| Telephone calls                      | 16,000           | 16,000              | 16,000              |
| Construction-in-house                | 20               | 20                  | 20                  |
| Consultant design with City Review   | 55               | 55                  | 55                  |
| Citizens Complaints handled by phone | 900              | 900                 | 900                 |
| Citizens Complaints handled in field | 200              | 200                 | 200                 |
| Modifying City Maps w/Computer hr.   | 3,800            | 3,800               | 3,800               |



2008-2009 ANNUAL BUDGET

|                    |             |                      |        |
|--------------------|-------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Engineering | <b>ORGANIZATION:</b> | 042300 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 479,646       | 420,358       | 725,497           | 575,497         | 748,870         | 748,870   | 3.22%             |
| FRINGE BENEFITS       | 177,642       | 174,381       | 301,660           | 301,660         | 297,261         | 297,261   | -1.46%            |
| OPERATING/CONTRACTUAL | 63,915        | 129,436       | 74,570            | 95,570          | 81,570          | 81,570    | 9.39%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 45,911        | 22,873        | 50,841            | 53,951          | 43,500          | 43,500    | -14.44%           |
| TOTAL APPROPRIATIONS  | 767,114       | 747,048       | 1,152,568         | 1,026,678       | 1,171,201       | 1,171,201 | 1.62%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                      | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490107      | Salary - Asst City Engineer          | 2         | 2         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490110      | Salary - City Engineer               | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490213      | Salary - Right of Way Agent          | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490216      | Salary - Engineering Supervisor      | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490236      | Salary - Land Surveyor               | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490313      | Salary - Survey Technician           | 0         | 0         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490343      | Salary - Survey Party Chief          | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490341      | Salary - Engineering Technician III  | 2         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490342      | Salary - Construction Inspector      | 1         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490346      | Salary - Survey Instrument Operator  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490162      | Salary - Lead Engineering Technician | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490614      | Salary - Administrative Assistant    | 0         | 0         | 0                 | 0               | 1               | 1       | 0.00%             |
| 490618      | Salary - Administrative Secretary    | 1         | 1         | 1                 | 1               | 0               | 0       | -100.00%          |
| 490619      | Salary - Office Assistant            | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490820      | Salary - Maintenance Worker          | 1         | 1         | 0                 | 0               | 0               | 0       | 0.00%             |
|             | <b>Total Positions</b>               | 14        | 15        | 16                | 16              | 16              | 16      | -100.00%          |

## 2008-2009 ANNUAL BUDGET

|                    |             |                      |        |
|--------------------|-------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning    | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Engineering | <b>ORGANIZATION:</b> | 042300 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|----------------|----------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                         |                |                |                   |                  |                  |                  |                  |
| 450001 | Overtime                                 | 2,938          | 1,262          | 1,697             | 1,697            | 1,697            | 1,765            | 1,765            |
| 490107 | Salary - Assistant City Engineer         | 16,624         | 56,862         | 215,656           | 152,656          | 211,400          | 218,400          | 218,400          |
| 490110 | Salary - City Engineer                   | 93,691         | 0              | 81,180            | 61,180           | 74,900           | 81,300           | 81,300           |
| 490213 | Salary - Right of Way Agent              | 0              | 0              | 35,364            | 16,364           | 34,671           | 38,220           | 38,220           |
| 490216 | Salary - Engineering Supervisor          | 60,190         | 62,839         | 63,850            | 46,850           | 63,850           | 66,404           | 66,404           |
| 490236 | Salary - Land Surveyor                   | 44,130         | 46,071         | 46,813            | 46,813           | 46,813           | 48,686           | 48,686           |
| 490316 | Salary - Engineering Technician II       | 3,750          | 0              | 0                 | 0                | 0                | 0                | 0                |
| 490313 | Salary - Survey Technician               | 0              | 0              | 24,868            | 19,868           | 24,868           | 25,863           | 25,863           |
| 490343 | Salary - Survey Party Chief              | 34,903         | 36,597         | 37,185            | 37,185           | 37,185           | 38,672           | 38,672           |
| 490341 | Salary - Engineering Technician III      | 56,333         | 42,018         | 32,399            | 32,399           | 32,399           | 33,695           | 33,695           |
| 490342 | Salary - Construction Inspector          | 37,257         | 38,896         | 71,979            | 53,979           | 71,343           | 74,197           | 74,197           |
| 490346 | Salary - Survey Instrument Operator      | 27,086         | 28,225         | 28,678            | 28,678           | 28,678           | 29,825           | 29,825           |
| 490162 | Salary - Lead Engineering Technician     | 35,326         | 36,881         | 37,474            | 37,474           | 37,474           | 38,973           | 38,973           |
| 490614 | Salary - Administrative Assistant        | 0              | 0              | 0                 | 0                | 0                | 34,025           | 34,025           |
| 490618 | Salary - Administrative Secretary        | 28,685         | 29,976         | 30,576            | 22,576           | 30,576           | 0                | 0                |
| 490619 | Salary - Office Assistant                | 16,473         | 17,136         | 17,778            | 17,778           | 17,778           | 18,845           | 18,845           |
| 490820 | Salary - Maintenance Worker              | 22,260         | 23,595         | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Salaries</b>                    | <b>479,646</b> | <b>420,358</b> | <b>725,497</b>    | <b>575,497</b>   | <b>713,632</b>   | <b>748,870</b>   | <b>748,870</b>   |
|        | <b>Fringe:</b>                           |                |                |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                         | 124,327        | 124,618        | 204,591           | 204,591          | 189,041          | 198,376          | 198,376          |
| 510202 | Fringe - Hospital                        | 49,236         | 45,118         | 87,927            | 87,927           | 87,927           | 87,927           | 87,927           |
| 510206 | Fringe - Medicare Insurance Tax          | 3,574          | 4,189          | 8,483             | 8,483            | 9,809            | 10,299           | 10,299           |
| 510207 | Fringe - Life Insurance                  | 505            | 456            | 659               | 659              | 659              | 659              | 659              |
|        | <b>Total Fringe</b>                      | <b>177,642</b> | <b>174,381</b> | <b>301,660</b>    | <b>301,660</b>   | <b>287,436</b>   | <b>297,261</b>   | <b>297,261</b>   |
|        | <b>Operating &amp; Contractual</b>       |                |                |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                           | 0              | 68,746         | 0                 | 21,000           | 0                | 0                | 0                |
| 520204 | Uniforms                                 | 1,587          | 1,795          | 1,800             | 1,800            | 1,800            | 1,800            | 1,800            |
| 520400 | Office                                   | 11,545         | 12,352         | 10,500            | 10,500           | 10,500           | 10,500           | 10,500           |
| 520519 | Operating - Drafting & Survey            | 13,004         | 9,239          | 10,000            | 10,000           | 10,000           | 10,000           | 10,000           |
| 531101 | Fees - Recording                         | 4,124          | 3,245          | 7,000             | 7,000            | 7,000            | 7,000            | 7,000            |
| 531110 | Professional Fees & Services             | 0              | 0              | 6,500             | 6,500            | 5,200            | 5,200            | 5,200            |
| 531215 | Fees, Licenses, & Permits                | 700            | 700            | 1,200             | 1,200            | 1,200            | 1,200            | 1,200            |
| 531301 | Vehicle Costs - Gas & Oil                | 7,631          | 6,375          | 5,970             | 5,970            | 5,970            | 5,970            | 5,970            |
| 531304 | Vehicle Costs - R & M                    | 2,576          | 2,193          | 2,200             | 2,200            | 3,500            | 3,500            | 3,500            |
| 531410 | Telephone                                | 1,306          | 3,415          | 4,000             | 4,000            | 4,000            | 4,000            | 4,000            |
| 531500 | Printing                                 | 1,290          | 1,254          | 1,500             | 1,500            | 1,500            | 1,500            | 1,500            |
| 531802 | Rent - Copy Machine                      | 13,451         | 17,006         | 17,500            | 17,500           | 17,500           | 17,500           | 17,500           |
| 543002 | Dues & Subscriptions                     | 882            | 1,092          | 1,100             | 1,100            | 1,100            | 1,100            | 1,100            |
| 543003 | Travel & Training                        | 4,482          | 876            | 3,700             | 3,700            | 3,700            | 10,700           | 10,700           |
| 605106 | Maintenance Equipment                    | 1,337          | 1,148          | 1,600             | 1,600            | 1,600            | 1,600            | 1,600            |
|        | <b>Total Operating &amp; Contractual</b> | <b>63,915</b>  | <b>129,436</b> | <b>74,570</b>     | <b>95,570</b>    | <b>74,570</b>    | <b>81,570</b>    | <b>81,570</b>    |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                  |                  |                  |                  |
| 707500 | Vehicles                                 | 14,443         | 0              | 21,945            | 21,945           | 0                | 0                | 0                |
| 707600 | Machinery & Equipment                    | 26,689         | 5,922          | 22,435            | 25,545           | 36,000           | 36,000           | 36,000           |
| 707700 | Office Furniture & Fixtures              | 699            | 1,945          | 0                 | 0                | 0                | 0                | 0                |
| 707702 | Computer Software                        | 4,080          | 15,006         | 6,461             | 6,461            | 7,500            | 7,500            | 7,500            |
|        | <b>Total Capital Outlay</b>              | <b>45,911</b>  | <b>22,873</b>  | <b>50,841</b>     | <b>53,951</b>    | <b>43,500</b>    | <b>43,500</b>    | <b>43,500</b>    |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>767,114</b> | <b>747,048</b> | <b>1,152,568</b>  | <b>1,026,678</b> | <b>1,119,138</b> | <b>1,171,201</b> | <b>1,171,201</b> |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Urban Forestry | <b>ORGANIZATION:</b> | 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 Departments 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                            | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|----------------------------------------|------------------|---------------------|---------------------|
| Requests for Assistance                | 500              | 600                 | 600                 |
| Trees Trimmed                          | 500              | 600                 | 1,000               |
| Trees Removed                          | 150              | 200                 | 200                 |
| Trees Planted                          | 0                | 50                  | 10                  |
| Oversight on Capital Projects          | 5                | 5                   | 5                   |
| Landscape Ordinance Compliance Reviews | 60               | 75                  | 40                  |



2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Urban Forestry | <b>ORGANIZATION:</b> | 042400 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 50,053        | 42,795        | 52,284            | 50,284          | 54,023          | 54,023  | 3.33%             |
| FRINGE BENEFITS       | 16,587        | 17,508        | 17,875            | 17,875          | 17,618          | 17,618  | -1.44%            |
| OPERATING/CONTRACTUAL | 240,669       | 269,867       | 247,845           | 285,645         | 342,845         | 342,845 | 38.33%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 0             | 15,973        | 0                 | 0               | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 307,309       | 346,143       | 318,004           | 353,804         | 414,486         | 414,486 | 30.34%            |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                    | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                          | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490106      | Salary - Urban Forester  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490690      | Salary - Student Workers | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
|             | <b>Total Positions</b>   | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |

## 2008-2009 ANNUAL BUDGET

|                    |                |                      |        |
|--------------------|----------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning       | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Urban Forestry | <b>ORGANIZATION:</b> | 042400 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 490106 | Salary - Urban Forester                  | 40,991        | 42,795        | 43,484            | 43,484          | 43,484          | 45,223          | 45,223  |
| 490690 | Salary - Student Workers                 | 9,062         | 0             | 8,800             | 6,800           | 8,800           | 8,800           | 8,800   |
|        | <b>Total Salaries</b>                    | 50,053        | 42,795        | 52,284            | 50,284          | 52,284          | 54,023          | 54,023  |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 11,330        | 12,687        | 12,262            | 12,262          | 11,519          | 11,980          | 11,980  |
| 510202 | Fringe - Hospital                        | 3,936         | 4,163         | 4,266             | 4,266           | 4,266           | 4,266           | 4,266   |
| 510206 | Fringe - Medicare Insurance Tax          | 717           | 616           | 759               | 759             | 759             | 784             | 784     |
| 510207 | Fringe - Life Insurance                  | 42            | 42            | 42                | 42              | 42              | 42              | 42      |
| 510208 | Fringe - FICA Tax Retirement             | 562           | 0             | 546               | 546             | 546             | 546             | 546     |
|        | <b>Total Fringe</b>                      | 16,587        | 17,508        | 17,875            | 17,875          | 17,132          | 17,618          | 17,618  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520106 | Contract Labor - Inmates                 | 0             | 0             | 0                 | 0               | 0               | 45,000          | 45,000  |
| 520204 | Uniforms                                 | 0             | 252           | 250               | 250             | 250             | 250             | 250     |
| 520400 | Office                                   | 119           | 240           | 500               | 500             | 500             | 500             | 500     |
| 520500 | Operating                                | 220           | 280           | 400               | 400             | 400             | 400             | 400     |
| 531110 | Professional Fees & Services             | 0             | 4,845         | 0                 | 0               | 0               | 0               | 0       |
| 531115 | Tree Trimming/Removal                    | 129,490       | 135,608       | 124,500           | 149,500         | 124,500         | 174,500         | 174,500 |
| 531301 | Vehicle Costs - Gas & Oil                | 1,618         | 1,218         | 2,530             | 2,530           | 2,530           | 2,530           | 2,530   |
| 531304 | Vehicle Costs - R & M                    | 505           | 587           | 2,050             | 2,050           | 2,050           | 2,050           | 2,050   |
| 531410 | Telephone                                | 568           | 520           | 575               | 575             | 575             | 575             | 575     |
| 531500 | Printing                                 | 0             | 36            | 200               | 200             | 200             | 200             | 200     |
| 543002 | Dues & Subscriptions                     | 375           | 325           | 140               | 140             | 140             | 140             | 140     |
| 543003 | Travel & Training                        | 1,201         | 1,449         | 1,500             | 3,500           | 1,500           | 1,500           | 1,500   |
| 605106 | Maintenance Equipment                    | 1,650         | 0             | 200               | 200             | 200             | 200             | 200     |
| 605110 | Maintenance Grounds & ROW                | 104,923       | 124,507       | 115,000           | 125,800         | 115,000         | 115,000         | 115,000 |
|        | <b>Total Operating &amp; Contractual</b> | 240,669       | 269,867       | 247,845           | 285,645         | 247,845         | 342,845         | 342,845 |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707500 | Vehicles                                 | 0             | 15,704        | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 0             | 269           | 0                 | 0               | 0               | 0               | 0       |
| 707700 | Furniture & Fixtures                     | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 0             | 15,973        | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                  | 307,309       | 346,143       | 318,004           | 353,804         | 317,261         | 414,486         | 414,486 |

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning           | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Building Inspector | <b>ORGANIZATION:</b> | 043300 |

## GOAL MISSION STATEMENT

To maintain a high standard of residential and commercial construction inside the city limits by keeping projects in compliance with applicable codes and to assist contractors and the general public in all related matters.

To continue education in all matters of permitting and building codes that are applicable.

## FUNCTION DESCRIPTION

The Building Inspector duties include: review of drawings and specifications for construction projects, issue building permits for new construction, remodeling, swimming pools, mobile home placement, house moving and demolition. The Building Inspector conducts on-site inspection to insure contractors work is in compliance with building codes and regulations. This individual also advises property owners and other people on matters concerning building codes and maintains records of permits and inspections.

The activities of this department are now budgeted under the Planning Director's Office.

## DEMAND PERFORMANCE INDICATORS

| Description                   | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------|------------------|---------------------|---------------------|
| Average Phone Calls           | 4,350            | 4,350               | 4,350               |
| Building & Remodeling Permits | 1,835            | 1,835               | 1,835               |
| Swimming Pool Permits         | 35               | 35                  | 35                  |
| Mobile Home Permits           | 30               | 30                  | 30                  |
| Housing Moving Permits        | 25               | 25                  | 25                  |
| On-Site Inspections           | 3,560            | 3,560               | 3,560               |





## 2008-2009 ANNUAL BUDGET

|             |                    |               |        |
|-------------|--------------------|---------------|--------|
| DIVISION:   | Planning           | FUND:         | 101    |
| DEPARTMENT: | Building Inspector | ORGANIZATION: | 043300 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 490348 | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
|        | Salary - Building Inspector              | 35,949        | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Salaries</b>                    | 35,949        | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 9,937         | 0             | 0                 | 0               | 0               | 0               | 0       |
| 510202 | Fringe - Hospital                        | 3,936         | 0             | 0                 | 0               | 0               | 0               | 0       |
| 510206 | Fringe - Medicare Insurance Tax          | 524           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 510207 | Fringe - Life Insurance                  | 42            | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Fringe</b>                      | 14,439        | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 520204 | Uniforms                                 | 298           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 520400 | Office                                   | 385           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531301 | Vehicle Costs - Gas & Oil                | 3,406         | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531304 | Vehicle Costs - R & M                    | 4,123         | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531410 | Telephone                                | 900           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531500 | Printing                                 | 43            | 0             | 0                 | 0               | 0               | 0               | 0       |
| 543002 | Dues & Subscriptions                     | 279           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 543003 | Travel & Training                        | 387           | 0             | 0                 | 0               | 0               | 0               | 0       |
| 605106 | Maintenance Equipment                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Operating &amp; Contractual</b> | 9,821         | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 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             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                  | 60,209        | 0             | 0                 | 0               | 0               | 0               | 0       |

2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Police        | <b>ORGANIZATION:</b> | 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       | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------|------------------|---------------------|---------------------|
| Accidents         | 5,899            | 6,020               | 6,020               |
| Calls for Service | 68,420           | 70,380              | 70,380              |
| Public Service    | 19,200           | 20,800              | 20,800              |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Police        | <b>ORGANIZATION:</b> | 065000 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |            |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|------------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED    | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 8,739,617     | 9,283,030     | 9,496,746         | 10,172,978      | 10,815,318      | 10,815,318 | 13.88%            |
| FRINGE BENEFITS       | 2,437,649     | 2,492,705     | 2,875,118         | 2,875,118       | 3,075,830       | 3,075,830  | 6.98%             |
| OPERATING/CONTRACTUAL | 1,697,714     | 1,972,837     | 2,096,218         | 2,533,744       | 2,165,871       | 2,165,871  | 3.32%             |
| OTHER                 | 413,018       | 409,385       | 410,030           | 410,030         | 410,018         | 410,018    | 0.00%             |
| CAPITAL OUTLAY        | 1,116,931     | 1,035,904     | 1,165,757         | 1,293,699       | 1,156,612       | 1,156,612  | -0.78%            |
| TOTAL APPROPRIATIONS  | 14,404,929    | 15,193,861    | 16,043,869        | 17,285,569      | 17,623,649      | 17,623,649 | 9.85%             |

PERSONNEL ROSTER

| JOB<br>CODE                                                                                                                                                                                                                      | TITLE                            | 2005-2006  | 2006-2007  | 2007-2008         |                 | 2008-2009       |            |                   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|------------|------------|-------------------|-----------------|-----------------|------------|-------------------|
|                                                                                                                                                                                                                                  |                                  | ACTUAL     | ACTUAL     | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED    | PERCENT<br>CHANGE |
| 440126                                                                                                                                                                                                                           | Salary - Police Chief            | 1          | 1          | 1                 | 1               | 1               | 1          | 0.00%             |
| 440127                                                                                                                                                                                                                           | Salary - Assistant Chief         | 1          | 1          | 1                 | 1               | 1               | 1          | 0.00%             |
| 440217                                                                                                                                                                                                                           | Salary - Captain                 | 6          | 6          | 6                 | 6               | 6               | 6          | 0.00%             |
| 440218                                                                                                                                                                                                                           | Salary - Lieutenant              | 11         | 11         | 11                | 11              | 11              | 11         | 0.00%             |
| 440358                                                                                                                                                                                                                           | Salary - Sergeant                | 36         | 36         | 36                | 36              | 36              | 36         | 0.00%             |
| 440359                                                                                                                                                                                                                           | Salary - Communications Officers | 17         | 17         | 17                | 17              | 17              | 17         | 0.00%             |
| 440404                                                                                                                                                                                                                           | Salary - Corporal                | 42         | 51         | 51                | 51              | 52              | 52         | 1.96%             |
| 440405                                                                                                                                                                                                                           | Salary - Police Officer          | 55         | 61         | 61                | 61              | 60              | 60         | -1.64%            |
| 440407                                                                                                                                                                                                                           | Salary - Jailers                 | 2          | 2          | 2                 | 2               | 2               | 2          | 0.00%             |
| 440408                                                                                                                                                                                                                           | Salary - School Patrol           | 21         | 21         | 21                | 21              | 21              | 21         | 0.00%             |
| 440616                                                                                                                                                                                                                           | Salary - Record Clerk            | 14         | 14         | 14                | 14              | 14              | 14         | 0.00%             |
| 440618                                                                                                                                                                                                                           | Salary - Secretary (Chief)       | 1          | 1          | 1                 | 1               | 1               | 1          | 0.00%             |
| 490230                                                                                                                                                                                                                           | Salary - Accountant              | 1          | 1          | 1                 | 1               | 1               | 1          | 0.00%             |
|                                                                                                                                                                                                                                  | <b>Total Positions</b>           | <b>208</b> | <b>223</b> | <b>223</b>        | <b>223</b>      | <b>223</b>      | <b>223</b> | <b>0.00%</b>      |
| <p>Note:<br/>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.</p> |                                  |            |            |                   |                 |                 |            |                   |

## 2008-2009 ANNUAL BUDGET

|                    |                      |                      |               |
|--------------------|----------------------|----------------------|---------------|
| <b>DIVISION:</b>   | <b>Public Safety</b> | <b>FUND:</b>         | <b>101</b>    |
| <b>DEPARTMENT:</b> | <b>Police</b>        | <b>ORGANIZATION:</b> | <b>065000</b> |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                       | 2005-2006        | 2006-2007        | 2007-2008         |                   | 2008-2009        |                   |                   |
|--------|-------------------------------------|------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|
|        |                                     | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST  | ADMIN<br>APPRVD   | ADOPTED           |
|        | <b>Salaries:</b>                    |                  |                  |                   |                   |                  |                   |                   |
| 440126 | Salary - Police Chief               | 81,928           | 85,533           | 86,909            | 86,909            | 86,909           | 90,385            | 90,385            |
| 440127 | Salary - Assistant Chief            | 74,635           | 77,919           | 79,172            | 79,172            | 79,172           | 82,339            | 82,339            |
| 440217 | Salary - Captain                    | 361,810          | 372,711          | 377,682           | 377,682           | 377,517          | 463,518           | 463,518           |
| 440218 | Salary - Lieutenant                 | 581,221          | 605,030          | 608,306           | 608,306           | 607,620          | 761,445           | 761,445           |
| 440358 | Salary - Sergeant                   | 1,697,471        | 1,731,311        | 1,721,606         | 1,721,606         | 1,756,224        | 2,147,098         | 2,147,098         |
| 440359 | Salary - Communications Officers    | 526,364          | 529,019          | 552,899           | 552,899           | 534,144          | 618,253           | 618,253           |
| 440404 | Salary - Corporal                   | 1,593,910        | 1,871,365        | 2,011,692         | 2,011,692         | 2,023,632        | 2,344,399         | 2,344,399         |
| 440405 | Salary - Police Officer             | 1,669,567        | 1,716,161        | 1,949,673         | 1,915,673         | 1,856,028        | 2,062,658         | 2,062,658         |
| 440407 | Salary - Jailers                    | 57,948           | 61,675           | 61,824            | 61,824            | 62,136           | 73,326            | 73,326            |
| 440408 | Salary - School Patrol              | 60,166           | 62,369           | 95,498            | 95,498            | 95,498           | 95,498            | 95,498            |
| 440616 | Salary - Record Clerk               | 382,778          | 393,690          | 413,195           | 413,195           | 417,876          | 473,981           | 473,981           |
| 440618 | Salary - Secretary (Chief)          | 33,681           | 35,677           | 36,009            | 36,009            | 36,216           | 40,046            | 40,046            |
| 490230 | Salary - Accountant                 | 37,257           | 38,901           | 39,522            | 39,522            | 39,522           | 41,103            | 41,103            |
| 450001 | Overtime                            | 1,144,498        | 1,126,200        | 822,037           | 1,532,269         | 822,037          | 854,918           | 854,918           |
| 450002 | Stand by Pay                        | 20,886           | 22,044           | 30,551            | 30,551            | 30,551           | 31,773            | 31,773            |
| 450003 | Accumulated Leave Pay               | 172,405          | 185,736          | 200,067           | 200,067           | 200,067          | 208,070           | 208,070           |
| 450004 | Court Pay                           | 13,167           | 22,740           | 30,975            | 30,975            | 30,975           | 32,214            | 32,214            |
| 450005 | Holiday Pay                         | 170,378          | 264,007          | 301,479           | 301,479           | 301,479          | 313,538           | 313,538           |
| 450006 | Differential Pay                    | 3,662            | 9,447            | 9,653             | 9,653             | 9,653            | 10,039            | 10,039            |
| 450008 | Premium Pay                         | 23,115           | 41,505           | 37,658            | 37,658            | 37,658           | 39,164            | 39,164            |
| 450010 | City Supplemental Pay               | 32,770           | 29,990           | 30,339            | 30,339            | 30,339           | 31,553            | 31,553            |
|        | <b>Total Salaries</b>               | <b>8,739,617</b> | <b>9,283,030</b> | <b>9,496,746</b>  | <b>10,172,978</b> | <b>9,435,253</b> | <b>10,815,318</b> | <b>10,815,318</b> |
|        | <b>Fringe:</b>                      |                  |                  |                   |                   |                  |                   |                   |
| 510201 | Fringe - Pension                    | 1,320,984        | 1,277,869        | 1,528,498         | 1,528,498         | 1,513,807        | 1,721,950         | 1,721,950         |
| 510202 | Fringe - Hospital                   | 988,309          | 1,073,184        | 1,192,793         | 1,192,793         | 1,184,660        | 1,184,660         | 1,184,660         |
| 510204 | Fringe - Clothing Allowance         | 29,000           | 31,500           | 30,000            | 30,000            | 30,000           | 30,000            | 30,000            |
| 510206 | Fringe - Medicare Insurance Tax     | 86,524           | 95,465           | 109,404           | 109,404           | 112,150          | 124,797           | 124,797           |
| 510207 | Fringe - Life Insurance             | 7,749            | 7,918            | 8,484             | 8,484             | 8,484            | 8,484             | 8,484             |
| 510208 | Fringe - FICA Tax Retirement        | 5,083            | 6,769            | 5,939             | 5,939             | 5,939            | 5,939             | 5,939             |
|        | <b>Total Fringe</b>                 | <b>2,437,649</b> | <b>2,492,705</b> | <b>2,875,118</b>  | <b>2,875,118</b>  | <b>2,855,040</b> | <b>3,075,830</b>  | <b>3,075,830</b>  |
|        | <b>Operating &amp; Contractual:</b> |                  |                  |                   |                   |                  |                   |                   |
| 520105 | Contract Labor                      | 4,980            | 2,500            | 2,500             | 2,500             | 2,500            | 2,500             | 2,500             |
| 520204 | Uniforms                            | 54,488           | 60,462           | 93,000            | 93,000            | 93,000           | 99,000            | 99,000            |
| 520400 | Office                              | 30,184           | 29,982           | 34,000            | 34,000            | 34,000           | 40,000            | 40,000            |
| 520500 | Operating Supplies                  | 66,635           | 77,752           | 75,545            | 131,046           | 75,545           | 175,545           | 175,545           |
| 520501 | Operating - Janitorial              | 8,492            | 7,532            | 10,000            | 10,000            | 10,000           | 10,000            | 10,000            |
| 520504 | Operating - Animal Food             | 1,495            | 3,125            | 6,000             | 6,000             | 6,000            | 6,000             | 6,000             |
| 520517 | Operating - Crime Scene             | 17,847           | 15,398           | 20,000            | 20,000            | 20,000           | 20,000            | 20,000            |
| 520525 | Operating - Informants              | 15,138           | 12,225           | 25,200            | 25,200            | 25,200           | 25,200            | 25,200            |
| 520526 | Operating - Narcotics Confiscation  | 2,146            | 3,824            | 35,000            | 35,000            | 35,000           | 35,000            | 35,000            |
| 520557 | Operating - Academy                 | 66,589           | 88,355           | 90,259            | 90,259            | 90,259           | 102,000           | 102,000           |
| 531103 | Professional Fees - Veterinarian    | 2,812            | 2,656            | 4,000             | 4,000             | 4,000            | 4,000             | 4,000             |
| 531105 | Rapides Parish Coroner              | 63,922           | 115,735          | 70,000            | 117,000           | 70,000           | 70,000            | 70,000            |
| 531107 | Professional Fees - City Physician  | 4,961            | 15,960           | 5,000             | 19,400            | 5,000            | 5,000             | 5,000             |
| 531260 | Other Court Pay                     | 50               | 80               | 500               | 500               | 500              | 500               | 500               |
| 531261 | Services - Prisoner Detention       | 417,317          | 406,042          | 500,000           | 546,000           | 500,000          | 500,000           | 500,000           |
| 531301 | Vehicle Costs - Gas & Oil           | 368,960          | 399,301          | 309,350           | 427,350           | 427,350          | 427,350           | 427,350           |
| 531304 | Vehicle Costs - R & M               | 158,821          | 200,015          | 160,000           | 172,000           | 172,000          | 172,000           | 172,000           |
| 531410 | Telephone                           | 67,908           | 73,132           | 85,000            | 85,000            | 85,000           | 85,000            | 85,000            |
| 531500 | Printing                            | 2,318            | 2,292            | 2,000             | 2,000             | 2,000            | 3,500             | 3,500             |
| 531701 | Utilities                           | 154,625          | 183,338          | 125,000           | 137,000           | 137,000          | 137,000           | 137,000           |

CITY OF ALEXANDRIA



2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Police        | <b>ORGANIZATION:</b> | 065000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006         | 2006-2007         | 2007-2008         |                   | 2008-2009         |                   |                   |
|--------|------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|        |                                          | ACTUAL<br>EXP     | ACTUAL<br>EXP     | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST   | ADMIN<br>APPRVD   | ADOPTED           |
|        | <b>Operating &amp; Contractual(Cont)</b> |                   |                   |                   |                   |                   |                   |                   |
| 531800 | Rent                                     | 31,758            | 39,036            | 39,680            | 39,680            | 39,680            | 39,680            | 39,680            |
| 543002 | Dues & Subscriptions                     | 11,500            | 11,975            | 12,000            | 12,000            | 12,000            | 12,000            | 12,000            |
| 543003 | Travel & Training                        | 56,805            | 60,385            | 54,526            | 54,526            | 54,526            | 64,000            | 64,000            |
| 543032 | Community Policing Program               | 9,990             | 19,913            | 20,000            | 20,000            | 20,000            | 20,000            | 20,000            |
| 543033 | Weed & Seed Program - Weed               | 0                 | 15,052            | 0                 | 40,048            | 0                 | 0                 | 0                 |
| 543034 | Weed & Seed Program - Seed               | 0                 | 34,816            | 0                 | 92,577            | 0                 | 0                 | 0                 |
| 543035 | Crisis Intervention Team                 | 0                 | 0                 | 229,185           | 229,185           | 0                 | 0                 | 0                 |
| 605101 | Maintenance Bldg & Facilities            | 17,171            | 19,667            | 19,707            | 19,707            | 19,707            | 19,707            | 19,707            |
| 605106 | Maintenance Equipment                    | 60,802            | 72,287            | 68,766            | 68,766            | 68,766            | 90,889            | 90,889            |
|        | <b>Total Operating &amp; Contractual</b> | <b>1,697,714</b>  | <b>1,972,837</b>  | <b>2,096,218</b>  | <b>2,533,744</b>  | <b>2,009,033</b>  | <b>2,165,871</b>  | <b>2,165,871</b>  |
|        | <b>Other:</b>                            |                   |                   |                   |                   |                   |                   |                   |
| 646051 | Pension Merger Payment                   | 413,018           | 409,385           | 410,030           | 410,030           | 410,018           | 410,018           | 410,018           |
|        | <b>Total Other</b>                       | <b>413,018</b>    | <b>409,385</b>    | <b>410,030</b>    | <b>410,030</b>    | <b>410,018</b>    | <b>410,018</b>    | <b>410,018</b>    |
|        | <b>Capital Outlay:</b>                   |                   |                   |                   |                   |                   |                   |                   |
| 707405 | Buiding Improvements                     | 6,032             | 22,763            | 0                 | 0                 | 0                 | 0                 | 0                 |
| 707500 | Vehicles                                 | 575,138           | 469,488           | 614,074           | 635,501           | 712,850           | 695,650           | 695,650           |
| 707600 | Machinery & Equipment                    | 440,197           | 501,890           | 521,038           | 627,553           | 901,782           | 448,065           | 448,065           |
| 707602 | Machinery & Equipment-LLEBG              | 5,636             | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 707700 | Furniture & Fixtures                     | 930               | 14,838            | 2,250             | 2,250             | 4,847             | 4,847             | 4,847             |
| 707702 | Computer Software                        | 86,859            | 15,425            | 28,395            | 28,395            | 8,050             | 8,050             | 8,050             |
| 707900 | Animals                                  | 2,139             | 11,500            | 0                 | 0                 | 0                 | 0                 | 0                 |
|        | <b>Total Capital Outlay</b>              | <b>1,116,931</b>  | <b>1,035,904</b>  | <b>1,165,757</b>  | <b>1,293,699</b>  | <b>1,627,529</b>  | <b>1,156,612</b>  | <b>1,156,612</b>  |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>14,404,929</b> | <b>15,193,861</b> | <b>16,043,869</b> | <b>17,285,569</b> | <b>16,336,873</b> | <b>17,623,649</b> | <b>17,623,649</b> |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |                            |                      |        |
|--------------------|----------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety              | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Police /Fire Civil Service | <b>ORGANIZATION:</b> | 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            | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 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                  |





## 2008-2009 ANNUAL BUDGET

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

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |               |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED       |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |               |
| 520105 | Contract Labor                           | 6,000         | 6,000         | 6,000             | 6,000           | 6,000           | 6,000           | 6,000         |
| 520400 | Office                                   | 352           | 500           | 500               | 500             | 500             | 500             | 500           |
| 531110 | Professional Fees And Services           | 1,350         | 4,091         | 8,000             | 8,000           | 8,000           | 8,000           | 8,000         |
| 531410 | Telephone                                | 137           | 0             | 500               | 500             | 0               | 0               | 0             |
| 531500 | Printing                                 | 153           | 70            | 600               | 600             | 600             | 600             | 600           |
| 531900 | Advertising                              | 120           | 726           | 500               | 500             | 1,000           | 1,000           | 1,000         |
|        | <b>Total Operating &amp; Contractual</b> | <b>8,112</b>  | <b>11,387</b> | <b>16,100</b>     | <b>16,100</b>   | <b>16,100</b>   | <b>16,100</b>   | <b>16,100</b> |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |               |
| 707600 | Machinery & Equipment                    | 4,500         | 0             | 0                 | 0               | 0               | 0               | 0             |
| 707700 | Furniture & Fixtures                     | 0             | 0             | 0                 | 0               | 0               | 0               | 0             |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0             |
|        | <b>Total Capital Outlay</b>              | <b>4,500</b>  | <b>0</b>      | <b>0</b>          | <b>0</b>        | <b>0</b>        | <b>0</b>        | <b>0</b>      |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>12,612</b> | <b>11,387</b> | <b>16,100</b>     | <b>16,100</b>   | <b>16,100</b>   | <b>16,100</b>   | <b>16,100</b> |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Fire          | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Public Safety | <b>ORGANIZATION:</b> | 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                         | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 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               |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Fire          | <b>ORGANIZATION:</b> | 076000 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |            |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|------------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED    | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 5,739,392     | 6,049,258     | 5,980,539         | 6,239,005       | 6,665,485       | 6,665,485  | 11.45%            |
| FRINGE BENEFITS       | 1,820,871     | 1,748,715     | 1,930,438         | 1,880,438       | 2,044,653       | 2,044,653  | 5.92%             |
| OPERATING/CONTRACTUAL | 439,278       | 503,570       | 483,720           | 545,594         | 562,350         | 562,350    | 16.26%            |
| OTHER                 | 1,436,043     | 1,435,595     | 1,437,577         | 1,437,577       | 1,436,820       | 1,436,820  | 0.00%             |
| CAPITAL OUTLAY        | 203,816       | 356,936       | 414,766           | 258,681         | 270,532         | 270,532    | -34.77%           |
| TOTAL APPROPRIATIONS  | 9,639,400     | 10,094,074    | 10,247,040        | 10,361,295      | 10,979,840      | 10,979,840 | 7.15%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                             | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-----------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                   | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 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%             |
| 440216      | Salary - Captain                  | 27        | 27        | 27                | 27              | 27              | 27      | 0.00%             |
| 440357      | Salary - Communications Officer   | 5         | 5         | 7                 | 7               | 7               | 7       | 0.00%             |
| 440360      | Salary - Fire Training Officer    | 1         | 1         | 1                 | 1               | 3               | 3       | 200.00%           |
| 440361      | Salary - Fire Prevention Officer  | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 440362      | Salary - EMS Training Officer     | 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    | 40        | 40        | 40                | 40              | 40              | 40      | 0.00%             |
| 440616      | Salary - Records Clerk            | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 440745      | Salary - Mechanic                 | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>            | 126       | 126       | 128               | 128             | 130             | 130     | 1.56%             |



2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Fire          | <b>ORGANIZATION:</b> | 076000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 440121 | Salary - Fire Chief                      | 81,168           | 79,177           | 86,250            | 86,250           | 75,056           | 78,058           | 78,058           |
| 440122 | Salary - 1st Assistant Chief             | 223,842          | 233,288          | 236,724           | 236,724          | 239,536          | 242,459          | 242,459          |
| 440123 | Salary - 2nd Assistant Chief             | 421,899          | 456,581          | 459,950           | 459,950          | 490,466          | 519,444          | 519,444          |
| 440124 | Salary - Chief of Fire Prevention        | 66,690           | 64,574           | 64,062            | 64,062           | 58,973           | 61,411           | 61,411           |
| 440216 | Salary - Captain                         | 1,254,618        | 1,277,402        | 1,308,649         | 1,308,649        | 1,419,395        | 1,512,540        | 1,512,540        |
| 440357 | Salary - Communications Officer          | 199,178          | 205,898          | 268,226           | 268,226          | 285,693          | 307,517          | 307,517          |
| 440360 | Salary - Fire Training Officer           | 64,846           | 67,835           | 68,935            | 68,935           | 71,862           | 135,906          | 135,906          |
| 440361 | Salary - Fire Prevention Officer         | 116,656          | 121,219          | 124,190           | 124,190          | 126,249          | 126,249          | 126,249          |
| 440362 | Salary - EMS Training Officer            | 0                | 0                | 53,040            | 53,040           | 53,040           | 55,162           | 55,162           |
| 440401 | Salary - Fire Equipment Operator         | 1,118,682        | 1,168,450        | 1,172,536         | 1,172,536        | 1,286,116        | 1,371,997        | 1,371,997        |
| 440402 | Salary - Firefighter 1st Class           | 877,076          | 848,541          | 1,047,024         | 1,033,024        | 1,068,942        | 1,120,772        | 1,120,772        |
| 440616 | Salary - Records Clerk                   | 95,316           | 99,431           | 101,111           | 101,111          | 96,418           | 100,664          | 100,664          |
| 440745 | Salary - Mechanic                        | 38,909           | 40,195           | 40,850            | 40,850           | 43,539           | 46,355           | 46,355           |
| 450001 | Overtime                                 | 871,144          | 1,013,266        | 578,879           | 806,879          | 578,879          | 602,034          | 602,034          |
| 450003 | Accumulated Leave Pay                    | 68,105           | 65,699           | 21,534            | 66,000           | 21,534           | 22,395           | 22,395           |
| 450005 | Holiday                                  | 232,603          | 299,562          | 348,579           | 348,579          | 348,579          | 362,522          | 362,522          |
| 450010 | City Funded Supplemental Pay             | 8,660            | 8,140            | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Salaries</b>                    | <b>5,739,392</b> | <b>6,049,258</b> | <b>5,980,539</b>  | <b>6,239,005</b> | <b>6,264,277</b> | <b>6,665,485</b> | <b>6,665,485</b> |
|        | <b>Fringe:</b>                           |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                         | 940,251          | 847,800          | 908,596           | 858,596          | 956,006          | 1,011,584        | 1,011,584        |
| 510202 | Fringe - Hospital                        | 828,985          | 842,136          | 955,953           | 955,953          | 935,244          | 952,724          | 952,724          |
| 510206 | Fringe - Medicare Insurance Tax          | 46,623           | 53,874           | 60,513            | 60,513           | 70,561           | 74,885           | 74,885           |
| 510207 | Fringe - Life Insurance                  | 5,012            | 4,905            | 5,376             | 5,376            | 5,376            | 5,460            | 5,460            |
|        | <b>Total Fringe</b>                      | <b>1,820,871</b> | <b>1,748,715</b> | <b>1,930,438</b>  | <b>1,880,438</b> | <b>1,967,187</b> | <b>2,044,653</b> | <b>2,044,653</b> |
|        | <b>Operating &amp; Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 520204 | Uniforms                                 | 57,663           | 74,463           | 75,000            | 75,000           | 75,000           | 75,000           | 75,000           |
| 520205 | Protective Clothing                      | 13,792           | 17,802           | 18,000            | 18,000           | 18,000           | 18,000           | 18,000           |
| 520215 | Operating Laundry                        | 43,608           | 42,455           | 42,000            | 42,000           | 42,000           | 42,000           | 42,000           |
| 520400 | Office                                   | 6,479            | 10,755           | 10,400            | 10,400           | 10,400           | 10,400           | 10,400           |
| 520500 | Operating Supplies                       | 49,651           | 38,393           | 23,500            | 44,500           | 23,500           | 30,000           | 30,000           |
| 520501 | Operating - Janitorial                   | 4,498            | 6,000            | 6,000             | 6,000            | 6,000            | 6,000            | 6,000            |
| 520503 | Operating - Chemicals                    | 0                | 0                | 500               | 500              | 500              | 500              | 500              |
| 520511 | Operating - Photography                  | 0                | 1,355            | 1,000             | 1,000            | 1,000            | 1,000            | 1,000            |
| 520514 | Small Tools                              | 2,038            | 1,932            | 2,250             | 17,124           | 2,250            | 2,250            | 2,250            |
| 520515 | Operating Medical Supplies               | 0                | 11,952           | 12,000            | 12,000           | 12,000           | 15,000           | 15,000           |
| 520518 | Operating - Training Materials           | 13,282           | 16,274           | 15,000            | 15,000           | 15,000           | 20,000           | 20,000           |
| 531107 | Professional Fees - City Physician       | 1,835            | 2,670            | 2,000             | 2,000            | 2,000            | 2,000            | 2,000            |
| 531213 | Services - Personnel Processing          | 1,808            | 6,271            | 4,200             | 4,200            | 4,200            | 4,200            | 4,200            |
| 531301 | Vehicle Costs - Gas & Oil                | 58,480           | 59,642           | 43,550            | 60,550           | 60,550           | 60,550           | 60,550           |
| 531304 | Vehicle Costs - R & M                    | 48,403           | 52,541           | 50,000            | 40,000           | 50,000           | 50,000           | 50,000           |
| 531410 | Telephone                                | 27,519           | 45,290           | 46,900            | 46,900           | 46,900           | 46,900           | 46,900           |
| 531500 | Printing                                 | 1,131            | 1,221            | 1,350             | 1,350            | 1,350            | 1,350            | 1,350            |
| 531701 | Utilities                                | 53,057           | 42,168           | 54,000            | 51,000           | 51,000           | 51,000           | 51,000           |
| 531800 | Rent                                     | 2,880            | 3,287            | 2,970             | 2,970            | 2,970            | 3,100            | 3,100            |
| 543002 | Dues & Subscriptions                     | 2,212            | 2,309            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 543003 | Travel & Training                        | 15,144           | 35,989           | 25,000            | 25,000           | 25,000           | 75,000           | 75,000           |
| 605101 | Maintenance Bldg & Facilities            | 19,666           | 13,384           | 24,500            | 24,500           | 24,500           | 24,500           | 24,500           |
| 605106 | Maintenance Equipment                    | 15,966           | 16,683           | 17,100            | 39,100           | 17,100           | 17,100           | 17,100           |
| 605126 | Hazardous Material Cleanup               | 166              | 734              | 1,500             | 1,500            | 1,500            | 1,500            | 1,500            |
|        | <b>Total Operating &amp; Contractual</b> | <b>439,278</b>   | <b>503,570</b>   | <b>483,720</b>    | <b>545,594</b>   | <b>497,720</b>   | <b>562,350</b>   | <b>562,350</b>   |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Safety | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Fire          | <b>ORGANIZATION:</b> | 076000 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|-----------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                             | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
| 646051 | <b>Capital Outlay:</b>      |               |               |                   |                 |                 |                 |            |
|        | Pension Merger Payment      | 1,436,043     | 1,435,595     | 1,437,577         | 1,437,577       | 1,436,820       | 1,436,820       | 1,436,820  |
|        | <b>Total Other</b>          | 1,436,043     | 1,435,595     | 1,437,577         | 1,437,577       | 1,436,820       | 1,436,820       | 1,436,820  |
| 707002 | Turnout Gear                | 19,511        | 3,419         | 20,000            | 20,000          | 30,000          | 27,000          | 27,000     |
| 707405 | Building Improvements       | 0             | 206,609       | 188,828           | 13,053          | 64,000          | 20,000          | 20,000     |
| 707500 | Vehicles                    | 70,300        | 60,790        | 50,000            | 50,000          | 87,348          | 52,116          | 52,116     |
| 707600 | Machinery & Equipment       | 107,153       | 81,206        | 124,438           | 144,128         | 188,326         | 100,110         | 100,110    |
| 707700 | Office Furniture & Fixtures | 5,207         | 4,912         | 10,000            | 10,000          | 14,899          | 14,899          | 14,899     |
| 707702 | Computer Software           | 1,645         | 0             | 21,500            | 21,500          | 93,407          | 56,407          | 56,407     |
|        | <b>Total Capital Outlay</b> | 203,816       | 356,936       | 414,766           | 258,681         | 477,980         | 270,532         | 270,532    |
|        | <b>Total Department</b>     | 9,639,400     | 10,094,074    | 10,247,040        | 10,361,295      | 10,643,984      | 10,979,840      | 10,979,840 |

2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

|                    |                      |                      |               |
|--------------------|----------------------|----------------------|---------------|
| <b>DIVISION:</b>   | <b>Personnel</b>     | <b>FUND:</b>         | <b>101</b>    |
| <b>DEPARTMENT:</b> | <b>Civil Service</b> | <b>ORGANIZATION:</b> | <b>086700</b> |

## 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                                                              | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|--------------------------------------------------------------------------|------------------|---------------------|---------------------|
| Terminations Processed                                                   | 300              | 210                 | 231                 |
| Employment Applications Received                                         | 2,780            | 3,058               | 3,363               |
| Communications w/ consultant on pay and classification plans             | 156              | 171                 | 189                 |
| Counsel applicants/employees on recruitment/advancement opportunities    | 650              | 715                 | 780                 |
| Employment Test Administered                                             | 1,200            | 1,320               | 2,500               |
| Civil Service/Personnel Questions, Grievances, Investigations and Issues | 15,500           | 17,050              | 18,755              |
| Responses to Salary Surveys                                              | 140              | 150                 | 160                 |
| Qualifying applicants through background and driver's license checks     | 1,000            | 1,000               | 2,300               |

2008-2009 ANNUAL BUDGET

|                    |                             |                      |        |
|--------------------|-----------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Personnel and Civil Service | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Personnel                   | <b>ORGANIZATION:</b> | 086700 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 215,669       | 158,607       | 187,418           | 182,418         | 195,931         | 195,931 | 4.54%             |
| FRINGE BENEFITS       | 88,001        | 74,105        | 89,950            | 89,950          | 84,621          | 84,621  | -5.92%            |
| OPERATING/CONTRACTUAL | 103,513       | 37,338        | 83,900            | 83,900          | 89,700          | 89,700  | 6.91%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 10,671        | 0             | 9,000             | 9,000           | 7,800           | 7,800   | -13.33%           |
| TOTAL APPROPRIATIONS  | 417,854       | 270,050       | 370,268           | 365,268         | 378,052         | 378,052 | 2.10%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                     | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                           | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490122      | Salary - Director of Personnel            | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490233      | Salary - Assistant Director Civil Service | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490354      | Salary - Personnel Analyst                | 0         | 1         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490614      | Salary - Administrative Assistant         | 1         | 0         | 0                 | 0               | 0               | 0       | 0.00%             |
|             | <b>Total Positions</b>                    | 2         | 3         | 4                 | 4               | 4               | 4       | 0.00%             |

## 2008-2009 ANNUAL BUDGET

|                    |                             |                      |        |
|--------------------|-----------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Personnel And Civil Service | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Personnel                   | <b>ORGANIZATION:</b> | 086700 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                             | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|-------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                           | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                          |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                  | 5,014          | 3,111          | 0                 | 2,000           | 0               | 0               | 0              |
| 490122 | Salary - Director of Personnel            | 60,863         | 63,541         | 64,564            | 64,564          | 64,564          | 67,147          | 67,147         |
| 490233 | Salary - Assistant Director Civil Service | 48,559         | 50,696         | 51,511            | 51,511          | 51,511          | 53,571          | 53,571         |
| 490354 | Salary - Personnel Analyst                | 74,514         | 40,387         | 71,343            | 64,343          | 71,979          | 75,213          | 75,213         |
| 490379 | Salary - Personnel Technician             | 26,719         | 872            | 0                 | 0               | 0               | 0               | 0              |
|        | <b>Total Salaries</b>                     | <b>215,669</b> | <b>158,607</b> | <b>187,418</b>    | <b>182,418</b>  | <b>188,054</b>  | <b>195,931</b>  | <b>195,931</b> |
|        | <b>Fringe:</b>                            |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                          | 59,614         | 46,922         | 52,852            | 52,852          | 49,815          | 51,902          | 51,902         |
| 510202 | Fringe - Hospital                         | 25,842         | 25,580         | 34,960            | 34,960          | 30,486          | 30,486          | 30,486         |
| 510206 | Fringe - Medicare Insurance Tax           | 2,336          | 1,472          | 1,970             | 1,970           | 1,980           | 2,065           | 2,065          |
| 510207 | Fringe - Life Insurance                   | 209            | 131            | 168               | 168             | 168             | 168             | 168            |
|        | <b>Total Fringe</b>                       | <b>88,001</b>  | <b>74,105</b>  | <b>89,950</b>     | <b>89,950</b>   | <b>82,449</b>   | <b>84,621</b>   | <b>84,621</b>  |
|        | <b>Operating &amp; Contractual:</b>       |                |                |                   |                 |                 |                 |                |
| 520105 | Contract Labor                            | 8,285          | 3,223          | 0                 | 0               | 0               | 0               | 0              |
| 520400 | Office                                    | 4,660          | 1,952          | 2,000             | 2,000           | 2,000           | 2,500           | 2,500          |
| 531107 | Professional Fees - City Physician        | 7,661          | 0              | 0                 | 0               | 0               | 0               | 0              |
| 531110 | Professional Fees & Services              | 14,808         | 10,200         | 40,000            | 40,000          | 40,000          | 40,000          | 40,000         |
| 531250 | Services - Drug Testing                   | 32,387         | 0              | 0                 | 0               | 0               | 0               | 0              |
| 531410 | Telephone                                 | 1,310          | 1,178          | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 531500 | Printing                                  | 350            | 380            | 1,500             | 1,500           | 1,500           | 1,500           | 1,500          |
| 531900 | Advertising                               | 16,343         | 12,902         | 20,400            | 20,400          | 20,400          | 25,000          | 25,000         |
| 543000 | Misc - Civil Service Cost                 | 1,711          | 1,682          | 9,000             | 9,000           | 9,000           | 9,000           | 9,000          |
| 543002 | Dues & Subscriptions                      | 6,869          | 5,821          | 7,000             | 7,000           | 7,000           | 7,700           | 7,700          |
| 543003 | Travel & Training                         | 0              | 0              | 1,500             | 1,500           | 1,500           | 1,500           | 1,500          |
| 543017 | Plaques & Awards                          | 9,129          | 0              | 0                 | 0               | 0               | 0               | 0              |
| 605106 | Maintenance of Equipment                  | 0              | 0              | 1,500             | 1,500           | 1,500           | 1,500           | 1,500          |
|        | <b>Total Operating &amp; Contractual</b>  | <b>103,513</b> | <b>37,338</b>  | <b>83,900</b>     | <b>83,900</b>   | <b>83,900</b>   | <b>89,700</b>   | <b>89,700</b>  |
|        | <b>Capital Outlay:</b>                    |                |                |                   |                 |                 |                 |                |
| 707405 | Building Improvements                     | 4,356          | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707600 | Machinery & Equipment                     | 2,836          | 0              | 5,000             | 5,000           | 8,200           | 6,800           | 6,800          |
| 707700 | Office Furniture & Fixtures               | 3,479          | 0              | 4,000             | 4,000           | 4,000           | 0               | 0              |
| 707702 | Computer Software                         | 0              | 0              | 0                 | 0               | 1,000           | 1,000           | 1,000          |
|        | <b>Total Capital Outlay</b>               | <b>10,671</b>  | <b>0</b>       | <b>9,000</b>      | <b>9,000</b>    | <b>13,200</b>   | <b>7,800</b>    | <b>7,800</b>   |
|        | <b>TOTAL DEPARTMENT</b>                   | <b>417,854</b> | <b>270,050</b> | <b>370,268</b>    | <b>365,268</b>  | <b>367,603</b>  | <b>378,052</b>  | <b>378,052</b> |

CITY OF ALEXANDRIA



2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Human Resources | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Human Resources | <b>ORGANIZATION:</b> | 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                        | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------|------------------|---------------------|---------------------|
| New Hires Processed                | 360              | 430                 | 430                 |
| Status Changes Processed           | 700              | 600                 | 600                 |
| Termination's Processed            | 300              | 300                 | 300                 |
| Employment Applications Recorded   | 2,780            | 3,500               | 3,500               |
| Employment Interviews Conducted    | 425              | 530                 | 450                 |
| Insurance Changes Processed        | 18,150           | 18,150              | 18,150              |
| Worker's Compensations Checks Rec  | 145              | 145                 | 145                 |
| Tuition Reimbursements Processed   | 15               | 20                  | 15                  |
| Employment Verifications Processed | 500              | 575                 | 575                 |
| Grievances & Issues                | 61,000           | 60,000              | 58,000              |
| Personnel Policy Changes           | 0                | 35                  | 35                  |





2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Human Resources | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Human Resources | <b>ORGANIZATION:</b> | 086701 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 0             | 339           | 0                 | 1,000           | 0               | 0               | 0       |
| 480114 | Salary - Director of Human Resources     | 9,760         | 77,614        | 76,908            | 76,908          | 76,908          | 79,984          | 79,984  |
| 480206 | Salary - Mayor's Asst-Secretary          | 6,410         | 0             | 0                 | 0               | 0               | 0               | 0       |
| 490354 | Salary - Personnel Analyst               | 0             | 56,415        | 71,979            | 68,979          | 71,343          | 109,323         | 109,323 |
| 490379 | Salary - Personnel Technician            | 0             | 19,949        | 26,320            | 21,320          | 25,804          | 29,413          | 29,413  |
| 490614 | Salary - Administrative Assistant        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Salaries</b>                    | 16,170        | 154,317       | 175,207           | 168,207         | 174,055         | 218,720         | 218,720 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 4,492         | 43,245        | 43,720            | 43,720          | 41,733          | 52,752          | 52,752  |
| 510202 | Fringe - Hospital                        | 1,065         | 5,395         | 8,532             | 8,532           | 13,006          | 21,746          | 21,746  |
| 510206 | Fringe - Medicare Insurance Tax          | 241           | 2,291         | 2,611             | 2,611           | 2,593           | 3,242           | 3,242   |
| 510207 | Fringe - Life Insurance                  | 14            | 140           | 155               | 155             | 142             | 184             | 184     |
| 510209 | Fringe - Car Allowance                   | 646           | 4,819         | 4,800             | 4,800           | 4,800           | 4,800           | 4,800   |
|        | <b>Total Fringe</b>                      | 6,458         | 55,890        | 59,818            | 59,818          | 62,274          | 82,724          | 82,724  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 26,620        | 0                 | 13,000          | 0               | 0               | 0       |
| 520204 | Uniforms                                 | 0             | 0             | 0                 | 0               | 0               | 500             | 500     |
| 520400 | Office                                   | 0             | 5,325         | 4,500             | 4,500           | 4,500           | 6,000           | 6,000   |
| 531107 | Professional Fees - City Physician       | 0             | 11,929        | 17,000            | 17,000          | 17,000          | 20,000          | 20,000  |
| 531110 | Professional Fees                        | 0             | 23,524        | 35,155            | 35,155          | 35,155          | 35,155          | 35,155  |
| 531250 | Services - Drug Testing                  | 6,870         | 46,100        | 65,000            | 65,000          | 65,000          | 65,000          | 65,000  |
| 531410 | Telephone                                | 268           | 3,371         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500   |
| 531500 | Printing                                 | 0             | 171           | 1,000             | 1,000           | 1,000           | 1,500           | 1,500   |
| 543002 | Dues & Subscriptions                     | 0             | 2,253         | 2,500             | 2,500           | 2,500           | 4,000           | 4,000   |
| 543003 | Travel & Training                        | 0             | 769           | 5,000             | 5,000           | 5,000           | 6,500           | 6,500   |
| 543017 | Placques & Awards                        | 0             | 9,902         | 12,000            | 12,000          | 12,000          | 15,000          | 15,000  |
|        | <b>Total Operating &amp; Contractual</b> | 7,138         | 129,964       | 144,655           | 157,655         | 144,655         | 156,155         | 156,155 |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvement                     | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 1,034         | 4,604         | 0                 | 0               | 5,350           | 2,600           | 4,049   |
| 707700 | Office Furniture & Fixtures              | 0             | 2,536         | 0                 | 0               | 10,000          | 3,000           | 3,000   |
| 707702 | Computer Software                        | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 1,034         | 7,140         | 0                 | 0               | 15,350          | 5,600           | 7,049   |
|        | <b>TOTAL DEPARTMENT</b>                  | 30,800        | 347,311       | 379,680           | 385,680         | 396,334         | 463,199         | 464,648 |

2008-2009 ANNUAL BUDGET

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2008-2009 ANNUAL BUDGET

|                    |       |                      |        |
|--------------------|-------|----------------------|--------|
| <b>DIVISION:</b>   | Legal | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Legal | <b>ORGANIZATION:</b> | 096900 |

GOAL MISSION STATEMENT

To provide legal advice to the Mayor, City Council, and all officers, departments, boards, and agencies of the city government.

FUNCTION DESCRIPTION

Handle all legal instruments to which the city is a party or has an interest and represent the city in litigation, including the prosecution of ordinance violations in the City Court.

DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |



2008-2009 ANNUAL BUDGET

|                    |       |                      |        |
|--------------------|-------|----------------------|--------|
| <b>DIVISION:</b>   | Legal | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Legal | <b>ORGANIZATION:</b> | 096900 |

APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 180,901       | 316,823       | 358,945           | 310,945         | 368,402         | 368,402   | 2.63%             |
| FRINGE BENEFITS       | 63,989        | 111,833       | 141,419           | 141,419         | 135,298         | 135,298   | -4.33%            |
| OPERATING/CONTRACTUAL | 559,089       | 545,699       | 525,230           | 706,730         | 528,230         | 528,230   | 0.57%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 5,105         | 15,436        | 4,000             | 20,000          | 4,000           | 4,000     | 0.00%             |
| TOTAL APPROPRIATIONS  | 809,084       | 989,791       | 1,029,594         | 1,179,094       | 1,035,930       | 1,035,930 | 0.62%             |

PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                 | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|---------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                       | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480106      | Salary - City Attorney                | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 480205      | Salary - Asst City Attorney           | 1         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 480214      | Salary - Law Clerk                    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 480603      | Salary - Legal Secretary              | 1         | 1         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490137      | Salary - Legal Secretary              | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490619      | Salary - Office Assistant - Part Time | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                | 5         | 7         | 8                 | 8               | 8               | 8       | 0.00%             |

2008-2009 ANNUAL BUDGET

|             |       |               |        |
|-------------|-------|---------------|--------|
| DIVISION:   | Legal | FUND:         | 101    |
| DEPARTMENT: | Legal | ORGANIZATION: | 096900 |

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |           |
| 450001 | Overtime                                 | 0             | 0             | 0                 | 1,000           | 0               | 0               | 0         |
| 480106 | Salary - City Attorney                   | 99,404        | 108,048       | 96,359            | 96,359          | 94,470          | 98,249          | 98,249    |
| 480205 | Salary - Asst City Attorney              | 0             | 114,384       | 122,400           | 105,400         | 120,000         | 124,800         | 124,800   |
| 480213 | Salary - Law Clerk                       | 22,058        | 32,364        | 32,885            | 23,885          | 32,240          | 33,530          | 33,530    |
| 480603 | Salary - Legal Secretary                 | 35,000        | 36,540        | 67,728            | 51,728          | 67,128          | 69,813          | 69,813    |
| 490137 | Salary - Legal Secretary                 | 24,439        | 25,487        | 25,898            | 25,898          | 25,898          | 26,934          | 26,934    |
| 490619 | Salary - Office Assistant - Part Time    | 0             | 0             | 13,675            | 6,675           | 13,407          | 15,076          | 15,076    |
|        | <b>Total Salaries</b>                    | 180,901       | 316,823       | 358,945           | 310,945         | 353,143         | 368,402         | 368,402   |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |           |
| 510201 | Fringe - Pension                         | 37,704        | 67,503        | 83,496            | 83,496          | 79,752          | 81,663          | 81,663    |
| 510202 | Fringe - Hospital                        | 18,730        | 32,548        | 46,665            | 46,665          | 42,152          | 42,152          | 42,152    |
| 510206 | Fringe - Medicare Insurance Tax          | 2,603         | 4,449         | 5,274             | 5,274           | 5,191           | 5,412           | 5,412     |
| 510207 | Fringe - Life Insurance                  | 152           | 240           | 336               | 336             | 336             | 336             | 336       |
| 510208 | Fringe - FICA Tax                        | 0             | 2,274         | 848               | 848             | 831             | 935             | 935       |
| 510209 | Fringe - Car Allowance                   | 4,800         | 4,819         | 4,800             | 4,800           | 4,800           | 4,800           | 4,800     |
|        | <b>Total Fringe</b>                      | 63,989        | 111,833       | 141,419           | 141,419         | 133,062         | 135,298         | 135,298   |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |           |
| 520105 | Contract Labor                           | 11,565        | 5,982         | 0                 | 27,000          | 0               | 0               | 0         |
| 520204 | Uniforms                                 | 0             | 0             | 400               | 400             | 400             | 400             | 400       |
| 520400 | Office                                   | 2,584         | 5,051         | 4,730             | 4,730           | 4,730           | 4,730           | 4,730     |
| 531110 | Professional Fees & Services             | 440,528       | 402,911       | 400,000           | 550,000         | 400,000         | 400,000         | 400,000   |
| 531112 | City Court Prosecution Services          | 82,000        | 81,271        | 82,000            | 85,000          | 85,000          | 85,000          | 85,000    |
| 531410 | Telephone                                | 1,874         | 4,071         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000     |
| 531500 | Printing                                 | 202           | 410           | 500               | 500             | 500             | 500             | 500       |
| 531800 | Rent                                     | 0             | 0             | 1,600             | 1,600           | 1,600           | 1,600           | 1,600     |
| 543000 | Miscellaneous                            | 781           | 1,699         | 1,500             | 3,000           | 1,500           | 1,500           | 1,500     |
| 543002 | Dues & Subscriptions                     | 10,601        | 22,236        | 18,500            | 18,500          | 18,500          | 18,500          | 18,500    |
| 543003 | Travel & Training                        | 8,074         | 20,500        | 9,000             | 9,000           | 9,000           | 9,000           | 9,000     |
| 605106 | Maintenance Equipment                    | 880           | 1,568         | 2,000             | 2,000           | 2,000           | 2,000           | 2,000     |
|        | <b>Total Operating &amp; Contractual</b> | 559,089       | 545,699       | 525,230           | 706,730         | 528,230         | 528,230         | 528,230   |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |           |
| 707405 | Building Improvements                    | 0             | 5,303         | 2,000             | 2,000           | 0               | 0               | 0         |
| 707600 | Machinery & Equipment                    | 4,296         | 3,865         | 0                 | 16,000          | 2,000           | 2,000           | 2,000     |
| 707700 | Office Furniture and Fixtures            | 809           | 5,773         | 0                 | 0               | 0               | 0               | 0         |
| 707702 | Computer Software                        | 0             | 495           | 2,000             | 2,000           | 2,000           | 2,000           | 2,000     |
|        | <b>Total Capital Outlay</b>              | 5,105         | 15,436        | 4,000             | 20,000          | 4,000           | 4,000           | 4,000     |
|        | <b>TOTAL DEPARTMENT</b>                  | 809,084       | 989,791       | 1,029,594         | 1,179,094       | 1,018,435       | 1,035,930       | 1,035,930 |

2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Community Services | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Community Services | <b>ORGANIZATION:</b> | 101000 |

## GOAL MISSION STATEMENT

The Division of Community Services' goal, as called for in Section 4-10 of the City Charter and adopted by the City Council in March 1999, was modified and expanded to reflect the change from a Department to a Division. Its mission is to provide the citizens of Alexandria quality leisure and cultural activities by operating a parks and recreations systems that enhances their quality of life by promoting use of the city's green space and community facilities while supporting the development and implementation of local non-profit programming.

## FUNCTION DESCRIPTION

The function of the Division is based on a response to the needs of the community, neighborhood residents and community-based organization to fulfill its stated goal through the following existing or developing program: organizational support for arts agencies through the Mayoral Commission for Cultural Affairs; the Alexandria Youth Advisory Council; youth job/career fair; Homework Assistance Program; Teen Movie Night; youth leadership program; summer camps; Underwater Easter Egg Hunt; Community Events Calendars; outdoor concert series; community outreach workshops; downtown arts and music mini-festival; and special holiday events.

## DEMAND PERFORMANCE INDICATORS

| Description                        | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------|------------------|---------------------|---------------------|
| Community Partnership Request      | 25               | 30                  | 50                  |
| Community Partnership Awards       | 15               | 18                  | 15                  |
| Youth Programs                     | 25               | 25                  | 35                  |
| Attendance                         | 25,000           | 26,250              | 27,000              |
| Special Events                     | 25               | 27                  | 30                  |
| Attendance                         | 30,000           | 35,000              | 40,000              |
| Comm Outreach/Public Presentations | 5                | 27                  | 5                   |
| Attendance                         | 500              | 35,000              | 500                 |
| Project Enable                     | 3                | 5                   | 5                   |
| Attendance                         | 250              | 500                 | 500                 |
| Community Calendar Editions        | 5                | 5                   | 5                   |
| Distributed                        | 45,000           | 45,000              | 45,000              |

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Community Services | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Community Services | <b>ORGANIZATION:</b> | 101000 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 195,395       | 199,168       | 202,462           | 215,264         | 246,338         | 246,338   | 21.67%            |
| FRINGE BENEFITS       | 68,237        | 69,719        | 74,403            | 81,129          | 98,385          | 98,385    | 32.23%            |
| OPERATING/CONTRACTUAL | 29,111        | 88,993        | 56,480            | 100,480         | 66,980          | 66,980    | 18.59%            |
| OTHER                 | 632,699       | 618,988       | 684,230           | 765,230         | 744,230         | 709,230   | 8.77%             |
| CAPITAL OUTLAY        | 11,307        | 38,237        | 23,200            | 23,200          | 15,000          | 22,500    | -35.34%           |
| TOTAL APPROPRIATIONS  | 936,749       | 1,015,105     | 1,040,775         | 1,185,303       | 1,170,933       | 1,143,433 | 12.51%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                               | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                     | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 480108      | Salary - Director of Community Serv | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 480206      | Salary - Secretary                  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490201      | Salary - Special Events Coordinator | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490205      | Salary - Youth Programs Coordinator | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490209      | Salary - Community Outreach Crdntr  | 0         | 0         | 0                 | 1               | 1               | 1       | 0.00%             |
| 490626      | Salary - Clerical Specialist        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490690      | Salary - Student Worker             | 9         | 9         | 9                 | 9               | 9               | 9       | 0.00%             |
|             | <b>Total Positions</b>              | 14        | 14        | 14                | 15              | 15              | 15      | 7.14%             |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Community Services | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Community Services | <b>ORGANIZATION:</b> | 101000 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 480108 | Salary - Director of Community Serv      | 67,964        | 72,567        | 69,263            | 69,263          | 69,263          | 72,034          | 72,034  |
| 480206 | Salary - Secretary                       | 31,637        | 33,029        | 33,560            | 33,560          | 33,560          | 34,902          | 34,902  |
| 490201 | Salary - Special Events Coordinator      | 34,437        | 35,952        | 36,530            | 36,530          | 36,530          | 37,991          | 37,991  |
| 490205 | Salary - Youth Programs Coordinator      | 34,039        | 32,828        | 33,875            | 33,875          | 33,875          | 35,230          | 35,230  |
| 490209 | Salary - Community Outreach Crdntr       | 0             | 0             | 0                 | 12,802          | 34,671          | 36,058          | 36,058  |
| 490626 | Salary - Clerical Specialist             | 21,182        | 21,882        | 22,234            | 22,234          | 22,234          | 23,123          | 23,123  |
| 490690 | Salary - Student Worker                  | 6,136         | 2,910         | 7,000             | 7,000           | 7,000           | 7,000           | 7,000   |
|        | <b>Total Salaries</b>                    | 195,395       | 199,168       | 202,462           | 215,264         | 237,133         | 246,338         | 246,338 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 47,065        | 48,648        | 51,588            | 54,979          | 58,614          | 60,319          | 60,319  |
| 510202 | Fringe - Hospital                        | 12,561        | 12,177        | 14,365            | 17,498          | 28,938          | 28,938          | 28,938  |
| 510206 | Fringe - Medicare Insurance Tax          | 2,857         | 2,903         | 3,006             | 3,192           | 3,509           | 3,642           | 3,642   |
| 510207 | Fringe - Life Insurance                  | 202           | 192           | 210               | 226             | 252             | 252             | 252     |
| 510208 | Fringe - FICA Tax Retirement             | 752           | 980           | 434               | 434             | 434             | 434             | 434     |
| 510209 | Fringe - Car Allowance                   | 4,800         | 4,819         | 4,800             | 4,800           | 4,800           | 4,800           | 4,800   |
|        | <b>Total Fringe</b>                      | 68,237        | 69,719        | 74,403            | 81,129          | 96,547          | 98,385          | 98,385  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                           | 0             | 25,788        | 30,000            | 43,000          | 30,000          | 30,000          | 30,000  |
| 520204 | Uniforms                                 | 0             | 0             | 500               | 500             | 500             | 500             | 500     |
| 520400 | Office                                   | 3,912         | 4,352         | 4,980             | 4,980           | 4,980           | 4,980           | 4,980   |
| 531410 | Telephone                                | 2,859         | 3,299         | 2,500             | 3,500           | 3,500           | 3,500           | 3,500   |
| 531500 | Printing                                 | 4,520         | 5,278         | 4,500             | 4,500           | 4,500           | 4,500           | 4,500   |
| 531900 | Advertising                              | 11,612        | 43,472        | 10,000            | 40,000          | 10,000          | 15,000          | 15,000  |
| 543002 | Dues & Subscriptions                     | 683           | 619           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 543003 | Travel & Training                        | 5,525         | 6,185         | 3,000             | 3,000           | 3,000           | 7,500           | 7,500   |
|        | <b>Total Operating &amp; Contractual</b> | 29,111        | 88,993        | 56,480            | 100,480         | 57,480          | 66,980          | 66,980  |
|        | <b>Other:</b>                            |               |               |                   |                 |                 |                 |         |
| 543006 | Programming                              | 172,702       | 260,315       | 236,000           | 236,000         | 236,000         | 236,000         | 236,000 |
| 605101 | Maintenance of Building & Facility       | 0             | 389           | 2,730             | 2,730           | 2,730           | 2,730           | 2,730   |
| 646009 | Community Partnership Request            | 144,679       | 94,682        | 175,000           | 175,000         | 175,000         | 175,000         | 175,000 |
| 646014 | Arts Council of Central Louisiana        | 50,000        | 50,000        | 50,000            | 50,000          | 50,000          | 50,000          | 50,000  |
| 646028 | Mardi Gras                               | 42,462        | 59,608        | 50,000            | 71,000          | 50,000          | 50,000          | 50,000  |
| 646029 | Fourth of July Fireworks                 | 7,200         | 7,200         | 7,200             | 7,200           | 7,200           | 7,200           | 7,200   |
| 646031 | Special Events                           | 55,000        | 17,021        | 20,000            | 20,000          | 20,000          | 20,000          | 20,000  |
| 646032 | LMA Convention                           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646035 | 12 Nights of Christmas                   | 0             | 3,300         | 3,300             | 3,300           | 3,300           | 3,300           | 3,300   |
| 646042 | Que in on the Red                        | 160,656       | 98,521        | 75,000            | 135,000         | 135,000         | 135,000         | 100,000 |
| 646043 | Historic Preservation District Commisior | 0             | 27,952        | 0                 | 0               | 0               | 0               | 0       |
| 646044 | SAGE                                     | 0             | 0             | 65,000            | 65,000          | 65,000          | 65,000          | 65,000  |
|        | <b>Total Other</b>                       | 632,699       | 618,988       | 684,230           | 765,230         | 744,230         | 744,230         | 709,230 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Community Services | <b>FUND:</b>         | 101    |
| <b>DEPARTMENT:</b> | Community Services | <b>ORGANIZATION:</b> | 101000 |

## GENERAL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE               | 2005-2006         | 2006-2007         | 2007-2008         |                   | 2008-2009         |                   |                   |
|--------|-----------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|        |                             | ACTUAL<br>EXP     | ACTUAL<br>EXP     | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST   | ADMIN<br>APPRVD   | ADOPTED           |
|        | <b>Capital Outlay:</b>      |                   |                   |                   |                   |                   |                   |                   |
| 707359 | Christmas Lighting          | 7,714             | 6,645             | 10,000            | 10,000            | 0                 | 0                 | 7,500             |
| 707405 | Building Improvements       | 1,095             | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 707600 | Machinery & Equipment       | 460               | 25,523            | 12,000            | 12,000            | 15,000            | 15,000            | 15,000            |
| 707700 | Office Furniture & Fixtures | 2,038             | 6,069             | 0                 | 0                 | 0                 | 0                 | 0                 |
| 707702 | Computer Software           | 0                 | 0                 | 1,200             | 1,200             | 10,000            | 0                 | 0                 |
|        | <b>Total Capital Outlay</b> | <b>11,307</b>     | <b>38,237</b>     | <b>23,200</b>     | <b>23,200</b>     | <b>25,000</b>     | <b>15,000</b>     | <b>22,500</b>     |
|        | <b>TOTAL DEPARTMENT</b>     | <b>936,749</b>    | <b>1,015,105</b>  | <b>1,040,775</b>  | <b>1,185,303</b>  | <b>1,160,390</b>  | <b>1,170,933</b>  | <b>1,143,433</b>  |
|        | <b>TOTAL FUND</b>           | <b>46,401,309</b> | <b>50,292,567</b> | <b>53,132,100</b> | <b>56,647,020</b> | <b>56,126,223</b> | <b>58,242,607</b> | <b>58,625,637</b> |

III. SPECIAL REVENUE FUNDS

## **Special Revenue Funds**

The purpose of these funds is to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The revenues and expenditures for these funds are recognized on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting periods in which the fund liability is incurred, if measurable.

The Special Revenue Funds contained in the section are the: Sales, Tax Fund, Hotel/Motel Tax Fund, Capital Property Tax Fund, Community Development Block Grant Fund, Home Investment Partnership Fund, and Youth Baseball Recreation Fund.



## 2008-2009 ANNUAL BUDGET

SALES TAX FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE          | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                        | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
|        | <b>Taxes:</b>          |                 |                 |                   |                 |                 |                 |            |
| 311301 | Sales & Use Tax - 1976 | 13,113,434      | 13,552,199      | 12,500,000        | 13,500,000      | 13,000,000      | 13,000,000      | 13,000,000 |
| 311304 | Sales & Use Tax - 1998 | 13,113,434      | 13,552,403      | 12,500,000        | 13,500,000      | 13,000,000      | 13,000,000      | 13,000,000 |
| 311308 | Sales & Use Tax - 2005 | 6,437,830       | 6,661,670       | 6,250,000         | 6,750,000       | 6,500,000       | 6,500,000       | 6,500,000  |
|        | <b>Total Taxes</b>     | 32,664,698      | 33,766,272      | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000      | 32,500,000 |
|        |                        |                 |                 |                   |                 |                 |                 |            |
|        | <b>TOTAL REVENUES</b>  | 32,664,698      | 33,766,272      | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000      | 32,500,000 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |     |                      |        |
|--------------------|-----|----------------------|--------|
| <b>DIVISION:</b>   | N/A | <b>FUND #:</b>       | 151    |
| <b>DEPARTMENT:</b> | N/A | <b>ORGANIZATION:</b> | 020000 |

## SALES TAX FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|-----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                                         | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
|        | <b>Other:</b>                           |               |               |                   |                 |                 |                 |            |
| 646100 | Transfer to General Fund-1976 STX       | 6,556,717     | 6,776,099     | 6,250,000         | 6,750,000       | 6,500,000       | 6,500,000       | 6,500,000  |
| 646102 | Transfer to General Fund-1997 STX       | 8,742,289     | 9,034,935     | 8,333,333         | 9,000,000       | 8,666,667       | 8,666,667       | 8,666,667  |
| 646103 | Transfer to GF-1997 Classified Salaries | 4,371,145     | 4,517,468     | 4,166,667         | 4,500,000       | 4,333,333       | 4,333,333       | 4,333,333  |
| 646105 | Transfer to General Fund-2005 STX       | 6,437,830     | 6,661,670     | 6,250,000         | 6,750,000       | 6,500,000       | 6,500,000       | 6,500,000  |
| 646202 | Transfer to Debt - 2002 STXB            | 709,894       | 0             | 0                 | 0               | 0               | 0               | 0          |
| 646204 | Transfer to Debt - 2004 STXB            | 978,895       | 981,333       | 970,895           | 970,895         | 1,075,145       | 1,075,145       | 1,075,145  |
| 646300 | Transfer to Capital Projects            | 4,867,928     | 5,912,541     | 5,279,105         | 5,779,105       | 5,424,855       | 5,424,855       | 5,424,855  |
|        | <b>Total Other</b>                      | 32,664,698    | 33,884,046    | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000      | 32,500,000 |
|        | <b>TOTAL EXPENDITURES</b>               | 32,664,698    | 33,884,046    | 31,250,000        | 33,750,000      | 32,500,000      | 32,500,000      | 32,500,000 |

CITY OF ALEXANDRIA



2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET**  
**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                     | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|-----------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                   | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 330208 | <b>Intergovernmental:</b>         |                 |                 |                   |                 |                 |                 |         |
|        | Federal - HUD Grant Income 2008   | 0               | 0               | 0                 | 0               | 652,880         | 652,880         | 652,880 |
|        | <b>Total Intergovernmental</b>    | 0               | 0               | 0                 | 0               | 652,880         | 652,880         | 652,880 |
| 367101 | <b>Investment Income:</b>         |                 |                 |                   |                 |                 |                 |         |
|        | Interest - Investments            | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Investment Income</b>    | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
| 344205 | <b>Charges for Services:</b>      |                 |                 |                   |                 |                 |                 |         |
|        | Charges - Demolition              | 0               | 0               | 0                 | 0               | 10,000          | 10,000          | 10,000  |
|        | <b>Total Charges for Services</b> | 0               | 0               | 0                 | 0               | 10,000          | 10,000          | 10,000  |
|        | <b>TOTAL REVENUES</b>             | 0               | 0               | 0                 | 0               | 662,880         | 662,880         | 662,880 |





## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Planning              | FUND #:       | 160    |
| DEPARTMENT: | Community Development | ORGANIZATION: | 020000 |

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                              | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 646332 | Other:                       |               |               |                   |                 |                 |                 |         |
|        | Transfer to Capital Projects | 0             | 0             | 0                 | 0               | 200,000         | 200,000         | 200,000 |
|        | Total Other                  | 0             | 0             | 0                 | 0               | 200,000         | 200,000         | 200,000 |
|        | TOTAL DEPARTMENT             | 0             | 0             | 0                 | 0               | 200,000         | 200,000         | 200,000 |

## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND #:</b>       | 160    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 020802 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 0             | 0             | 0                 | 0               | 50,277          | 50,277  | 100%              |
| FRINGE BENEFITS       | 0             | 0             | 0                 | 0               | 16,687          | 16,687  | 100%              |
| OPERATING/CONTRACTUAL | 0             | 0             | 0                 | 0               | 63,612          | 63,612  | 100%              |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 100%              |
| CAPITAL OUTLAY        | 0             | 0             | 0                 | 0               | 0               | 0       | 100%              |
| TOTAL APPROPRIATIONS  | 0             | 0             | 0                 | 0               | 130,576         | 130,576 | 100%              |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                        | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                              | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490116      | Salary - CD Administrator    | 1         | 1         | 1                 | 1               | 1               | 1       | 0%                |
| 490210      | Salary - Program Manager     | 1         | 1         | 1                 | 1               | 1               | 1       | 0%                |
| 490336      | Salary - Housing Manager     | 1         | 1         | 1                 | 1               | 1               | 1       | 0%                |
| 490349      | Salary - Housing Inspector   | 1         | 1         | 1                 | 1               | 1               | 1       | 0%                |
| 490618      | Salary - Secretary           | 1         | 1         | 1                 | 1               | 1               | 1       | 0%                |
| 490626      | Salary - Clerical Specialist | 1         | 1         | 1                 | 1               | 1               | 1       | 0%                |
|             | <b>Total Positions</b>       | 6         | 6         | 6                 | 6               | 6               | 6       | 0%                |

## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND #:</b>       | 160    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 020802 |

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |         |
| 490116 | Salary - CD Administrator              | 0             | 0             | 0                 | 0               | 28,573          | 28,573          | 28,573  |
| 490210 | Salary - Program Manager               | 0             | 0             | 0                 | 0               | 10,321          | 10,321          | 10,321  |
| 490336 | Salary - Housing Manager               | 0             | 0             | 0                 | 0               | 4,129           | 4,129           | 4,129   |
| 490618 | Salary - Secretary                     | 0             | 0             | 0                 | 0               | 3,058           | 3,058           | 3,058   |
| 490626 | Salary - Clerical Specialist           | 0             | 0             | 0                 | 0               | 4,196           | 4,196           | 4,196   |
|        | <b>Total Salaries</b>                  | 0             | 0             | 0                 | 0               | 50,277          | 50,277          | 50,277  |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                       | 0             | 0             | 0                 | 0               | 11,300          | 11,300          | 11,300  |
| 510202 | Fringe - Hospital                      | 0             | 0             | 0                 | 0               | 4,889           | 4,889           | 4,889   |
| 510206 | Fringe - Medicare Insurance Tax        | 0             | 0             | 0                 | 0               | 453             | 453             | 453     |
| 510207 | Fringe - Life Insurance                | 0             | 0             | 0                 | 0               | 45              | 45              | 45      |
|        | <b>Total Fringe</b>                    | 0             | 0             | 0                 | 0               | 16,687          | 16,687          | 16,687  |
|        | <b>Operating &amp; Contractual:</b>    |               |               |                   |                 |                 |                 |         |
| 520400 | Office                                 | 0             | 0             | 0                 | 0               | 5,500           | 5,500           | 5,500   |
| 531106 | Professional Fees & Services - Audit   | 0             | 0             | 0                 | 0               | 4,500           | 4,500           | 4,500   |
| 531110 | Professional Fees & Services           | 0             | 0             | 0                 | 0               | 100             | 100             | 100     |
| 531301 | Vehicle Cost - Fuel & Oil              | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 531304 | Vehicle Cost - R & M                   | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 531401 | Postage                                | 0             | 0             | 0                 | 0               | 2,000           | 2,000           | 2,000   |
| 531410 | Telephone                              | 0             | 0             | 0                 | 0               | 500             | 500             | 500     |
| 531500 | Printing                               | 0             | 0             | 0                 | 0               | 150             | 150             | 150     |
| 531900 | Advertising                            | 0             | 0             | 0                 | 0               | 3,500           | 3,500           | 3,500   |
| 543002 | Dues & Subscriptions                   | 0             | 0             | 0                 | 0               | 962             | 962             | 962     |
| 543003 | Travel & Training                      | 0             | 0             | 0                 | 0               | 3,000           | 3,000           | 3,000   |
| 646101 | Transfer to General Fund               | 0             | 0             | 0                 | 0               | 43,000          | 43,000          | 43,000  |
| 969000 | Contingencies                          | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Operating and Contractual</b> | 0             | 0             | 0                 | 0               | 63,612          | 63,612          | 63,612  |
|        | <b>Other:</b>                          |               |               |                   |                 |                 |                 |         |
| 646332 | Transfer to Capital Projects           | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Other</b>                     | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Capital Outlay:</b>                 |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                  | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                      | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>            | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                | 0             | 0             | 0                 | 0               | 130,576         | 130,576         | 130,576 |

CITY OF ALEXANDRIA









## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND #:</b>       | 160    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 020808 |

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |         |
| 490210 | Salary - Program Manager               | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 490336 | Salary - Housing Manager               | 0             | 0             | 0                 | 0               | 6,193           | 6,193           | 6,193   |
| 490349 | Salary - Housing Inspector             | 0             | 0             | 0                 | 0               | 14,558          | 14,558          | 14,558  |
| 490618 | Salary - Secretary                     | 0             | 0             | 0                 | 0               | 6,115           | 6,115           | 6,115   |
| 490626 | Salary - Clerical Specialist           | 0             | 0             | 0                 | 0               | 4,197           | 4,197           | 4,197   |
|        | <b>Total Salaries</b>                  | 0             | 0             | 0                 | 0               | 31,063          | 31,063          | 31,063  |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                       | 0             | 0             | 0                 | 0               | 10,044          | 10,044          | 10,044  |
| 510202 | Fringe - Hospital                      | 0             | 0             | 0                 | 0               | 4,346           | 4,346           | 4,346   |
| 510206 | Fringe - Medicare Insurance Tax        | 0             | 0             | 0                 | 0               | 403             | 403             | 403     |
| 510207 | Fringe - Life Insurance                | 0             | 0             | 0                 | 0               | 40              | 40              | 40      |
|        | <b>Total Fringe</b>                    | 0             | 0             | 0                 | 0               | 14,833          | 14,833          | 14,833  |
|        | <b>Operating &amp; Contractual:</b>    |               |               |                   |                 |                 |                 |         |
| 520400 | Office                                 | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 520511 | Operating - Photography                | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 531110 | Professional Fees & Services           | 0             | 0             | 0                 | 0               | 30,936          | 30,936          | 30,936  |
| 531101 | Fees - Recording                       | 0             | 0             | 0                 | 0               | 3,000           | 3,000           | 3,000   |
| 531106 | Professional Fees - Audit              | 0             | 0             | 0                 | 0               | 1,000           | 1,000           | 1,000   |
| 531201 | Services - Demolition                  | 0             | 0             | 0                 | 0               | 45,000          | 45,000          | 45,000  |
| 531301 | Vehicle Cost - Fuel & Oil              | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 531304 | Vehicle Cost - R & M                   | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 531401 | Postage                                | 0             | 0             | 0                 | 0               | 800             | 800             | 800     |
| 531410 | Telephone                              | 0             | 0             | 0                 | 0               | 200             | 200             | 200     |
| 531500 | Printing                               | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531900 | Advertising                            | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 543002 | Dues & Subscriptions                   | 0             | 0             | 0                 | 0               | 250             | 250             | 250     |
| 543003 | Travel & Training                      | 0             | 0             | 0                 | 0               | 422             | 422             | 422     |
| 646101 | Transfer to General Fund               | 0             | 0             | 0                 | 0               | 10,000          | 10,000          | 10,000  |
|        | <b>Total Operating and Contractual</b> | 0             | 0             | 0                 | 0               | 92,408          | 92,408          | 92,408  |
|        | <b>TOTAL DEPARTMENT</b>                | 0             | 0             | 0                 | 0               | 138,304         | 138,304         | 138,304 |





## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Planning              | FUND #:       | 160    |
| DEPARTMENT: | Community Development | ORGANIZATION: | 020811 |

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                  | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 707201 | Other:<br>Weatherization Loans | 0             | 0             | 0                 | 0               | 100,000         | 100,000         | 100,000 |
|        | <b>Total Other</b>             | 0             | 0             | 0                 | 0               | 100,000         | 100,000         | 100,000 |
|        | <b>TOTAL DEPARTMENT</b>        | 0             | 0             | 0                 | 0               | 100,000         | 100,000         | 100,000 |





**2008-2009 ANNUAL BUDGET  
ECONOMIC DEVELOPMENT - EDAP  
REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 367101 | <b>Investment Income:</b>      |                 |                 |                   |                 |                 |                 |         |
|        | Interest - Investments         | 0               | 0               | 0                 | 0               | 500             | 500             | 500     |
|        | <b>Total Investment Income</b> | 0               | 0               | 0                 | 0               | 500             | 500             | 500     |
| 388205 | <b>Other:</b>                  |                 |                 |                   |                 |                 |                 |         |
|        | Other - Loan Program Payments  | 0               | 0               | 0                 | 0               | 5,500           | 5,500           | 5,500   |
|        | <b>Total Other</b>             | 0               | 0               | 0                 | 0               | 5,500           | 5,500           | 5,500   |
|        | <b>TOTAL REVENUES</b>          | 0               | 0               | 0                 | 0               | 6,000           | 6,000           | 6,000   |





## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Planning              | FUND #:       | 161    |
| DEPARTMENT: | Community Development | ORGANIZATION: | 020009 |

## COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                   | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|---------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                 | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 533026 | <b>Other:</b>                   |               |               |                   |                 |                 |                 |         |
|        | Economic Development Assistance | 0             | 0             | 0                 | 0               | 6,000           | 6,000           | 6,000   |
|        | <b>Total Other</b>              | 0             | 0             | 0                 | 0               | 6,000           | 6,000           | 6,000   |
|        | <b>TOTAL DEPARTMENT</b>         | 0             | 0             | 0                 | 0               | 6,000           | 6,000           | 6,000   |

**2008-2009 ANNUAL BUDGET**  
**HOME INVESTMENT PARTNERSHIP FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 330208 | <b>Intergovernmental:</b>                 |                 |                 |                   |                 |                 |                 |         |
|        | Grant Income - Home 2008                  | 0               | 0               | 0                 | 0               | 406,277         | 406,277         | 406,277 |
|        | <b>Total Intergovernmental</b>            | 0               | 0               | 0                 | 0               | 406,277         | 406,277         | 406,277 |
|        | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |         |
| 388164 | Tfr from Economic Dvlpmnt - Hotel         | 0               | 0               | 0                 | 0               | 35,549          | 35,549          | 35,549  |
|        | <b>Total Internal Services/Interfunds</b> | 0               | 0               | 0                 | 0               | 35,549          | 35,549          | 35,549  |
|        | <b>Other:</b>                             |                 |                 |                   |                 |                 |                 |         |
| 399007 | Misc Revenue-Owner Deposits               | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Other</b>                        | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL REVENUES</b>                     | 0               | 0               | 0                 | 0               | 441,826         | 441,826         | 441,826 |





## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND #:</b>       | 163    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 040804 |

## HOME INVESTMENT PARTNERSHIP FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |         |
| 490116 | Salary - CD Administrator              | 0             | 0             | 0                 | 0               | 6,350           | 6,350           | 6,350   |
| 490210 | Salary - Program Manager               | 0             | 0             | 0                 | 0               | 4,129           | 4,129           | 4,129   |
| 490336 | Salary - Housing Manager               | 0             | 0             | 0                 | 0               | 8,257           | 8,257           | 8,257   |
| 490618 | Salary - Secretary                     | 0             | 0             | 0                 | 0               | 4,586           | 4,586           | 4,586   |
| 490626 | Salary - Clerical Specialist           | 0             | 0             | 0                 | 0               | 2,798           | 2,798           | 2,798   |
|        | <b>Total Salaries</b>                  | 0             | 0             | 0                 | 0               | 26,120          | 26,120          | 26,120  |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                       | 0             | 0             | 0                 | 0               | 6,277           | 6,277           | 6,277   |
| 510202 | Fringe - Hospital                      | 0             | 0             | 0                 | 0               | 2,717           | 2,717           | 2,717   |
| 510206 | Fringe - Medicare Insurance Tax        | 0             | 0             | 0                 | 0               | 252             | 252             | 252     |
| 510207 | Fringe - Life Insurance                | 0             | 0             | 0                 | 0               | 25              | 25              | 25      |
|        | <b>Total Fringe</b>                    | 0             | 0             | 0                 | 0               | 9,271           | 9,271           | 9,271   |
|        | <b>Operating &amp; Contractual:</b>    |               |               |                   |                 |                 |                 |         |
| 520400 | Office                                 | 0             | 0             | 0                 | 0               | 1,087           | 1,087           | 1,087   |
| 520511 | Operating Photography                  | 0             | 0             | 0                 | 0               | 500             | 500             | 500     |
| 531101 | Fees - Recording                       | 0             | 0             | 0                 | 0               | 800             | 800             | 800     |
| 531106 | Professional Fees & Services - Audit   | 0             | 0             | 0                 | 0               | 800             | 800             | 800     |
| 531110 | Professional Fees & Services           | 0             | 0             | 0                 | 0               | 100             | 100             | 100     |
| 531301 | Vehicle Cost - Fuel & Oil              | 0             | 0             | 0                 | 0               | 100             | 100             | 100     |
| 531304 | Vehicle Cost - R & M                   | 0             | 0             | 0                 | 0               | 100             | 100             | 100     |
| 531401 | Postage                                | 0             | 0             | 0                 | 0               | 400             | 400             | 400     |
| 531410 | Telephone                              | 0             | 0             | 0                 | 0               | 50              | 50              | 50      |
| 531500 | Printing                               | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 531900 | Advertising                            | 0             | 0             | 0                 | 0               | 300             | 300             | 300     |
| 543002 | Dues & Subscriptions                   | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 543003 | Travel & Training                      | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646101 | Transfer to General Fund               | 0             | 0             | 0                 | 0               | 1,000           | 1,000           | 1,000   |
|        | <b>Total Operating and Contractual</b> | 0             | 0             | 0                 | 0               | 5,237           | 5,237           | 5,237   |
|        | <b>TOTAL DEPARTMENT</b>                | 0             | 0             | 0                 | 0               | 40,628          | 40,628          | 40,628  |



## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Planning              | FUND #:       | 163    |
| DEPARTMENT: | Community Development | ORGANIZATION: | 040813 |

## HOME INVESTMENT PARTNERSHIP FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                   | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|---------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                 | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>CHDO Set Aside</b>           |               |               |                   |                 |                 |                 |         |
| 707160 | Subrecipient Grant Agreement    | 0             | 0             | 0                 | 0               | 60,941          | 60,941          | 60,941  |
|        | <b>Total Subrecipient Grant</b> | 0             | 0             | 0                 | 0               | 60,941          | 60,941          | 60,941  |
|        | <b>TOTAL DEPARTMENT</b>         | 0             | 0             | 0                 | 0               | 60,941          | 60,941          | 60,941  |





## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Planning              | FUND #:       | 163    |
| DEPARTMENT: | Community Development | ORGANIZATION: | 040814 |

## HOME INVESTMENT PARTNERSHIP FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                   | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|---------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                 | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>CHDO Operating</b>           |               |               |                   |                 |                 |                 |         |
| 707160 | Subrecipient Grant Agreement    | 0             | 0             | 0                 | 0               | 20,314          | 20,314          | 20,314  |
|        | <b>Total Subrecipient Grant</b> | 0             | 0             | 0                 | 0               | 20,314          | 20,314          | 20,314  |
|        | <b>TOTAL DEPARTMENT</b>         | 0             | 0             | 0                 | 0               | 20,314          | 20,314          | 20,314  |



## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Planning              | FUND #:       | 163    |
| DEPARTMENT: | Community Development | ORGANIZATION: | 040817 |

## HOME INVESTMENT PARTNERSHIP FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                              | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                            | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Rental Housing Development Program:</b> |               |               |                   |                 |                 |                 |         |
| 707165 | Rental Housing Development                 | 0             | 0             | 0                 | 0               | 319,943         | 319,943         | 319,943 |
|        | <b>Total Subrecipient Grant</b>            | 0             | 0             | 0                 | 0               | 319,943         | 319,943         | 319,943 |
|        | <b>TOTAL DEPARTMENT</b>                    | 0             | 0             | 0                 | 0               | 319,943         | 319,943         | 319,943 |
|        | <b>TOTAL FUND</b>                          | 0             | 0             | 0                 | 0               | 441,826         | 441,826         | 441,826 |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET  
ECONOMIC DEVELOPMENT - HOTEL  
REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 367101 | <b>Investment Income:</b>      |                 |                 |                   |                 |                 |                 |         |
|        | Interest - Investments         | 0               | 0               | 0                 | 0               | 17,000          | 17,000          | 17,000  |
|        | <b>Total Investment Income</b> | 0               | 0               | 0                 | 0               | 17,000          | 17,000          | 17,000  |
|        | <b>Other:</b>                  |                 |                 |                   |                 |                 |                 |         |
| 379000 | Land Lease - Holiday Inn       | 0               | 0               | 0                 | 0               | 35,000          | 35,000          | 35,000  |
| 388205 | Other - Loan Program Payments  | 0               | 0               | 0                 | 0               | 28,000          | 28,000          | 28,000  |
|        | <b>Total Other</b>             | 0               | 0               | 0                 | 0               | 63,000          | 63,000          | 63,000  |
|        | <b>TOTAL REVENUES</b>          | 0               | 0               | 0                 | 0               | 80,000          | 80,000          | 80,000  |



## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Planning              | <b>FUND #:</b>       | 164    |
| <b>DEPARTMENT:</b> | Community Development | <b>ORGANIZATION:</b> | 020010 |

## ECONOMIC DEVELOPMENT - HOTEL FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                    | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                  | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Other:</b>                    |               |               |                   |                 |                 |                 |         |
| 533025 | Downtown Revitalization Loans    | 0             | 0             | 0                 | 0               | 44,451          | 44,451          | 44,451  |
| 646163 | Transfer to Home Investment Fund | 0             | 0             | 0                 | 0               | 35,549          | 35,549          | 35,549  |
|        | <b>Total Other</b>               | 0             | 0             | 0                 | 0               | 80,000          | 80,000          | 80,000  |
|        | <b>TOTAL DEPARTMENT</b>          | 0             | 0             | 0                 | 0               | 80,000          | 80,000          | 80,000  |
|        | <b>TOTAL FUND</b>                | 0             | 0             | 0                 | 0               | 80,000          | 80,000          | 80,000  |

2008-2009 ANNUAL BUDGET

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#### IV. DEBT SERVICE FUNDS

## **Debt Service Fund**

The purpose of these funds is to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The revenues and expenditures for these funds are recognized on the modified accrual basis of accounting. Revenues 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 is funded primarily from property taxes and sales tax revenues.

## 2008-2009 ANNUAL BUDGET

DEBT SERVICE FUNDS  
REVENUE SUMMARY

| CODE   | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 311123 | <b>Taxes:</b>                             |                 |                 |                   |                 |                 |                 |           |
|        | Taxes - Ad Valorem                        | 626,261         | 647,760         | 579,000           | 690,000         | 690,000         | 690,000         | 690,000   |
|        | <b>Total Taxes</b>                        | 626,261         | 647,760         | 579,000           | 690,000         | 690,000         | 690,000         | 690,000   |
|        | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |           |
| 381151 | Transfers-1976 Sales Tax                  | 1,688,789       | 981,333         | 970,895           | 970,895         | 1,075,145       | 1,075,145       | 1,075,145 |
| 388296 | Transfer - 1996 GO Bond Fund              | 403,306         | 0               | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Internal Services/Interfunds</b> | 2,092,095       | 981,333         | 970,895           | 970,895         | 1,075,145       | 1,075,145       | 1,075,145 |
|        | <b>Investment Income:</b>                 |                 |                 |                   |                 |                 |                 |           |
| 367101 | Interest on Investments                   | 54,378          | 70,816          | 4,800             | 58,300          | 3,300           | 3,300           | 3,300     |
| 367115 | Interest on Sales Tax Reserve             | 27,781          | 0               | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Investment Income</b>            | 82,159          | 70,816          | 4,800             | 58,300          | 3,300           | 3,300           | 3,300     |
|        | <b>Other:</b>                             |                 |                 |                   |                 |                 |                 |           |
| 399996 | Bond Proceeds                             | 1,060           | 0               | 0                 | 0               | 0               | 0               | 0         |
| 399999 | Use of Prior Year Revenues                | 0               | 0               | 713,593           | 713,593         | 0               | 0               | 0         |
|        | <b>Total Other</b>                        | 1,060           | 0               | 713,593           | 713,593         | 0               | 0               | 0         |
|        | <b>TOTAL REVENUES</b>                     | 2,801,575       | 1,699,909       | 2,268,288         | 2,432,788       | 1,768,445       | 1,768,445       | 1,768,445 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | General Function | <b>FUND #:</b>       | N/A    |
| <b>DEPARTMENT:</b> | N/A              | <b>ORGANIZATION:</b> | 020000 |

## DEBT SERVICE FUND

## SUMMARY BUDGET

| CODE   | ACCOUNT TITLE                        | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|--------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                      | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 800003 | <b>Operating and Contractual:</b>    |               |               |                   |                 |                 |                 |           |
|        | Paying Agent Fees                    | 2,520         | 1,648         | 4,800             | 3,300           | 3,300           | 3,300           | 3,300     |
|        | <b>Operating and Contractual:</b>    | 2,520         | 1,648         | 4,800             | 3,300           | 3,300           | 3,300           | 3,300     |
|        | <b>Other:</b>                        |               |               |                   |                 |                 |                 |           |
| 646000 | Bond Issuance Cost                   | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 646202 | Transfer to 2002 Bond Tax Fund       | 403,306       | 0             | 0                 | 0               | 0               | 0               | 0         |
| 646300 | Transfer to General Capital Projects | 0             | 6,872         | 0                 | 0               | 0               | 0               | 0         |
| 800001 | Interest                             | 782,507       | 730,530       | 683,488           | 683,488         | 638,113         | 638,113         | 638,113   |
| 800002 | Principal Payment                    | 1,475,000     | 1,535,000     | 1,580,000         | 1,580,000       | 1,035,000       | 1,035,000       | 1,035,000 |
| 800004 | Payment to Bond Escrow Agent         | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 696000 | Unappropriated                       | 0             | 0             | 0                 | 166,000         | 92,032          | 92,032          | 92,032    |
|        | <b>Total Other</b>                   | 2,660,813     | 2,272,402     | 2,263,488         | 2,429,488       | 1,765,145       | 1,765,145       | 1,765,145 |
|        | <b>TOTAL EXPENDITURES</b>            | 2,663,333     | 2,274,050     | 2,268,288         | 2,432,788       | 1,768,445       | 1,768,445       | 1,768,445 |

CITY OF ALEXANDRIA



2008-2009 ANNUAL BUDGET

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**AMORTIZATION SCHEDULE OF DEBT SERVICE PAYMENTS**  
**GENERAL DEBT SERVICE SCHEDULE**

**BONDS**

| Fiscal<br>Yr Ending | Sales Tax |            |            | General Obligation Bonds |           | Total<br>General |
|---------------------|-----------|------------|------------|--------------------------|-----------|------------------|
|                     | 2002      | 2004       | Total      | 2004                     | Total     |                  |
| 2009                |           | 1,075,145  | 1,075,145  | 597,968                  | 597,968   | 1,673,113        |
| 2010                |           | 1,077,378  | 1,077,378  | 605,228                  | 605,228   | 1,682,606        |
| 2011                |           | 1,086,110  | 1,086,110  | 610,978                  | 610,978   | 1,697,088        |
| 2012                |           | 1,098,898  | 1,098,898  | 620,633                  | 620,633   | 1,719,531        |
| 2013                |           | 1,114,110  | 1,114,110  | 623,473                  | 623,473   | 1,737,583        |
| 2014                |           | 1,126,973  | 1,126,973  | 629,843                  | 629,843   | 1,756,816        |
| 2015                |           | 1,137,623  | 1,137,623  | 634,785                  | 634,785   | 1,772,408        |
| 2016                |           | 1,150,776  | 1,150,776  | 643,250                  | 643,250   | 1,794,026        |
| 2017                |           | 1,161,541  | 1,161,541  |                          |           | 1,161,541        |
| 2018                |           | 1,174,940  | 1,174,940  |                          |           | 1,174,940        |
| 2019                |           | 1,185,560  | 1,185,560  |                          |           | 1,185,560        |
| 2020                |           | 1,193,300  | 1,193,300  |                          |           | 1,193,300        |
| 2021                |           | 1,203,195  | 1,203,195  |                          |           | 1,203,195        |
| 2022                |           | 1,215,221  | 1,215,221  |                          |           | 1,215,221        |
| 2023                |           | 1,224,329  | 1,224,329  |                          |           | 1,224,329        |
| 2024                |           | 1,230,305  | 1,230,305  |                          |           | 1,230,305        |
| Total               | 0         | 18,455,404 | 18,455,404 | 4,966,155                | 4,966,155 | 23,421,559       |
| % of Total          | 0.00%     | 78.80%     |            | 21.20%                   |           | 100.00%          |

**2008-2009 ANNUAL BUDGET**  
**DEBT SERVICE-1996 GENERAL OBLIGATION BOND ISSUE**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 311129 | Taxes:                         |                 |                 |                   |                 |                 |                 |         |
|        | Taxes - Ad Valorem             | 9,903           | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Taxes</b>             | 9,903           | 0               | 0                 | 0               | 0               | 0               | 0       |
| 367101 | <b>Investment Income:</b>      |                 |                 |                   |                 |                 |                 |         |
|        | Interest on Investments        | 30,143          | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Investment Income</b> | 30,143          | 0               | 0                 | 0               | 0               | 0               | 0       |
| 399996 | <b>Other:</b>                  |                 |                 |                   |                 |                 |                 |         |
|        | Bond Proceeds                  | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | Use of Prior Year Revenues     | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Other</b>             | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL REVENUES</b>          | 40,046          | 0               | 0                 | 0               | 0               | 0               | 0       |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | General Function | <b>FUND #:</b>       | 296    |
| <b>DEPARTMENT:</b> | N/A              | <b>ORGANIZATION:</b> | 020000 |

## 1996 GENERAL OBLIGATION BOND DEBT SERVICE FUND

## EXPENDITURE DETAIL BUDGET

| CODE   | ACCOUNT TITLE                        | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                      | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 800003 | <b>Operating and Contractual:</b>    |               |               |                   |                 |                 |                 |         |
|        | Paying Agent Fees                    | 872           | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Operating and Contractual:</b>    | 872           | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Other:</b>                        |               |               |                   |                 |                 |                 |         |
| 646000 | Bond Issuance Cost                   | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646202 | Transfer to 2002 Bond Tax Fund       | 403,306       | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646300 | Transfer to General Capital Projects | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 800001 | Interest                             | 15,980        | 0             | 0                 | 0               | 0               | 0               | 0       |
| 800002 | Principal Payment                    | 340,000       | 0             | 0                 | 0               | 0               | 0               | 0       |
| 800004 | Payment to Bond Escrow Agent         | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 696000 | Unappropriated                       | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Other</b>                   | 759,286       | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>TOTAL EXPENDITURES</b>            | 760,158       | 0             | 0                 | 0               | 0               | 0               | 0       |



**2008-2009 ANNUAL BUDGET**  
**DEBT SERVICE-2004 GENERAL OBLIGATION BOND ISSUE**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 311129 | <b>Taxes:</b>                             |                 |                 |                   |                 |                 |                 |         |
|        | Taxes - Ad Valorem                        | 616,358         | 647,760         | 579,000           | 690,000         | 690,000         | 690,000         | 690,000 |
|        | <b>Total Taxes</b>                        | 616,358         | 647,760         | 579,000           | 690,000         | 690,000         | 690,000         | 690,000 |
|        | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |         |
| 388296 | Transfer - 1996 GO Bond Fund              | 403,306         | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Internal Services/Interfunds</b> | 403,306         | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Investment Income:</b>                 |                 |                 |                   |                 |                 |                 |         |
| 367101 | Interest on Investments                   | 0               | 52,663          | 1,800             | 41,800          | 1,800           | 1,800           | 1,800   |
|        | <b>Total Investment Income</b>            | 0               | 52,663          | 1,800             | 41,800          | 1,800           | 1,800           | 1,800   |
|        | <b>Other:</b>                             |                 |                 |                   |                 |                 |                 |         |
| 399996 | Bond Proceeds                             | 1,060           | 0               | 0                 | 0               | 0               | 0               | 0       |
| 399999 | Use of Prior Year Revenues                | 0               | 0               | 14,968            | 14,968          | 0               | 0               | 0       |
|        | <b>Total Other</b>                        | 1,060           | 0               | 14,968            | 14,968          | 0               | 0               | 0       |
|        | <b>TOTAL REVENUES</b>                     | 1,020,724       | 700,423         | 595,768           | 746,768         | 691,800         | 691,800         | 691,800 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | General Function | <b>FUND #:</b>       | 204GO  |
| <b>DEPARTMENT:</b> | N/A              | <b>ORGANIZATION:</b> | 020000 |

## 2004 GENERAL OBLIGATION BOND DEBT SERVICE FUND

## EXPENDITURE DETAIL BUDGET

| CODE   | ACCOUNT TITLE                        | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                      | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 800003 | <b>Operating and Contractual:</b>    |               |               |                   |                 |                 |                 |         |
|        | Paying Agent Fees                    | 0             | 0             | 1,800             | 1,800           | 1,800           | 1,800           | 1,800   |
|        | <b>Operating and Contractual:</b>    | 0             | 0             | 1,800             | 1,800           | 1,800           | 1,800           | 1,800   |
|        | <b>Other:</b>                        |               |               |                   |                 |                 |                 |         |
| 646000 | Bond Issuance Cost                   | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646202 | Transfer to 2002 Bond Tax Fund       | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646300 | Transfer to General Capital Projects | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 800001 | Interest                             | 164,513       | 163,213       | 153,968           | 153,968         | 142,968         | 142,968         | 142,968 |
| 800002 | Principal Payment                    | 65,000        | 430,000       | 440,000           | 440,000         | 455,000         | 455,000         | 455,000 |
| 800004 | Payment to Bond Escrow Agent         | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 696000 | Unappropriated                       | 0             | 0             | 0                 | 151,000         | 92,032          | 92,032          | 92,032  |
|        | <b>Total Other</b>                   | 229,513       | 593,213       | 593,968           | 744,968         | 690,000         | 690,000         | 690,000 |
|        | <b>TOTAL EXPENDITURES</b>            | 229,513       | 593,213       | 595,768           | 746,768         | 691,800         | 691,800         | 691,800 |

**2008-2009 ANNUAL BUDGET**  
**DEBT SERVICE-2002 SALES TAX REFUNDING BONDS**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |         |
| 381151 | Transfers-1976 Sales Tax                  | 709,894         | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Internal Services/Interfunds</b> | 709,894         | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Investment Income:</b>                 |                 |                 |                   |                 |                 |                 |         |
| 367101 | Interest on Investments                   | 10,700          | 0               | 1,500             | 0               | 0               | 0               | 0       |
| 367115 | Interest on Sales Tax Reserve             | 27,781          | 0               | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Investment Income</b>            | 38,481          | 0               | 1,500             | 0               | 0               | 0               | 0       |
|        | <b>Other:</b>                             |                 |                 |                   |                 |                 |                 |         |
| 399996 | Bond Proceeds                             | 0               | 0               | 0                 | 0               | 0               | 0               | 0       |
| 399999 | Use of Prior Year Revenues                | 0               | 0               | 698,625           | 698,625         | 0               | 0               | 0       |
|        | <b>Total Other</b>                        | 0               | 0               | 698,625           | 698,625         | 0               | 0               | 0       |
|        | <b>TOTAL REVENUES</b>                     | 748,375         | 0               | 700,125           | 698,625         | 0               | 0               | 0       |

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | General Function | <b>FUND #:</b>       | 202    |
| <b>DEPARTMENT:</b> | N/A              | <b>ORGANIZATION:</b> | 020000 |

## 2002 SALES TAX DEBT SERVICE FUND

## EXPENDITURE DETAIL BUDGET

| CODE   | ACCOUNT TITLE                        | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                      | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 800003 | <b>Operating and Contractual:</b>    |               |               |                   |                 |                 |                 |         |
|        | Paying Agent Fees                    | 648           | 648           | 1,500             | 0               | 0               | 0               | 0       |
|        | <b>Operating and Contractual:</b>    | 648           | 648           | 1,500             | 0               | 0               | 0               | 0       |
|        | <b>Other:</b>                        |               |               |                   |                 |                 |                 |         |
| 646000 | Bond Issuance Cost                   | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646202 | Transfer to 2002 Bond Tax Fund       | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 646300 | Transfer to General Capital Projects | 0             | 6,872         | 0                 | 0               | 0               | 0               | 0       |
| 800001 | Interest                             | 38,244        | 24,422        | 8,625             | 8,625           | 0               | 0               | 0       |
| 800002 | Principal Payment                    | 665,000       | 675,000       | 690,000           | 690,000         | 0               | 0               | 0       |
| 800004 | Payment to Bond Escrow Agent         | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 696000 | Unappropriated                       | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Other</b>                   | 703,244       | 706,294       | 698,625           | 698,625         | 0               | 0               | 0       |
|        | <b>TOTAL EXPENDITURES</b>            | 703,892       | 706,942       | 700,125           | 698,625         | 0               | 0               | 0       |



**2008-2009 ANNUAL BUDGET**  
**DEBT SERVICE-2004 SALES TAX BONDS**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                                                    | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|------------------------------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                                                  | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 381151 | <b>Internal Services/Interfunds:</b><br>Transfers-1976 Sales Tax | 978,895         | 981,333         | 970,895           | 970,895         | 1,075,145       | 1,075,145       | 1,075,145 |
|        | <b>Total Internal Services/Interfunds</b>                        | 978,895         | 981,333         | 970,895           | 970,895         | 1,075,145       | 1,075,145       | 1,075,145 |
|        | <b>Investment Income:</b>                                        |                 |                 |                   |                 |                 |                 |           |
| 367101 | Interest on Investments                                          | 13,535          | 18,153          | 1,500             | 16,500          | 1,500           | 1,500           | 1,500     |
| 367115 | Interest on Sales Tax Reserve                                    | 0               | 0               | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Investment Income</b>                                   | 13,535          | 18,153          | 1,500             | 16,500          | 1,500           | 1,500           | 1,500     |
|        | <b>Other:</b>                                                    |                 |                 |                   |                 |                 |                 |           |
| 399996 | Bond Proceeds                                                    | 0               | 0               | 0                 | 0               | 0               | 0               | 0         |
| 399999 | Use of Prior Year Revenues                                       | 0               | 0               | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Other</b>                                               | 0               | 0               | 0                 | 0               | 0               | 0               | 0         |
|        | <b>TOTAL REVENUES</b>                                            | 992,430         | 999,486         | 972,395           | 987,395         | 1,076,645       | 1,076,645       | 1,076,645 |

## 2008-2009 ANNUAL BUDGET

|             |                  |               |        |
|-------------|------------------|---------------|--------|
| DIVISION:   | General Function | FUND #:       | 204    |
| DEPARTMENT: | N/A              | ORGANIZATION: | 020000 |

## 2004 SALES TAX BONDS

## EXPENDITURE DETAIL BUDGET

| CODE   | ACCOUNT TITLE                                   | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|-------------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                                 | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 800003 | Operating and Contractual:<br>Paying Agent Fees | 1,000         | 1,000         | 1,500             | 1,500           | 1,500           | 1,500           | 1,500     |
|        | Operating and Contractual:                      | 1,000         | 1,000         | 1,500             | 1,500           | 1,500           | 1,500           | 1,500     |
|        | Other:                                          |               |               |                   |                 |                 |                 |           |
| 646000 | Bond Issuance Cost                              | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 646202 | Transfer to 2002 Bond Tax Fund                  | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 646300 | Transfer to General Capital Projects            | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 800001 | Interest                                        | 563,770       | 542,895       | 520,895           | 520,895         | 495,145         | 495,145         | 495,145   |
| 800002 | Principal Payment                               | 405,000       | 430,000       | 450,000           | 450,000         | 580,000         | 580,000         | 580,000   |
| 800004 | Payment to Bond Escrow Agent                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 696000 | Unappropriated                                  | 0             | 0             | 0                 | 15,000          | 0               | 0               | 0         |
|        | Total Other                                     | 968,770       | 972,895       | 970,895           | 985,895         | 1,075,145       | 1,075,145       | 1,075,145 |
|        | TOTAL EXPENDITURES                              | 969,770       | 973,895       | 972,395           | 987,395         | 1,076,645       | 1,076,645       | 1,076,645 |

## V. INTERNAL SERVICE FUNDS

## **Internal Service Fund**

The purpose of these funds is to account for financing of goods or services provided by one department or functions to other departments or functions. The revenues and expenses for these funds are recognized on the accrual basis of accounting. Revenues are recognized in the accounting periods in which they are earned and become measurable; expenses are recognized in the accounting period in which they are incurred, if measurable.

The Internal Service Funds contained in the section are the: Risk Management Fund, Employee Benefit Fund, and Unemployment Benefits Fund.



**2008-2009 ANNUAL BUDGET**  
**RISK MANAGEMENT FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                     | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|-----------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                   | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Charges for Services:</b>      |                 |                 |                   |                 |                 |                 |           |
| 347101 | Contributions - General Fund      | 1,103,199       | 1,637,794       | 1,103,199         | 1,103,199       | 1,103,199       | 1,103,199       | 1,103,199 |
| 347401 | Contributions - Utility Fund      | 575,662         | 760,389         | 575,662           | 575,662         | 575,662         | 575,662         | 575,662   |
| 347402 | Contributions - Sanitation Fd     | 91,738          | 166,075         | 91,738            | 91,738          | 91,738          | 91,738          | 91,738    |
| 347450 | Contributions - Transit Fund      | 221,394         | 212,104         | 221,394           | 221,394         | 221,394         | 221,394         | 221,394   |
|        | <b>Total Charges for Services</b> | 1,991,993       | 2,776,362       | 1,991,993         | 1,991,993       | 1,991,993       | 1,991,993       | 1,991,993 |
|        | <b>Investment Income:</b>         |                 |                 |                   |                 |                 |                 |           |
| 367101 | Interest - Investments            | 273,601         | 331,203         | 200,000           | 215,000         | 200,000         | 200,000         | 200,000   |
|        | <b>Total Investment Income</b>    | 273,601         | 331,203         | 200,000           | 215,000         | 200,000         | 200,000         | 200,000   |
|        | <b>Other:</b>                     |                 |                 |                   |                 |                 |                 |           |
| 399011 | Subrogation                       | 92,131          | 106,198         | 26,000            | 48,000          | 26,000          | 26,000          | 26,000    |
| 399999 | Use of Prior Year Revenues        | 0               | 0               | 1,444,984         | 1,678,984       | 1,436,576       | 1,710,700       | 1,710,700 |
|        | <b>Total Other</b>                | 92,131          | 106,198         | 1,470,984         | 1,726,984       | 1,462,576       | 1,736,700       | 1,736,700 |
|        | <b>TOTAL REVENUES</b>             | 2,357,725       | 3,213,763       | 3,662,977         | 3,933,977       | 3,654,569       | 3,928,693       | 3,928,693 |

## 2008-2009 ANNUAL BUDGET

|                    |                               |                      |               |
|--------------------|-------------------------------|----------------------|---------------|
| <b>DIVISION:</b>   | <b>Legal</b>                  | <b>FUND:</b>         | <b>551</b>    |
| <b>DEPARTMENT:</b> | <b>Office of Risk Manager</b> | <b>ORGANIZATION:</b> | <b>031900</b> |

## GOAL MISSION STATEMENT

To protect and conserve the City of Alexandria's resources by applying risk management concepts and principles to identify and review exposures and to recommend actions to prevent, reduce to transfer various levels of risk.

## FUNCTION DESCRIPTION

Assist in the development and administration of a proactive loss control program to eliminate and reduce unsafe acts and unsafe conditions which cause injuries to employees, damage to capital resources and accelerates to eroding of the financial base. Make recommendation to protect City assets. Ensures a safe working environment for employees and the public who comes into contact with these employees and properties as services are provided. Assist the City government in minimizing the possibility of vital public services. Works toward the reduction and elimination of accidents and injuries through an effective safety/loss prevention program.

## DEMAND PERFORMANCE INDICATORS

| <b>Description</b>                            | <b>2006-2007 Actual</b> | <b>2007-2008 Estimated</b> | <b>2008-2009 Projected</b> |
|-----------------------------------------------|-------------------------|----------------------------|----------------------------|
| Certificates of Insurance Reviewed and Issued | 390                     | 390                        | 390                        |
| Departmental Safety Visits                    | 350                     | 350                        | 350                        |
| Correspondence Processed                      | 4,300                   | 4,400                      | 4,400                      |
| Total Number of Claims                        | 300                     | 300                        | 300                        |
| Total Payments to Claims                      | \$750,000               | \$750,000                  | \$750,000                  |

## 2008-2009 ANNUAL BUDGET

|                    |                           |                      |        |
|--------------------|---------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Legal                     | <b>FUND #:</b>       | 551    |
| <b>DEPARTMENT:</b> | Office of Risk Management | <b>ORGANIZATION:</b> | 031900 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 44,542        | 46,680        | 47,250            | 47,250          | 49,140          | 49,140  | 4.00%             |
| FRINGE BENEFITS       | 13,009        | 14,568        | 14,052            | 14,052          | 13,772          | 13,772  | -1.99%            |
| OPERATING/CONTRACTUAL | 68,878        | 73,807        | 78,516            | 79,516          | 80,222          | 80,222  | 2.17%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 0             | 14,921        | 7,600             | 7,600           | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 126,429       | 149,976       | 147,418           | 148,418         | 143,134         | 143,134 | -2.91%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                  | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                        | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490217      | Salary - Risk Manager  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b> | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                           |                      |        |
|--------------------|---------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Legal                     | <b>FUND #:</b>       | 551    |
| <b>DEPARTMENT:</b> | Office of Risk Management | <b>ORGANIZATION:</b> | 031900 |

## RISK MANAGEMENT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 490217 | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
|        | Salary - Risk Manager                    | 44,542        | 46,680        | 47,250            | 47,250          | 47,250          | 49,140          | 49,140  |
|        | <b>Total Salaries</b>                    | 44,542        | 46,680        | 47,250            | 47,250          | 47,250          | 49,140          | 49,140  |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 12,311        | 13,839        | 13,325            | 13,325          | 12,517          | 13,017          | 13,017  |
| 510206 | Fringe - Medicare Insurance Tax          | 656           | 687           | 685               | 685             | 685             | 713             | 713     |
| 510207 | Fringe - Life Insurance                  | 42            | 42            | 42                | 42              | 42              | 42              | 42      |
|        | <b>Total Fringes</b>                     | 13,009        | 14,568        | 14,052            | 14,052          | 13,244          | 13,772          | 13,772  |
|        | <b>Operating and Contractual:</b>        |               |               |                   |                 |                 |                 |         |
| 520204 | Uniforms                                 | 0             | 1,359         | 500               | 500             | 500             | 500             | 500     |
| 520400 | Office                                   | 487           | 327           | 500               | 500             | 500             | 500             | 500     |
| 520515 | Operating Medical Supplies               | 12,023        | 13,490        | 15,000            | 15,000          | 15,000          | 15,000          | 15,000  |
| 531120 | Professional Fees - Registered Nurse     | 53,560        | 55,161        | 56,826            | 56,826          | 56,826          | 58,532          | 58,532  |
| 531301 | Vehicle Costs - Gas & Oil                | 1,003         | 1,296         | 800               | 1,800           | 800             | 800             | 800     |
| 531304 | Vehicle Costs - R & M                    | 136           | 300           | 500               | 500             | 500             | 500             | 500     |
| 531410 | Telephone                                | 530           | 462           | 390               | 390             | 390             | 390             | 390     |
| 531500 | Printing                                 | 225           | 70            | 200               | 200             | 200             | 200             | 200     |
| 543002 | Dues & Subscriptions                     | 914           | 913           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 543003 | Travel & Training                        | 0             | 429           | 2,800             | 2,800           | 2,800           | 2,800           | 2,800   |
|        | <b>Total Operating &amp; Contractual</b> | 68,878        | 73,807        | 78,516            | 79,516          | 78,516          | 80,222          | 80,222  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707500 | Vehicles                                 | 0             | 12,041        | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                    | 0             | 2,222         | 5,600             | 5,600           | 0               | 0               | 0       |
| 707700 | Office Furnitures and Fixtures           | 0             | 355           | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 0             | 303           | 2,000             | 2,000           | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>              | 0             | 14,921        | 7,600             | 7,600           | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                  | 126,429       | 149,976       | 147,418           | 148,418         | 139,010         | 143,134         | 143,134 |

CITY OF ALEXANDRIA





## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |               |
|--------------------|------------------------|----------------------|---------------|
| <b>DIVISION:</b>   | <b>N/A</b>             | <b>FUND #:</b>       | <b>551</b>    |
| <b>DEPARTMENT:</b> | <b>Premiums/Claims</b> | <b>ORGANIZATION:</b> | <b>020000</b> |

## RISK MANAGEMENT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Operating/Contractual:</b>            |                  |                  |                   |                  |                  |                  |                  |
| 510301 | Administrative Expenses                  | 197,219          | 197,320          | 157,000           | 157,000          | 157,000          | 157,000          | 157,000          |
| 531600 | Prem/Fees Boiler                         | 100,000          | 100,000          | 100,000           | 100,000          | 100,000          | 100,000          | 100,000          |
| 531601 | Prem/Fees General Liability              | 183,306          | 207,915          | 204,531           | 204,531          | 204,531          | 204,531          | 204,531          |
| 531602 | Prem/Fees Auto                           | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 531603 | Prem/Fees Workers Compensation           | 132,261          | 212,382          | 172,028           | 172,028          | 172,028          | 172,028          | 172,028          |
| 531604 | Prem/Fees Property                       | 169,169          | 165,739          | 165,000           | 165,000          | 165,000          | 165,000          | 165,000          |
|        | <b>Total Operating &amp; Contractual</b> | <b>781,955</b>   | <b>883,356</b>   | <b>798,559</b>    | <b>798,559</b>   | <b>798,559</b>   | <b>798,559</b>   | <b>798,559</b>   |
|        | <b>Other:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 531605 | Claims - General Liability               | 445,679          | 982,715          | 831,000           | 887,000          | 887,000          | 887,000          | 887,000          |
| 531606 | Claims - Auto                            | 360,807          | 1,322,096        | 698,000           | 952,000          | 952,000          | 952,000          | 952,000          |
| 531607 | Claims - Property                        | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 531608 | Claims - Workers Compensation            | 785,967          | 1,340,770        | 1,188,000         | 1,148,000        | 1,148,000        | 1,148,000        | 1,148,000        |
| 531609 | Claims - Law Enforcement                 | 4,992            | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Other</b>                       | <b>1,597,445</b> | <b>3,645,581</b> | <b>2,717,000</b>  | <b>2,987,000</b> | <b>2,987,000</b> | <b>2,987,000</b> | <b>2,987,000</b> |
|        | <b>TOTAL PREMIUMS &amp; CLAIMS</b>       | <b>2,379,400</b> | <b>4,528,937</b> | <b>3,515,559</b>  | <b>3,785,559</b> | <b>3,785,559</b> | <b>3,785,559</b> | <b>3,785,559</b> |
|        | <b>TOTAL FUND</b>                        | <b>2,505,829</b> | <b>4,678,913</b> | <b>3,662,977</b>  | <b>3,933,977</b> | <b>3,924,569</b> | <b>3,928,693</b> | <b>3,928,693</b> |

**2008-2009 ANNUAL BUDGET**  
**EMPLOYEE BENEFITS FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                             | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|-------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                           | ACTUAL<br>REC'D  | ACTUAL<br>REC'D  | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Charges for Services:</b>              |                  |                  |                   |                  |                  |                  |                  |
| 388001 | Charges - Employees Health                | 1,064,041        | 1,179,709        | 1,207,000         | 1,254,000        | 1,207,000        | 1,207,000        | 1,207,000        |
| 388002 | Charges - Employer Health                 | 4,434,445        | 4,712,148        | 4,835,000         | 4,998,000        | 4,835,000        | 4,835,000        | 4,835,000        |
| 388003 | Charges - Retirees                        | 379,297          | 351,075          | 360,000           | 346,000          | 360,000          | 360,000          | 360,000          |
| 388004 | Charges - Employees Life                  | 85,254           | 93,383           | 91,000            | 96,000           | 91,000           | 91,000           | 91,000           |
| 388005 | Charges - Employer Life                   | 34,926           | 35,287           | 35,000            | 36,000           | 35,000           | 35,000           | 35,000           |
|        | <b>Total Charges for Services</b>         | <b>5,997,963</b> | <b>6,371,602</b> | <b>6,528,000</b>  | <b>6,730,000</b> | <b>6,528,000</b> | <b>6,528,000</b> | <b>6,528,000</b> |
|        | <b>Investment Income:</b>                 |                  |                  |                   |                  |                  |                  |                  |
| 367101 | Interest - Investments                    | 44,276           | 129,924          | 0                 | 136,000          | 0                | 0                | 0                |
|        | <b>Total Investment Income</b>            | <b>44,276</b>    | <b>129,924</b>   | <b>0</b>          | <b>136,000</b>   | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>Internal Services/Interfunds:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 388101 | Transfers from General Fund               | 16,499           | 16,499           | 16,499            | 16,499           | 16,499           | 16,499           | 16,499           |
| 388401 | Transfer from Utility System Fund         | 6,966            | 6,966            | 6,966             | 6,966            | 6,966            | 6,966            | 6,966            |
| 388402 | Transfers from Sanitation Fund            | 1,108            | 1,108            | 1,108             | 1,108            | 1,108            | 1,108            | 1,108            |
| 388450 | Transfers from Municipal Transit          | 848              | 848              | 848               | 848              | 848              | 848              | 848              |
|        | <b>Total Internal Services/Interfunds</b> | <b>25,421</b>    | <b>25,421</b>    | <b>25,421</b>     | <b>25,421</b>    | <b>25,421</b>    | <b>25,421</b>    | <b>25,421</b>    |
|        | <b>Other:</b>                             |                  |                  |                   |                  |                  |                  |                  |
| 399000 | Miscellaneous                             | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 399010 | Stop Loss Reimbursement                   | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 399011 | Subrogation                               | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 399999 | Use of Retained Earnings                  | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Other</b>                        | <b>0</b>         | <b>0</b>         | <b>0</b>          | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>TOTAL REVENUES</b>                     | <b>6,067,660</b> | <b>6,526,947</b> | <b>6,553,421</b>  | <b>6,891,421</b> | <b>6,553,421</b> | <b>6,553,421</b> | <b>6,553,421</b> |





## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | N/A             | <b>FUND #:</b>       | 552    |
| <b>DEPARTMENT:</b> | Premiums/Claims | <b>ORGANIZATION:</b> | 020000 |

## EMPLOYEE BENEFITS FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Operating/Contractual:</b>            |                  |                  |                   |                  |                  |                  |                  |
| 510301 | Administrative Expenses                  | 470,675          | 373,035          | 641,421           | 419,000          | 641,421          | 641,421          | 641,421          |
| 510302 | Stop Loss                                | 442,020          | 575,962          | 278,000           | 278,000          | 278,000          | 278,000          | 278,000          |
| 531611 | Premiums-Life Insurance                  | 121,377          | 129,175          | 128,000           | 136,000          | 128,000          | 128,000          | 128,000          |
|        | <b>Total Operating &amp; Contractual</b> | <b>1,034,072</b> | <b>1,078,172</b> | <b>1,047,421</b>  | <b>833,000</b>   | <b>1,047,421</b> | <b>1,047,421</b> | <b>1,047,421</b> |
|        | <b>Other:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 531613 | Claims - Health Insurance                | 4,132,166        | 4,373,992        | 5,506,000         | 6,058,421        | 5,506,000        | 5,506,000        | 5,506,000        |
|        | <b>Total Other</b>                       | <b>4,132,166</b> | <b>4,373,992</b> | <b>5,506,000</b>  | <b>6,058,421</b> | <b>5,506,000</b> | <b>5,506,000</b> | <b>5,506,000</b> |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>5,166,238</b> | <b>5,452,164</b> | <b>6,553,421</b>  | <b>6,891,421</b> | <b>6,553,421</b> | <b>6,553,421</b> | <b>6,553,421</b> |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET**  
**UNEMPLOYMENT BENEFITS FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                  | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|--------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
| 367101 | <b>Investment Income:</b>      |                 |                 |                   |                 |                 |                 |         |
|        | Interest - Investments         | 14,710          | 21,232          | 0                 | 10,600          | 0               | 0               | 0       |
|        | <b>Total Investment Income</b> | 14,710          | 21,232          | 0                 | 10,600          | 0               | 0               | 0       |
|        | <b>Other:</b>                  |                 |                 |                   |                 |                 |                 |         |
| 399999 | Use of Retained Earnings       | 0               | 0               | 10,600            | 0               | 10,600          | 10,600          | 10,600  |
|        | <b>Total Other</b>             | 0               | 0               | 10,600            | 0               | 10,600          | 10,600          | 10,600  |
|        | <b>TOTAL REVENUES</b>          | 14,710          | 21,232          | 10,600            | 10,600          | 10,600          | 10,600          | 10,600  |





## 2008-2009 ANNUAL BUDGET

|             |                 |               |        |
|-------------|-----------------|---------------|--------|
| DIVISION:   | N/A             | FUND #:       | 553    |
| DEPARTMENT: | Premiums/Claims | ORGANIZATION: | 020000 |

## UNEMPLOYMENT BENEFITS FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |               |
|--------|------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------------|
|        |                              | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED       |
|        | <b>Other</b>                 |               |               |                   |                 |                 |                 |               |
| 531620 | Unemp Claims-General Fund    | 8             | 9,912         | 7,000             | 7,000           | 7,000           | 7,000           | 7,000         |
| 531621 | Unemp Claims-Utility Fund    | 719           | 2,147         | 3,000             | 3,000           | 3,000           | 3,000           | 3,000         |
| 531622 | Unemp Claims-Sanitation Fund | 0             | 0             | 400               | 400             | 400             | 400             | 400           |
| 531623 | Unemp Claims-Bus Fund        | 0             | 0             | 200               | 200             | 200             | 200             | 200           |
|        | <b>TOTAL DEPARTMENT</b>      | <b>727</b>    | <b>12,059</b> | <b>10,600</b>     | <b>10,600</b>   | <b>10,600</b>   | <b>10,600</b>   | <b>10,600</b> |

2008-2009 ANNUAL BUDGET

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# VI. CAPITAL PROJECTS

## **Capital Project Fund**

The purpose of these funds is to account for financial resources to be used for the acquisition or construction of major capital facilities and infrastructure for general government and enterprise systems activities.



2008-2009

# GENERAL CAPITAL PROJECTS FIVE YEAR CAPITAL PLAN

## PUBLIC ENTERPRISE

| PROJ<br>#                      | PROJECT<br>IDENTIFICATION               | BUDGET<br>C/O    | FISCAL YEAR      |                |                |                |                | TOTAL<br>5 YEAR  | BEYOND<br>2012 | TOTAL<br>COST     |
|--------------------------------|-----------------------------------------|------------------|------------------|----------------|----------------|----------------|----------------|------------------|----------------|-------------------|
|                                |                                         |                  | 08-09            | 09-10          | 10-11          | 11-12          | 12-13          |                  |                |                   |
| 059401                         | Reserve for Relocation Projects         | 13,768           | 100,000          | 100,000        | 100,000        | 100,000        | 100,000        | 500,000          |                | 513,768           |
| 219001                         | Transportation Coordinator              | 34,136           | 20,000           | 20,000         | 20,000         | 20,000         | 20,000         | 100,000          |                | 134,136           |
| 050101                         | Downtown Theater                        | 39,928           |                  |                |                |                |                | 0                |                | 39,928            |
| 050105                         | AUMP-3rd Street Project                 | 254,907          |                  |                |                |                |                | 0                |                | 254,907           |
| 050301                         | City Hall Plaza Sealing                 | 358,290          |                  |                |                |                |                | 0                |                | 358,290           |
| 050302                         | Bolton Ave Comm Center Imp @            | 208,577          | 165,500          |                |                |                |                | 165,500          |                | 374,077           |
| 050306                         | Exterior Signage-Riverfront @           | 159,500          | (159,500)        |                |                |                |                | (159,500)        |                | 0                 |
| 050401                         | Parking Garage Security                 | 37,000           |                  |                |                |                |                | 0                |                | 37,000            |
| 050402                         | Riverfront Kitchen Improvements         | 2,450            |                  |                |                |                |                | 0                |                | 2,450             |
| 050403                         | Service Apron-Riverfront @              | 58,200           | (58,200)         |                |                |                |                | (58,200)         |                | 0                 |
| 050404                         | IGA-Rapides Parish Flood Map            | 12,230           |                  |                |                |                |                | 0                |                | 12,230            |
| 869901                         | Customer Service Center                 | 177,625          |                  |                |                |                |                | 0                |                | 177,625           |
| 860301                         | Info Technology Upgrades @              | 0                | 350,000          | 100,000        | 100,000        |                |                | 550,000          |                | 550,000           |
| 050701                         | Animal Shelter Improvements @           | 368,835          | 28,865           |                |                |                |                | 28,865           |                | 397,700           |
| 050702                         | Metal Building-Tire Area                | 110,000          |                  |                |                |                |                | 0                |                | 110,000           |
| 050704                         | Security System-Riverfront              | 15,000           |                  |                |                |                |                | 0                |                | 15,000            |
| 050705                         | Carpet Replacement-Riverfront           | 125,000          |                  |                |                |                |                | 0                |                | 125,000           |
| 050706                         | Technology Upgrade-Riverfront           | 175,000          |                  |                |                |                |                | 0                |                | 175,000           |
| 050707                         | Red River Development Study             | 250,000          |                  |                |                |                |                | 0                |                | 250,000           |
| 050708                         | Convention Hall Improvements            | 459,053          | 94,000           |                |                |                |                | 94,000           |                | 553,053           |
| 050710                         | AUMP Lower Third                        | 600,000          | 2,900,000        |                |                |                |                | 2,900,000        |                | 3,500,000         |
| 050801                         | Building Improvements                   | 505,317          | 360,000          | 93,500         | 110,000        | 110,000        | 110,000        | 783,500          | 110,000        | 1,398,817         |
| 050802                         | Roof Replacement                        | 550,000          | 55,200           | 110,000        | 110,000        | 110,000        |                | 385,200          |                | 935,200           |
| 050803                         | Emergency Operations Center             | 202,825          |                  |                |                |                |                | 0                |                | 202,825           |
| 050804                         | Carpentry Paint Shop Addition @         | 110,000          | (110,000)        |                |                |                |                | (110,000)        |                | 0                 |
| 050805                         | River Oaks Arts Center Improvements     | 55,200           | (55,200)         |                |                |                |                | (55,200)         |                | 0                 |
| 050806                         | Large Truck Wash Renovation             | 132,000          |                  |                |                |                |                | 0                |                | 132,000           |
| 050807                         | Harold Miles Park Improvements @        | 269,325          | (220,000)        | 275,000        |                |                |                | 55,000           |                | 324,325           |
| 050808                         | HVAC Control System-Riverfront          | 24,000           |                  |                |                |                |                | 0                |                | 24,000            |
| 050809                         | Install Air Walls-Riverfront            | 177,000          | 10,000           |                |                |                |                | 10,000           |                | 187,000           |
| 050810                         | Digital Recorder for Security System    | 11,000           |                  |                |                |                |                | 0                |                | 11,000            |
| 050811                         | Interior Information Screens-Riverfront | 24,000           |                  |                |                |                |                | 0                |                | 24,000            |
| 050812                         | Ruston Foundry Site                     | 96,610           |                  |                |                |                |                | 0                |                | 96,610            |
| 050901                         | Keyless Lock System-Riverfront          |                  | 22,000           |                |                |                |                | 22,000           |                | 22,000            |
| 050902                         | Completion of Restrooms-Riverfront      |                  |                  |                |                |                |                | 0                | 135,000        | 135,000           |
| 050903                         | Fueling Depot Improvements              |                  | 145,000          |                |                |                |                | 145,000          |                | 145,000           |
| 050904                         | Motor Pool Lift Replacement             |                  | 430,000          |                |                |                |                | 430,000          |                | 430,000           |
| 050905                         | City Compound Security Enhancements     |                  | 88,000           |                |                |                |                | 88,000           |                | 88,000            |
| 050906                         | Jake's Building Improvements            |                  | 100,000          |                |                |                |                | 100,000          |                | 100,000           |
| *                              | Levee Area-Riverfront                   |                  |                  |                |                |                |                | 0                | 250,000        | 250,000           |
| *                              | Add Elevator-Riverfront                 |                  |                  |                |                |                |                | 0                | 255,000        | 255,000           |
| <b>Total Public Enterprise</b> |                                         | <b>5,616,776</b> | <b>4,265,665</b> | <b>698,500</b> | <b>440,000</b> | <b>340,000</b> | <b>230,000</b> | <b>5,974,165</b> | <b>750,000</b> | <b>12,340,941</b> |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

CITY OF ALEXANDRIA

**2008-2009**  
**GENERAL CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**DRAINAGE**

| PROJ<br># | PROJECT<br>IDENTIFICATION          | BUDGET<br>C/O | FISCAL YEAR |         |         |         |         | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|-----------|------------------------------------|---------------|-------------|---------|---------|---------|---------|-----------------|----------------|---------------|
|           |                                    |               | 08-09       | 09-10   | 10-11   | 11-12   | 12-13   |                 |                |               |
| 259202    | Bayou Roberts @ Landmark           | 267,835       |             |         |         |         |         | 0               |                | 267,835       |
| 259603    | 16th St Flood Control Structure    | 20,987        | 154,000     |         |         |         |         | 154,000         |                | 174,987       |
| 259701    | Windemere Drainage                 | 12,279        |             |         |         |         |         | 0               |                | 12,279        |
| 259802    | Bayou Hynson Drainage              | 264,335       |             |         |         |         |         | 0               |                | 264,335       |
| 259803    | McDonald St Drainage               | 215,750       |             |         |         |         |         | 0               |                | 215,750       |
| 259902    | Master Drainage Map Update         | 45,447        |             |         |         |         |         | 0               |                | 45,447        |
| 250102    | North 3rd Pump Station             | 14,343        |             |         |         |         |         | 0               |                | 14,343        |
| 250104    | Wahlder/3rd to 6th                 | 15,045        |             |         |         |         |         | 0               | 339,455        | 354,500       |
| 250203    | Southern Heights Drainage @        | 63,145        | 1,131,000   |         |         |         |         | 1,131,000       |                | 1,194,145     |
| 250204    | Woodale Housing Drainage           | 189,100       |             |         |         |         |         | 0               |                | 189,100       |
| 250205    | Chatlain Lake @ Willow Glen @      | 215,000       | (215,000)   |         |         |         |         | (215,000)       |                | 0             |
| 250208    | Empire/Baldwin to Horseshoe        | 239,743       |             |         |         |         |         | 0               |                | 239,743       |
| 250211    | Acquisition-ROW/Servitudes         | 156,505       |             | 60,000  | 60,000  | 60,000  | 60,000  | 240,000         |                | 396,505       |
| 250303    | Catch Basins Upgrade               | 209,005       |             | 50,000  | 50,000  | 50,000  | 50,000  | 200,000         |                | 409,005       |
| 250308    | North at Culpepper Drainage        | 32,601        |             |         |         |         |         | 0               |                | 32,601        |
| 250310    | Culpepper/Llewellyn                | 1,120,564     |             |         |         |         |         | 0               | 1,976,921      | 3,097,485     |
| 250408    | McAdams/MacArthur-Channel          | 161,682       |             |         |         |         |         | 0               |                | 161,682       |
| 250411    | Coldstream/Memorial to Salem       | 102,266       |             |         |         |         |         | 0               |                | 102,266       |
| 250413    | Eola - Vertical Channel to Earl    | 40,000        |             |         |         |         |         | 0               | 325,000        | 365,000       |
| 250414    | Texas/Phillips to Asber            | 22,822        |             |         |         |         |         | 0               | 524,800        | 547,622       |
| 250418    | Acadian Park Ditch Closure         | 89,379        |             |         |         |         |         | 0               |                | 89,379        |
| 250420    | Cloverdale Drainage                | 146,617       |             |         |         |         |         | 0               |                | 146,617       |
| 250421    | Residential Ditch Closure @        | 602,299       | 270,000     |         |         |         |         | 270,000         |                | 872,299       |
| 250502    | WS Bayou/Chatlin/Bennett           | 99,915        |             |         |         |         |         | 0               | 738,520        | 838,435       |
| 250503    | Bayou Phillips Pump Station        | 1,030,000     |             |         |         |         |         | 0               |                | 1,030,000     |
| 250504    | Hudson/Natchez-Lincoln             | 953,956       |             |         |         |         |         | 0               |                | 953,956       |
| 250508    | Drainage/Applebee's Dorchester @   | 90,147        | 314,000     |         |         |         |         | 314,000         |                | 404,147       |
| 250509    | Elizabeth Street Drainage @        | 89,641        | 40,000      |         |         |         |         | 40,000          |                | 129,641       |
| 250511    | Prescott/Shirley Park-Texas @      | 828,495       | 300,000     |         |         |         |         | 300,000         |                | 1,128,495     |
| 250512    | Pump Station Repairs               | 64,012        | 10,000      | 10,000  | 10,000  | 10,000  | 10,000  | 50,000          |                | 114,012       |
| 250514    | Giamanco Street Drainage           | 112,510       |             |         |         |         |         | 0               |                | 112,510       |
| 250515    | Good Earth Ditch Closure           | 26,846        |             |         |         |         |         | 0               |                | 26,846        |
| 250602    | Corn & Oak St Drainage             | 22,774        |             |         |         |         |         | 0               |                | 22,774        |
| 250603    | Lancelot @ Diversion Canal @       | 146,000       | (146,000)   |         |         |         |         | (146,000)       |                | 0             |
| 250604    | Chatlain Lake-Willow Glen Hudson   | 84,320        |             |         |         |         |         | 0               | 1,377,500      | 1,461,820     |
| 250608    | Shenandoah Vertical Channel @      | 91,000        | (91,000)    |         |         |         |         | (91,000)        |                | 0             |
| 250709    | Chatlain Lake Canal Hydraulic Stud | 36,671        |             |         |         |         |         | 0               |                | 36,671        |
| 250710    | St. Andrew's Links Fence           | 108,461       |             |         |         |         |         | 0               |                | 108,461       |
| 250801    | Ellis & Paul Drainage              | 35,000        |             |         |         |         |         | 0               | 242,000        | 277,000       |
| 250802    | Chatlain Lake Canal Drainage Study | 125,000       |             |         |         |         |         | 0               |                | 125,000       |
| 250803    | Woodale Drainage Ph 3 @            | 158,243       | 583,000     |         |         |         |         | 583,000         |                | 741,243       |
| *         | Clearing & Grubbing Drains         | 0             |             | 100,000 | 100,000 | 100,000 | 100,000 | 400,000         |                | 400,000       |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

**2008-2009**  
**GENERAL CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**DRAINAGE**

| PROJ<br># | PROJECT<br>IDENTIFICATION | BUDGET<br>C/O | FISCAL YEAR |         |         |         |         | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|-----------|---------------------------|---------------|-------------|---------|---------|---------|---------|-----------------|----------------|---------------|
|           |                           |               | 08-09       | 09-10   | 10-11   | 11-12   | 12-13   |                 |                |               |
|           | <b>Total Drainage</b>     | 8,349,740     | 2,350,000   | 220,000 | 220,000 | 220,000 | 220,000 | 3,230,000       | 5,524,196      | 17,103,936    |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed



**2008-2009**  
**GENERAL CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**STREETS**

| PROJ<br>#     | PROJECT<br>IDENTIFICATION          | BUDGET<br>C/O | FISCAL YEAR |            |            |           |           | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |            |
|---------------|------------------------------------|---------------|-------------|------------|------------|-----------|-----------|-----------------|----------------|---------------|------------|
|               |                                    |               | 08-09       | 09-10      | 10-11      | 11-12     | 12-13     |                 |                |               |            |
| 268823        | Street, Drainage, Sidewalk Repairs | 125,933       | 50,000      | 50,000     | 50,000     | 50,000    | 50,000    | 250,000         |                | 375,933       |            |
| 269001        | Extension of Versailles-Ph 1 @     | 512,916       | 1,300,000   | 3,010,000  |            |           |           | 4,310,000       |                | 4,822,916     |            |
| 269004        | Heyman /Coliseum-Castle            | 342,605       |             |            |            |           |           | 0               |                | 342,605       |            |
| 269007        | Sugarhouse Road - Phase 1          | 1,412,825     | 6,000,000   | 6,000,000  | 4,000,000  |           |           | 16,000,000      |                | 17,412,825    |            |
| 269609        | Extension of Versailles-Ph 2 @     | 3,612,990     | 2,300,000   | 4,100,000  |            |           |           | 6,400,000       |                | 10,012,990    |            |
| 269801        | Jackson St at Horseshoe Drive @    | 111,132       |             |            |            |           |           | 0               | 3,455,250      | 3,566,382     |            |
| 269901        | Broadway Bridge Replacement        | 26,194        |             |            |            |           |           | 0               |                | 26,194        |            |
| 269906        | Heyman/Castle- Jackson St          | 153,457       |             |            |            |           |           | 0               | 2,198,000      | 2,351,457     |            |
| 260001        | Extension of Jackson Street        | 175,000       |             |            |            |           |           |                 | 1,275,000      | 1,450,000     |            |
| 260002        | Masonic @@ Horseshoe Drive         | 102,025       |             |            |            |           |           | 0               | 838,000        | 940,025       |            |
| 260003        | Horseshoe/Jackson-Masonic          | 240,491       |             |            |            |           |           | 0               | 3,825,298      | 4,065,789     |            |
| 260201        | Lincoln/Hudson to Sugarhouse       | 229,875       |             |            |            |           |           | 0               | 2,485,941      | 2,715,816     |            |
| 260402        | Recon Horseshoe/Grove-Mac          | 72,651        |             |            |            |           |           | 0               | 1,560,000      | 1,632,651     |            |
| 260405        | North Mall-Sterks to Lee @         | 2,287,659     | 675,000     |            |            |           |           | 675,000         |                | 2,962,659     |            |
| 260407        | Street Repairs @                   | 800,793       | 250,000     |            |            |           |           | 250,000         |                | 1,050,793     |            |
| 260503        | Ext of Pine Ridge to Trailway @@   | 204,855       | 130,000     |            |            |           |           | 130,000         |                | 334,855       |            |
| 260506        | Jones Avenue Overlay               | 49,917        |             |            |            |           |           | 0               |                | 49,917        |            |
| 260507        | Aerial Photography @               | 41,796        | 35,000      | 35,000     | 35,000     | 35,000    | 35,000    | 175,000         |                | 216,796       |            |
| 260508        | Enterprise Sidewalks               | 44,151        |             |            |            |           |           | 0               |                | 44,151        |            |
| 260509        | Tulane/Lincoln to Eddie Williams   | 15,910        |             |            |            |           |           | 0               |                | 15,910        |            |
| 260603        | Extension of Cloverleaf Blvd       | 13,740        |             |            |            |           |           | 0               |                | 13,740        |            |
| 260604        | North Mall-North to Sterks         | 307,132       |             |            |            |           |           | 0               | 2,699,943      | 3,007,075     |            |
| 260605        | Jackson @ MacArthur Intersection   | 60,000        |             | 25,000     |            |           |           | 25,000          |                | 85,000        |            |
| 260608        | Land Acquisitions @                | 445,773       | (140,000)   | 60,000     | 60,000     | 60,000    | 60,000    | 100,000         |                | 545,773       |            |
| 260703        | Browns Bend Reconstruction         | 32,019        |             |            |            |           |           | 0               |                | 32,019        |            |
| 260801        | 6th & 7th/Cotton to Monroe         | 200,000       |             | 300,000    | 3,000,000  | 2,000,000 |           | 5,300,000       |                | 5,500,000     |            |
| Total Streets |                                    |               | 11,621,839  | 10,600,000 | 13,580,000 | 7,145,000 | 2,145,000 | 145,000         | 33,615,000     | 18,337,432    | 63,574,271 |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed



**2008-2009**  
**GENERAL CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**POLICE**

| PROJ<br>#           | PROJECT<br>IDENTIFICATION       | BUDGET<br>C/O | FISCAL YEAR |        |       |       |       | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|---------------------|---------------------------------|---------------|-------------|--------|-------|-------|-------|-----------------|----------------|---------------|
|                     |                                 |               | 08-09       | 09-10  | 10-11 | 11-12 | 12-13 |                 |                |               |
| 500701              | Surveillance Cameras            | 200,000       | (200,000)   |        |       |       |       | (200,000)       |                | 0             |
| 500801              | Public Safety Generator         | 200,000       |             |        |       |       |       | 0               |                | 200,000       |
| 500802              | Motorola Mobile Radio Replaceme | 37,200        |             |        |       |       |       | 0               |                | 37,200        |
| 500901              | Armored Rescue/Swat Vehicle @   |               | 232,000     |        |       |       |       | 232,000         |                | 232,000       |
| <b>Total Police</b> |                                 |               | 437,200     | 32,000 | 0     | 0     | 0     | 32,000          | 0              | 469,200       |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2008-2009

# GENERAL CAPITAL PROJECTS FIVE YEAR CAPITAL PLAN

## FIRE

| PROJ<br>#         | PROJECT<br>IDENTIFICATION | BUDGET<br>C/O | FISCAL YEAR |         |       |       |       | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|-------------------|---------------------------|---------------|-------------|---------|-------|-------|-------|-----------------|----------------|---------------|
|                   |                           |               | 08-09       | 09-10   | 10-11 | 11-12 | 12-13 |                 |                |               |
| 600503            | Fire Station Relocation   | 650,895       |             |         |       |       |       | 0               | 1,800,000      | 2,450,895     |
| 600801            | Replace Pumper Truck      | @ 353         | 435,000     |         |       |       |       | 435,000         |                | 435,353       |
| 600901            | Fire Safety House         | @ 0           | 65,000      |         |       |       |       | 65,000          |                | 65,000        |
| *                 | Renovate Station #4       | 0             |             |         |       |       |       | 0               | 325,000        | 325,000       |
| <b>Total Fire</b> |                           |               | 651,248     | 500,000 | 0     | 0     | 0     | 500,000         | 2,125,000      | 3,276,248     |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

CITY OF ALEXANDRIA

**2008-2009**  
**GENERAL CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**PARKS AND RECREATION**

| PROJ<br>#                    | PROJECT<br>IDENTIFICATION        | BUDGET<br>C/O  | FISCAL YEAR      |                  |                  |               |               | TOTAL<br>5 YEAR  | BEYOND<br>2012 | TOTAL<br>COST    |
|------------------------------|----------------------------------|----------------|------------------|------------------|------------------|---------------|---------------|------------------|----------------|------------------|
|                              |                                  |                | 08-09            | 09-10            | 10-11            | 11-12         | 12-13         |                  |                |                  |
| 439001                       | Park Acquisitions & Improvmt     | 175,667        | 75,000           | 75,000           | 75,000           | 75,000        | 75,000        | 375,000          |                | 550,667          |
| 430203                       | Bayou Rapides Park/Trail @       | 74,016         | 473,000          |                  |                  |               |               | 473,000          |                | 547,016          |
| 430404                       | Johnny Downs Park                | 215,212        |                  |                  |                  |               |               | 0                |                | 215,212          |
| 440601                       | Harmon Park Improvements         | 50,000         |                  |                  |                  |               |               | 0                |                | 50,000           |
| 440602                       | Golf Course Improvements         | 9,332          |                  |                  |                  |               |               | 0                |                | 9,332            |
| 440901                       | Recreational Park Improvements @ |                | 1,000,000        | 1,000,000        | 1,000,000        |               |               | 3,000,000        |                | 3,000,000        |
| <b>Total Park/Recreation</b> |                                  | <b>524,227</b> | <b>1,548,000</b> | <b>1,075,000</b> | <b>1,075,000</b> | <b>75,000</b> | <b>75,000</b> | <b>3,848,000</b> | <b>0</b>       | <b>4,372,227</b> |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2008-2009

# GENERAL CAPITAL PROJECTS FIVE YEAR CAPITAL PLAN

## ZOOLOGICAL PARK

| PROJ<br>#                            | PROJECT<br>IDENTIFICATION           | BUDGET<br>C/O | FISCAL YEAR |            |            |           |           | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|--------------------------------------|-------------------------------------|---------------|-------------|------------|------------|-----------|-----------|-----------------|----------------|---------------|
|                                      |                                     |               | 08-09       | 09-10      | 10-11      | 11-12     | 12-13     |                 |                |               |
| 439002                               | Zoo Renovations                     | 51,907        |             |            |            |           |           | 0               |                | 51,907        |
| 430205                               | Quarantine Room                     | 2,660         |             |            |            |           |           | 0               |                | 2,660         |
| 430401                               | Zoo Operations Maint Center         | 114,783       |             |            |            |           |           | 0               |                | 114,783       |
| 430602                               | Natural Habitat & Area 1 Reno @     | 225,000       |             |            |            |           |           | 0               |                | 225,000       |
| 430701                               | Signage & Graphics                  | 72,461        |             |            |            |           |           | 0               |                | 72,461        |
| 430702                               | South American Barn Replaceme       | 100,000       |             |            |            |           |           | 0               |                | 100,000       |
| 430801                               | Zoo Kitchen & Employee Complex      | 326,153       |             |            |            |           |           | 0               |                | 326,153       |
| 430802                               | Entry Pavilion Complex-Ph2          | 475,000       |             |            |            |           |           | 0               |                | 475,000       |
| 430901                               | Modification of Lion Exhibit @      |               | 150,000     |            |            |           |           | 150,000         |                | 150,000       |
| 430902                               | Renovation of South America Section |               | 300,000     |            |            |           |           | 300,000         |                | 300,000       |
| 430903                               | Zoo Master Plan Update @            | 0             | 55,000      |            |            |           |           | 55,000          |                | 55,000        |
| 430904                               | Leopard Exhibit @                   | 0             | 175,000     |            |            |           |           | 175,000         |                | 175,000       |
| *                                    | Zoo Education Center                | 0             |             |            |            |           |           | 0               | 34,000         | 34,000        |
| *                                    | Small Mammal Exhibit                | 0             |             |            |            |           |           | 0               | 75,000         | 75,000        |
| *                                    | Asian Project-Area 4                | 0             |             |            |            |           |           | 0               | 50,000         | 50,000        |
| *                                    | Expansion of Zoo Parking            | 0             |             |            |            |           |           | 0               | 750,000        | 750,000       |
| *                                    | 80th Anniversary Water Plaza        | 0             |             |            |            |           |           | 0               | 150,000        | 150,000       |
| <b>Total Zoological Park</b>         |                                     |               | 680,000     | 0          | 0          | 0         | 0         | 680,000         | 1,059,000      | 3,106,964     |
| <b>TOTAL GENERAL CAPITAL PROJECT</b> |                                     |               | 28,568,994  | 19,975,665 | 15,573,500 | 8,880,000 | 2,780,000 | 670,000         | 47,879,165     | 104,243,787   |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

CITY OF ALEXANDRIA



**2008-2009**  
**ENTERPRISE CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**ELECTRIC**

| PROJ<br>#             | PROJECT<br>IDENTIFICATION           | BUDGET<br>C/O    | FISCAL YEAR      |                  |                  |                  |                | TOTAL<br>5 YEAR  | BEYOND<br>2012    | TOTAL<br>COST     |
|-----------------------|-------------------------------------|------------------|------------------|------------------|------------------|------------------|----------------|------------------|-------------------|-------------------|
|                       |                                     |                  | 08-09            | 09-10            | 10-11            | 11-12            | 12-13          |                  |                   |                   |
| 729202                | Circuit Reconductoring              | 14,210           | 300,000          | 400,000          | 400,000          | 400,000          | 250,000        | 1,750,000        |                   | 1,764,210         |
| 729402                | Gas Turbine/Recovery Boiler         | 0                |                  |                  |                  |                  |                | 0                | 34,925,000        | 34,925,000        |
| 729505                | Capacitor Bank Voltage Cntrlrs      | 15,000           |                  |                  |                  |                  |                | 0                |                   | 15,000            |
| 729701                | Continuous Emission Monitor         | 5,151            |                  |                  |                  |                  |                | 0                |                   | 5,151             |
| 729905                | Add TieLine-Twin Bridges            | 38,674           |                  |                  |                  |                  |                | 0                | 8,610,000         | 8,648,674         |
| 720003                | Replace Distribution Breakers       | 67,500           |                  | 50,000           | 50,000           |                  |                | 100,000          |                   | 167,500           |
| 720004                | Instrumentation Upgrade 3 & 4       | 106,755          |                  |                  |                  |                  |                | 0                |                   | 106,755           |
| 720202                | Upgrade SCADA System                | 79,013           |                  |                  |                  |                  |                | 0                |                   | 79,013            |
| 720601                | 138 KV Pole Change Out              | 206,750          | 85,000           | 350,000          | 350,000          | 350,000          |                | 1,135,000        |                   | 1,341,750         |
| 720602                | #3 Cooling Tower                    | 13,581           |                  |                  |                  |                  |                | 0                |                   | 13,581            |
| 720701                | Warehouse/Office Improvements       | 450,000          |                  |                  |                  |                  |                | 0                |                   | 450,000           |
| 720702                | Substation Oil Containment          | 350,000          |                  |                  |                  |                  |                | 0                |                   | 350,000           |
| 720703                | Paint 138 KV Switchgear             | 199,560          |                  |                  |                  |                  |                | 0                |                   | 199,560           |
| 720704                | Upgrade DG Hunter Substation        | 51,944           |                  |                  |                  |                  |                | 0                | 10,705,000        | 10,756,944        |
| 720705                | New Substation                      | 25,000           |                  |                  |                  |                  |                | 0                | 10,550,000        | 10,575,000        |
| 720801                | Electric Utility Relocation         | 150,000          |                  | 200,000          | 200,000          | 200,000          | 200,000        | 800,000          |                   | 950,000           |
| 720802                | Substation Storage Bldg             | 46,175           | 140,000          |                  |                  |                  |                | 140,000          |                   | 186,175           |
| 720803                | Arterial Street Lighting Addition @ | 189,536          | 100,000          | 200,000          |                  |                  |                | 300,000          |                   | 489,536           |
| 720804                | Substation Maintenance @            | 100,000          | 615,000          | 115,000          | 115,000          | 115,000          | 115,000        | 1,075,000        |                   | 1,175,000         |
| 720805                | Distribution Feeder Maintenance @   | 195,311          | 150,000          | 375,000          | 400,000          | 300,000          | 200,000        | 1,425,000        |                   | 1,620,311         |
| 720806                | #4 Cooling Tower                    | 250,000          |                  |                  |                  |                  |                | 0                |                   | 250,000           |
| 720807                | Vacuum Pump                         | 50,000           |                  |                  |                  |                  |                | 0                |                   | 50,000            |
| 720901                | Upgrade Transformers at Prescott@   | 0                | 179,199          |                  |                  | 1,693,305        |                | 1,872,504        |                   | 1,872,504         |
| 720902                | Prescott 2,400 Conversion @         | 0                | 340,047          |                  |                  |                  |                | 340,047          | 3,404,961         | 3,745,008         |
| 720903                | 138 KV Pilot Wire Replacement @     | 0                | 255,000          |                  |                  | 625,000          |                | 880,000          |                   | 880,000           |
| 720904                | Cooling Tower Repairs @             | 0                | 125,000          |                  |                  |                  |                | 125,000          |                   | 125,000           |
| *                     | Stack Cleaning & Painting           | 0                |                  |                  |                  |                  |                | 0                | 150,000           | 150,000           |
| *                     | 4c Feed Water Heater                | 0                |                  |                  |                  |                  |                | 0                | 170,000           | 170,000           |
| *                     | Vibration Detection                 | 0                |                  |                  |                  |                  |                | 0                | 220,000           | 220,000           |
| *                     | Reconduct Cables-D G Hunter         | 0                |                  |                  |                  |                  |                | 0                | 700,000           | 700,000           |
| <b>Total Electric</b> |                                     | <b>2,604,160</b> | <b>2,289,246</b> | <b>1,690,000</b> | <b>1,515,000</b> | <b>3,683,305</b> | <b>765,000</b> | <b>9,942,551</b> | <b>69,434,961</b> | <b>81,981,672</b> |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

**2008-2009**  
**ENTERPRISE CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**WATER**

| PROJ<br>#          | PROJECT<br>IDENTIFICATION           | BUDGET<br>C/O    | FISCAL YEAR    |                |          |                |          | TOTAL<br>5 YEAR  | BEYOND<br>2012    | TOTAL<br>COST     |
|--------------------|-------------------------------------|------------------|----------------|----------------|----------|----------------|----------|------------------|-------------------|-------------------|
|                    |                                     |                  | 08-09          | 09-10          | 10-11    | 11-12          | 12-13    |                  |                   |                   |
| 759601             | Water Well Improvement              | 325,060          |                |                |          |                |          | 0                | 712,000           | 1,037,060         |
| 750002             | Relocate Main Heyman Lane           | 0                |                |                |          |                |          | 0                | 100,000           | 100,000           |
| 750004             | Replace Water Lines                 | 175,800          |                |                |          |                |          | 0                | 800,000           | 975,800           |
| 750701             | Generators                          | 333,531          |                |                |          |                |          | 0                |                   | 333,531           |
| 750801             | 12" Line - Hwy 71 South             | 80,000           |                |                |          |                |          | 0                |                   | 80,000            |
| 750802             | Flow Meters @ Pump Stations         | 20,000           |                |                |          |                |          | 0                |                   | 20,000            |
| 750803             | Replace 36" Valve @ Adams           | 15,000           |                |                |          |                |          | 0                |                   | 15,000            |
| 750804             | Leak Detection @                    | 50,000           | 105,000        | 60,000         |          |                |          | 165,000          |                   | 215,000           |
| 750805             | 24" Bypass to Ground Storage        | 300,000          |                |                |          |                |          | 0                | 3,000,000         | 3,300,000         |
| 750806             | Pump Station Monroe Street          | 70,000           |                |                |          |                |          | 0                | 450,000           | 520,000           |
| 750807             | Paint Ground Storage Tank at Kisan  | 325,260          |                |                |          |                |          | 0                |                   | 325,260           |
| 750901             | Security Cameras - Water @          | 0                | 60,000         | 297,000        |          |                |          | 357,000          |                   | 357,000           |
| 750902             | Paint Elevated Tank - Rosalino Stre | 0                | 70,000         |                |          |                |          | 0                |                   | 0                 |
| 750903             | Water Wells @ Adams @               | 0                | 88,000         |                |          |                |          | 88,000           | 712,000           | 800,000           |
| 750904             | Replace Well #926 @                 | 0                | 44,000         |                |          |                |          | 44,000           | 256,000           | 300,000           |
| 750905             | Water Wells @ Betty St @            | 0                | 55,000         |                |          |                |          | 55,000           | 295,000           | 350,000           |
| 750906             | Replace Well #911 @                 | 0                | 55,000         |                |          |                |          | 55,000           | 350,000           | 405,000           |
| 750907             | Replace Downtown Water Mains @      | 0                | 140,000        |                |          |                |          | 140,000          | 1,260,000         | 1,400,000         |
| 750908             | Test & Collector Well @ Hamilt      | 0                | 30,000         |                |          |                |          | 30,000           | 1,500,000         | 1,530,000         |
| 750909             | Replace 3 Ground Storage Tanks @    | 0                | 310,000        |                |          |                |          | 310,000          | 450,000           | 760,000           |
| *                  | Pump Station City Park              | 0                |                |                |          | 550,000        |          | 550,000          |                   | 550,000           |
| *                  | Slipline- Water Main McNutt         | 0                |                |                |          | 446,000        |          | 446,000          |                   | 446,000           |
| *                  | Water Wells @ Hamilton @            | 0                |                |                |          |                |          | 0                | 700,000           | 700,000           |
| *                  | Hamilton St Pump Station @          | 0                |                |                |          |                |          | 0                | 600,000           | 600,000           |
| <b>Total Water</b> |                                     | <b>1,694,651</b> | <b>957,000</b> | <b>357,000</b> | <b>0</b> | <b>996,000</b> | <b>0</b> | <b>2,240,000</b> | <b>11,185,000</b> | <b>15,119,651</b> |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2008-2009

# **ENTERPRISE CAPITAL PROJECTS FIVE YEAR CAPITAL PLAN**

## **GAS**

| PROJ<br>#        | PROJECT<br>IDENTIFICATION       | BUDGET<br>C/O | FISCAL YEAR |         |         |         |       | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|------------------|---------------------------------|---------------|-------------|---------|---------|---------|-------|-----------------|----------------|---------------|
|                  |                                 |               | 08-09       | 09-10   | 10-11   | 11-12   | 12-13 |                 |                |               |
| 780001           | Sugarhouse Road - Phase 1       | 0             |             |         |         |         |       | 0               | 298,200        | 298,200       |
| 780901           | Gas/Water Replacement-Martin I@ | 0             | 160,000     | 500,000 | 250,250 | 500,000 |       | 1,410,250       | 1,806,000      | 3,216,250     |
| *                | Gas Replcmnt-Stimson/Rapides    | 0             |             |         |         |         |       | 0               | 2,001,027      | 2,001,027     |
| *                | Gas Replcmnt-Stimson/Prkway     | 0             |             |         |         |         |       | 0               | 2,140,157      | 2,140,157     |
| *                | Gas Replcmnt-Enterprise         | 0             |             |         |         |         |       | 0               | 628,577        | 628,577       |
| *                | Relocate South Circle           | 0             |             |         |         |         |       | 0               | 416,000        | 416,000       |
| *                | Ext Versailles Blvd - Ph 1      | 0             |             |         |         |         |       | 0               | 123,500        | 123,500       |
| *                | Ext Versailles Blvd - Ph 2      | 0             |             |         |         |         |       | 0               | 205,500        | 205,500       |
| *                | Vandenburg/Bayou Rapides Gas    | 0             |             |         |         |         |       | 0               | 380,000        | 380,000       |
| <b>Total Gas</b> |                                 | 0             | 160,000     | 500,000 | 250,250 | 500,000 | 0     | 1,410,250       | 7,998,961      | 9,409,211     |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

**2008-2009**  
**ENTERPRISE CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**WASTEWATER**

| PROJ<br>#        | PROJECT<br>IDENTIFICATION         | BUDGET<br>C/O | FISCAL YEAR |           |           |       |           | TOTAL<br>5 YEAR | BEYOND<br>2012 | TOTAL<br>COST |
|------------------|-----------------------------------|---------------|-------------|-----------|-----------|-------|-----------|-----------------|----------------|---------------|
|                  |                                   |               | 08-09       | 09-10     | 10-11     | 11-12 | 12-13     |                 |                |               |
| 818901           | Sewer Line Rehab & Replacemer     | 349,878       | 500,000     | 750,000   | 750,000   |       |           | 2,000,000       |                | 2,349,878     |
| 819604           | West Alex Wastewater Treatmnt     | 0             |             |           |           |       |           | 0               | 32,765,234     | 32,765,234    |
| 810101           | Lift Station Upgrades             | 0             |             | 210,000   |           |       |           | 210,000         |                | 210,000       |
| 810402           | Hwy 28 W Pumping Station          | 5,649,754     |             |           |           |       |           | 0               |                | 5,649,754     |
| 810602           | Sewer Trunk Main Hwy 1            | 40,000        |             |           |           |       |           | 0               |                | 40,000        |
| 810701           | Reconstruct Baffle Walls          | 155,000       |             |           |           |       |           | 0               |                | 155,000       |
| 810702           | Ramada Inn Force Main             | 89,500        |             |           |           |       |           | 0               |                | 89,500        |
| 810703           | Odor Emissions Reduction          | 858,589       |             |           |           |       |           | 0               |                | 858,589       |
| 810801           | Main Dist Panel Replacement       | 94,595        |             |           |           |       |           | 0               |                | 94,595        |
| 810802           | SCADA System Upgrade              | 150,000       |             |           |           |       |           | 0               |                | 150,000       |
| 810803           | St. Mary's Bar Screen             | 170,500       |             |           |           |       |           | 0               |                | 170,500       |
| 810804           | Hwy 1 North Sewer Ext             | 200,000       |             |           |           |       |           | 0               |                | 200,000       |
| 810805           | Stand By Power-Headwork/Admi      | 222,928       |             |           |           |       |           | 0               |                | 222,928       |
| 810806           | Wastewater Imp - Versailles Ext @ | 3,315,515     |             | 533,000   |           |       |           | 533,000         |                | 3,848,515     |
| 810807           | Robin Road Sewer Improvements@    | 352,394       | 224,350     |           |           |       |           | 224,350         |                | 576,744       |
| 810808           | Azalea Lane Sewer Extension @     | 74,116        | 122,100     |           |           |       |           | 122,100         |                | 196,216       |
| 810901           | Shirley Park Lift Station @       | 0             | 23,550      |           | 211,450   |       |           | 235,000         |                | 235,000       |
| 810902           | England Air Park Lift Station @   | 0             | 60,000      |           | 226,500   |       |           | 286,500         |                | 286,500       |
| 810903           | Control Panel Upgrades @          | 0             | 60,000      |           | 299,200   |       |           | 359,200         |                | 359,200       |
| 810904           | Collection/Treatment Painting @   | 0             | 75,000      |           | 715,000   |       |           | 790,000         |                | 790,000       |
| 810905           | Influent Flow Meter Vault @       | 0             | 35,000      |           | 163,000   |       |           | 198,000         |                | 198,000       |
| *                | Atwood Station Odor Control       | 0             |             |           |           |       | 95,000    | 95,000          |                | 95,000        |
| *                | Treatment Plant Drainage          | 0             |             |           |           |       | 465,000   | 465,000         |                | 465,000       |
| *                | Lift Station Stand by Power       | 0             |             |           |           |       | 256,400   | 256,400         |                | 256,400       |
| *                | Samtown Lift Station              | 0             |             |           |           |       | 1,271,000 | 1,271,000       |                | 1,271,000     |
| *                | Main Lift Stations Renovations    | 0             |             |           |           |       |           | 0               | 3,900,000      | 3,900,000     |
| *                | Alternative Disenfecant @ Plant   | 0             |             |           |           |       |           | 0               | 856,500        | 856,500       |
| *                | Refurbish Clarifiers @ Plant      | 0             |             |           |           |       |           | 0               | 987,000        | 987,000       |
| *                | Replace 5th Street Sewer Main     | 0             |             |           |           |       |           | 0               | 555,000        | 555,000       |
| *                | 18" Gravity Line - Masonic        | 0             |             |           |           |       |           | 0               | 1,000,000      | 1,000,000     |
| *                | Perimeter Fence Repl @ Plant @    | 0             |             |           |           |       |           | 0               | 234,750        | 234,750       |
| Total Wastewater |                                   | 11,722,769    | 1,100,000   | 1,493,000 | 2,365,150 | 0     | 2,087,400 | 7,045,550       | 40,298,484     | 59,066,803    |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed



**2008-2009**  
**ENTERPRISE CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**OTHER**

| PROJ<br>#                    | PROJECT<br>IDENTIFICATION    | BUDGET<br>C/O     | FISCAL YEAR      |                  |                  |                  |                  | TOTAL<br>5 YEAR   | BEYOND<br>2012     | TOTAL<br>COST      |
|------------------------------|------------------------------|-------------------|------------------|------------------|------------------|------------------|------------------|-------------------|--------------------|--------------------|
|                              |                              |                   | 08-09            | 09-10            | 10-11            | 11-12            | 12-13            |                   |                    |                    |
| 869901                       | Customer Service Center      | 0                 |                  |                  |                  |                  |                  | 0                 |                    | 0                  |
| 860201                       | Cash Receipts/Decentral Time | 309,435           |                  |                  |                  |                  |                  | 0                 |                    | 309,435            |
| 860301                       | Info Technology Upgrades     | 13,904            |                  |                  |                  |                  |                  | 0                 |                    | 13,904             |
| 860701                       | Telephone Network Upgrade    | @ 103,292         | 500,000          | 500,000          | 500,000          |                  |                  | 1,500,000         |                    | 1,603,292          |
| 860702                       | GIS System/GPS Equipment     | @ 271,058         | 300,000          | 250,000          | 100,000          | 100,000          | 100,000          | 850,000           |                    | 1,121,058          |
| 860901                       | Radio Antennae-Coliseum      | @ 0               | 65,000           |                  |                  |                  |                  | 65,000            |                    | 65,000             |
| <b>Total Other</b>           |                              | <b>697,689</b>    | <b>865,000</b>   | <b>750,000</b>   | <b>600,000</b>   | <b>100,000</b>   | <b>100,000</b>   | <b>2,415,000</b>  | <b>0</b>           | <b>3,112,689</b>   |
| <b>TOTAL UTILITY CAPITAL</b> |                              | <b>16,719,269</b> | <b>5,371,246</b> | <b>4,790,000</b> | <b>4,730,400</b> | <b>5,279,305</b> | <b>2,952,400</b> | <b>23,053,331</b> | <b>128,917,406</b> | <b>168,690,026</b> |

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

**2008-2009**  
**ENTERPRISE CAPITAL PROJECTS**  
**FIVE YEAR CAPITAL PLAN**

**MUNICIPAL TRANSIT**

| PROJ<br>#            | PROJECT<br>IDENTIFICATION | BUDGET<br>C/O  | FISCAL YEAR |          |          |          |          | TOTAL<br>5 YEAR | BEYOND<br>2012   | TOTAL<br>COST    |
|----------------------|---------------------------|----------------|-------------|----------|----------|----------|----------|-----------------|------------------|------------------|
|                      |                           |                | 08-09       | 09-10    | 10-11    | 11-12    | 12-13    |                 |                  |                  |
| 709701               | Capital Betterments       | 13,107         |             |          |          |          |          | 0               |                  | 13,107           |
| 709709               | Elderly/Handicapped Vans  | 0              |             |          |          |          |          | 0               |                  | 0                |
| 709710               | Replace Support Vehicles  | 91             |             |          |          |          |          | 0               |                  | 91               |
| 709711               | Misc Shop Equipment       | 29             |             |          |          |          |          | 0               |                  | 29               |
| 709712               | Buses                     | 285,000        |             |          |          |          |          | 0               |                  | 285,000          |
| 709713               | Office Furniture          | 1,034          |             |          |          |          |          | 0               |                  | 1,034            |
| 709714               | Replace Signage           | 12,500         |             |          |          |          |          | 0               |                  | 12,500           |
| 709715               | Landscaping               | 1,892          |             |          |          |          |          | 0               |                  | 1,892            |
| 709716               | New Terminal              | 1,287          |             |          |          |          |          | 0               | 3,900,000        | 3,901,287        |
| <b>TOTAL TRANSIT</b> |                           | <b>314,940</b> | <b>0</b>    | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b> | <b>0</b>        | <b>3,900,000</b> | <b>4,214,940</b> |

- \* Project Number to be Assigned
- (i) New or Revised Projects
- Projects to be closed

## VII. ENTERPRISE FUNDS

## **Enterprise Funds**

The purpose of these funds is to account for operations that are financed and operated in a manner similar to private business enterprises in that the costs of goods and/or services to the general public to be financed through user charges. The revenues and expenses for these funds are recognized on the accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the accounting period in which they are incurred, if measurable.

The Enterprise Funds contained in this section include the combined Utility System Fund; which includes Electric, Water, Gas, Wastewater Operations, Sanitation Fund, and Municipal Transit Fund.



## 2008-2009 ANNUAL BUDGET

UTILITY FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE                         | 2005-2006         | 2006-2007         | 2007-2008         |                   | 2008-2009         |                   |                   |
|--------|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
|        |                                       | ACTUAL<br>REC'D   | ACTUAL<br>REC'D   | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST   | ADMIN<br>APPRVD   | ADOPTED           |
|        | <b>Electric Revenues</b>              |                   |                   |                   |                   |                   |                   |                   |
| 345000 | Charges - Residential                 | 13,587,632        | 11,896,978        | 12,500,000        | 11,800,000        | 12,500,000        | 12,500,000        | 12,500,000        |
| 345001 | Charges - Commercial                  | 16,417,483        | 16,268,878        | 16,000,000        | 15,900,000        | 16,100,000        | 16,100,000        | 16,100,000        |
| 345004 | Charges - Energy Sales                | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 | 0                 |
| 345200 | Charges - Penalties                   | 689,667           | 614,402           | 850,000           | 614,000           | 850,000           | 850,000           | 850,000           |
| 345300 | Charges - Fuel Cost                   | 50,196,262        | 48,806,055        | 35,000,000        | 41,500,000        | 35,000,000        | 35,000,000        | 35,000,000        |
| 345600 | Charges - Inspections                 | 280               | 0                 | 15,000            | 15,000            | 15,000            | 15,000            | 15,000            |
| 345900 | Charges - Meters                      | 28,542            | 36,900            | 20,000            | 20,000            | 20,000            | 20,000            | 20,000            |
| 346000 | Charges - City Street Lights          | 306,508           | 282,638           | 306,508           | 282,639           | 282,639           | 282,639           | 282,639           |
| 346300 | Charges - Pole Rental                 | 0                 | 12,801            | 30,000            | 30,000            | 30,000            | 30,000            | 30,000            |
| 346400 | Charges - Dusk to Dawn Lights         | 5,028             | 11,474            | 2,000             | 2,000             | 2,000             | 2,000             | 2,000             |
| 399000 | Miscellaneous Electric                | 22,287            | 120,348           | 15,000            | 15,000            | 15,000            | 15,000            | 15,000            |
|        | <b>Total Electric Revenues</b>        | <b>81,253,689</b> | <b>78,050,474</b> | <b>64,738,508</b> | <b>70,178,639</b> | <b>64,814,639</b> | <b>64,814,639</b> | <b>64,814,639</b> |
|        | <b>Water Revenues</b>                 |                   |                   |                   |                   |                   |                   |                   |
| 345000 | Charges - Residential                 | 3,802,250         | 3,595,528         | 3,600,000         | 3,600,000         | 3,600,000         | 3,600,000         | 3,600,000         |
| 345001 | Charges - Commercial                  | 2,473,548         | 2,465,962         | 2,400,000         | 2,500,000         | 2,600,000         | 2,600,000         | 2,600,000         |
| 345200 | Charges - Penalties                   | 106,087           | 94,492            | 129,000           | 94,000            | 129,000           | 129,000           | 129,000           |
| 345800 | Charges - Tap Fees                    | 87,898            | 119,412           | 60,000            | 60,000            | 60,000            | 60,000            | 60,000            |
| 345900 | Charges - Meters                      | 42,608            | 37,353            | 25,000            | 25,000            | 25,000            | 25,000            | 25,000            |
| 346100 | Charges - City Fire Hydrants          | 83,380            | 95,252            | 82,350            | 94,646            | 82,350            | 82,350            | 82,350            |
| 379001 | Lease-Water Tower Space               | 16,401            | 18,887            | 7,500             | 7,500             | 7,500             | 7,500             | 7,500             |
| 399000 | Miscellaneous - Water                 | 4,697             | 8,931             | 5,000             | 5,000             | 5,000             | 5,000             | 5,000             |
|        | <b>Total Water Revenues</b>           | <b>6,616,869</b>  | <b>6,435,817</b>  | <b>6,308,850</b>  | <b>6,386,146</b>  | <b>6,508,850</b>  | <b>6,508,850</b>  | <b>6,508,850</b>  |
|        | <b>Gas Revenues</b>                   |                   |                   |                   |                   |                   |                   |                   |
| 345000 | Charges - Residential                 | 3,117,895         | 3,087,825         | 2,950,000         | 3,300,000         | 3,300,000         | 3,300,000         | 3,300,000         |
| 345200 | Charges - Penalties                   | 265,216           | 236,230           | 325,000           | 236,000           | 325,000           | 325,000           | 325,000           |
| 345300 | Charges - Fuel Cost                   | 17,017,469        | 12,391,978        | 8,000,000         | 12,000,000        | 8,000,000         | 8,000,000         | 8,000,000         |
| 345600 | Charges - Inspections                 | 0                 | 2,289             | 10,000            | 10,000            | 10,000            | 10,000            | 10,000            |
| 345800 | Charges - Tap Fees                    | 20,095            | 30,875            | 17,000            | 17,000            | 17,000            | 17,000            | 17,000            |
| 345900 | Charges - Meters                      | 24,520            | 49,365            | 25,000            | 25,000            | 25,000            | 25,000            | 25,000            |
| 399000 | Miscellaneous - Gas                   | 5,610             | 19,150            | 5,000             | 5,000             | 5,000             | 5,000             | 5,000             |
|        | <b>Total Gas Revenues</b>             | <b>20,450,805</b> | <b>15,817,712</b> | <b>11,332,000</b> | <b>15,593,000</b> | <b>11,682,000</b> | <b>11,682,000</b> | <b>11,682,000</b> |
|        | <b>Wastewater Revenues</b>            |                   |                   |                   |                   |                   |                   |                   |
| 345000 | Charges - Residential                 | 3,022,578         | 2,910,245         | 2,925,000         | 2,900,000         | 2,900,000         | 2,900,000         | 2,900,000         |
| 345001 | Charges - Commercial                  | 817,525           | 797,779           | 800,000           | 800,000           | 900,000           | 900,000           | 900,000           |
| 345002 | Charges - Industrial                  | 20                | 19                | 25                | 25                | 25                | 25                | 25                |
| 345003 | Charges - Pretreatment Fees           | 13,900            | 0                 | 17,500            | 17,500            | 17,500            | 17,500            | 17,500            |
| 345600 | Charges - Inspections                 | 13,608            | 0                 | 25,000            | 25,000            | 25,000            | 25,000            | 25,000            |
| 345800 | Charges - Tap Fees                    | 38,450            | 43,500            | 15,000            | 15,000            | 15,000            | 15,000            | 15,000            |
| 399000 | Miscellaneous - Wastewater            | 16,138            | 20,080            | 15,000            | 15,000            | 15,000            | 15,000            | 15,000            |
|        | <b>Total Wastewater Revenues</b>      | <b>3,922,219</b>  | <b>3,771,623</b>  | <b>3,797,525</b>  | <b>3,772,525</b>  | <b>3,872,525</b>  | <b>3,872,525</b>  | <b>3,872,525</b>  |
|        | <b>Environmental Compliance</b>       |                   |                   |                   |                   |                   |                   |                   |
| 345100 | Charges-Environmental Compliance      | 0                 | 380,227           | 408,000           | 380,000           | 408,000           | 408,000           | 408,000           |
|        | <b>Total Environmental Compliance</b> | <b>0</b>          | <b>380,227</b>    | <b>408,000</b>    | <b>380,000</b>    | <b>408,000</b>    | <b>408,000</b>    | <b>408,000</b>    |
|        | <b>Other Charges</b>                  |                   |                   |                   |                   |                   |                   |                   |
| 345700 | Charges - Service Charges             | 287,389           | 266,733           | 275,000           | 275,000           | 275,000           | 275,000           | 275,000           |
| 346200 | Charges - Gate Lock                   | 420               | 484               | 500               | 500               | 500               | 500               | 500               |
|        | <b>Total Other Charges</b>            | <b>287,809</b>    | <b>267,217</b>    | <b>275,500</b>    | <b>275,500</b>    | <b>275,500</b>    | <b>275,500</b>    | <b>275,500</b>    |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

UTILITY FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
|        | <b>Total Charges</b>                      | 112,531,391     | 104,723,070     | 86,860,383        | 96,585,810      | 87,561,514      | 87,561,514      | 87,561,514 |
|        | <b>Investment Income:</b>                 |                 |                 |                   |                 |                 |                 |            |
| 367101 | Interest - Investments                    | 322,986         | 475,333         | 250,000           | 290,000         | 250,000         | 250,000         | 250,000    |
| 367300 | Interest - Bond Reserves                  | 182,628         | 279,323         | 75,000            | 210,000         | 75,000          | 75,000          | 75,000     |
| 367301 | Interest - Bond Sinking Funds             | 83,938          | 121,493         | 35,000            | 70,000          | 35,000          | 35,000          | 35,000     |
|        | <b>Total Investment Income</b>            | 589,552         | 876,149         | 360,000           | 570,000         | 360,000         | 360,000         | 360,000    |
|        | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |            |
| 333402 | Cost Allocation - Sanitation              | 163,419         | 241,469         | 163,419           | 241,469         | 241,469         | 241,469         | 241,469    |
| 333450 | Cost Allocation - Bus                     | 42,948          | 59,005          | 42,948            | 59,005          | 59,005          | 59,005          | 59,005     |
|        | <b>Total Internal Services/Interfunds</b> | 206,367         | 300,474         | 206,367           | 300,474         | 300,474         | 300,474         | 300,474    |
|        | <b>Intergovernmental:</b>                 |                 |                 |                   |                 |                 |                 |            |
| 333480 | Federal - FEMA Recovery                   | 338,229         | 223,187         | 0                 | 0               | 0               | 0               | 0          |
|        | <b>Total Intergovernmental</b>            | 338,229         | 223,187         | 0                 | 0               | 0               | 0               | 0          |
|        | <b>Other:</b>                             |                 |                 |                   |                 |                 |                 |            |
| 388200 | Other - Sale of Fixed Assets              | 19,865          | (200,874)       | 0                 | 0               | 0               | 0               | 0          |
| 398900 | Misc - Cash Over/(Short)                  | (127)           | (1,496)         | 200               | 200             | 200             | 200             | 200        |
| 399000 | Miscellaneous Revenue                     | 3,835           | 62,224          | 20,000            | 20,000          | 20,000          | 20,000          | 20,000     |
| 399001 | Misc - Returned Checks                    | 34,400          | 31,900          | 20,000            | 20,000          | 20,000          | 20,000          | 20,000     |
| 399002 | Misc - Bad Debt Recovery                  | 0               | 0               | 20,000            | 20,000          | 20,000          | 20,000          | 20,000     |
| 399005 | Misc - Environmental Conference           | 0               | 46,013          | 30,000            | 30,000          | 30,000          | 30,000          | 30,000     |
| 399012 | Misc Rev- CWS Collection Fee              | 5,825           | 5,912           | 0                 | 0               | 0               | 0               | 0          |
| 399998 | Use of Utility Cash Reserve Funds         | 0               | 0               | 0                 | 0               | 0               | 0               | 0          |
| 399999 | Use of Retained Earnings                  | 0               | 0               | 5,480,580         | 9,272,422       | 0               | 4,518,747       | 5,633,145  |
|        | <b>Total Other</b>                        | 63,798          | (56,321)        | 5,570,780         | 9,362,622       | 90,200          | 4,608,947       | 5,723,345  |
|        | <b>TOTAL REVENUES</b>                     | 113,729,337     | 106,066,559     | 92,997,530        | 106,818,906     | 88,312,188      | 92,830,935      | 93,945,333 |

CITY OF ALEXANDRIA





## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance                | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Utility Administration | <b>ORGANIZATION:</b> | 210500 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                        | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|--------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                                      | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
|        | Operating & Contractual:             |               |               |                   |                 |                 |                 |            |
| 531106 | Professional Fees - Audit            | 24,299        | 23,298        | 23,120            | 35,597          | 36,000          | 36,000          | 36,000     |
| 531110 | Professional Fees & Services         | 122,466       | 1,194,350     | 200,000           | 450,000         | 200,000         | 200,000         | 200,000    |
| 531209 | Services - Bank Charges              | 24,415        | 21,410        | 27,000            | 27,000          | 27,000          | 47,000          | 47,000     |
| 531614 | Claims/Judgements Exp                | 0             | 0             | 0                 | 0               | 0               | 0               | 0          |
| 531900 | Advertising                          | 0             | 0             | 15,000            | 15,000          | 15,000          | 15,000          | 15,000     |
| 533024 | Economic Development                 | 0             | 25,000        | 60,000            | 60,000          | 60,000          | 60,000          | 60,000     |
| 543000 | Miscellaneous Expense                | 0             | 3,480         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000      |
| 543017 | Plaques & Awards                     | 0             | 0             | 6,500             | 6,500           | 6,500           | 6,500           | 6,500      |
|        | Total Operating & Contractual        | 171,180       | 1,267,538     | 336,620           | 599,097         | 349,500         | 369,500         | 369,500    |
|        | Other:                               |               |               |                   |                 |                 |                 |            |
| 646000 | Bond Issuance Cost                   | (3,578)       | 0             | 0                 | 0               | 0               | 0               | 0          |
| 646039 | Utility Assistance Program           | 200,000       | 0             | 200,000           | 200,000         | 200,000         | 200,000         | 200,000    |
| 646052 | Transfer to Utility Debt Service     | 5,741,346     | 5,970,822     | 6,245,211         | 6,245,211       | 4,162,310       | 4,162,310       | 4,162,310  |
| 646101 | Transfer to General Fund (5%)        | 5,681,011     | 5,317,564     | 4,046,464         | 5,199,900       | 4,700,000       | 4,700,000       | 4,700,000  |
| 646300 | Transfer to General Cap Projects     | 118,754       | 100,000       | 100,000           | 150,000         | 100,000         | 254,000         | 254,000    |
| 646332 | Transfer to CDGB Capital Projects    | 70,855        | 0             | 0                 | 0               | 0               | 0               | 0          |
| 646411 | Transfer to Utility Capital Projects | 3,126,760     | 3,565,000     | 5,000,000         | 5,000,000       | 5,000,000       | 4,746,246       | 5,371,246  |
| 646450 | Transfer to Municipal Transit Fund   | 1,815,270     | 1,663,961     | 1,948,515         | 2,086,998       | 1,920,751       | 2,113,031       | 2,113,031  |
| 646551 | Transfer to Risk Management Fund     | 575,662       | 760,389       | 575,662           | 575,662         | 575,662         | 575,662         | 575,662    |
| 646552 | Transfer to Employee Benefits Fund   | 6,966         | 6,966         | 6,966             | 6,966           | 6,966           | 6,966           | 6,966      |
| 647101 | Cost Allocation - General Fund       | 1,380,809     | 1,796,526     | 1,380,809         | 1,796,526       | 1,796,526       | 1,796,526       | 1,796,526  |
| 647402 | Cost Allocation - Sanitation Fund    | 0             | 0             | 0                 | 0               | 0               | 0               | 0          |
| 648101 | Transfer to General Fund-Other       | 24,000        | 24,000        | 24,000            | 24,000          | 24,000          | 24,000          | 24,000     |
| 699000 | Operating Reserve                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0          |
| 800001 | Interest on Bonds                    | 0             | 0             | 0                 | 0               | 0               | 0               | 0          |
|        | Total Other                          | 18,737,855    | 19,205,228    | 19,527,627        | 21,285,263      | 18,486,215      | 18,578,741      | 19,203,741 |
|        | TOTAL DEPARTMENT                     | 18,909,035    | 20,472,766    | 19,864,247        | 21,884,360      | 18,835,715      | 18,948,241      | 19,573,241 |
|        |                                      |               |               |                   |                 |                 |                 |            |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance       | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Budget Office | <b>ORGANIZATION:</b> | 218300 |

## GOAL MISSION STATEMENT

To provide the Council, the Mayor, and the Citizens of Alexandria with accurate financial and budgetary information.

To provide the information to the Council and the Mayor that will aid the m in the decision making process.

To assist division and departments heads with the administration of their individual budgets.

To assist he Director of Finance in the planning, directing and coordination of operations within the Finance Division.

To provide financial administration of contracts or grants entered into by the City of Alexandria.

## FUNCTION DESCRIPTION

The Budget Department plans, coordinates, and organizes the preparation of the annual Operating and Five Year Capital Budget. Once adopted by the City Council, the department is responsible for overall administration of the Operating and Capital Budgets. The Budget Office oversees the printing of the final budget documents.

The Budget Office administers the financial aspect of all City Capital Projects. Additionally, this office is responsible for the enforcement of budgetary policies, approves all budget changes, reviews financial fact sheets going to the City Council and ensures that all budget amendments adopted by the City Council are properly recorded and enforced.

The Assistant Director of Finance assists in the supervision of the departments within the Financial Division.

## DEMAND PERFORMANCE INDICATORS

| Description                          | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|--------------------------------------|------------------|---------------------|---------------------|
| Budget printed                       | 85               | 85                  | 85                  |
| Department budget transfers          | 425              | 425                 | 425                 |
| Budget Amendments                    | 65               | 65                  | 65                  |
| Accounts affected/Budget Transaction | 9,700            | 9,700               | 9,700               |
| Total active accounts                | 10,000           | 10,000              | 10,000              |
| Fact sheets reviewed                 | 300              | 300                 | 300                 |



## 2008-2009 ANNUAL BUDGET

|                    |               |                      |        |
|--------------------|---------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance       | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Budget Office | <b>ORGANIZATION:</b> | 218300 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                 | 158           | 0             | 955               | 4,955           | 955             | 993             | 993     |
| 480213 | Salary-Mayor's Asst-Financial Analyst    | 36,396        | 40,261        | 40,909            | 40,909          | 40,909          | 42,545          | 42,545  |
| 490225 | Salary - Assistant Director Finance      | 72,794        | 65,771        | 66,829            | 66,829          | 66,829          | 69,502          | 69,502  |
| 490227 | Salary - Information Systems Analyst     | 0             | 0             | 40,909            | 18,909          | 40,909          | 42,545          | 42,545  |
| 490626 | Salary - Clerical Specialist             | 22,811        | 24,089        | 24,477            | 24,477          | 24,477          | 25,456          | 25,456  |
|        | <b>Total Salaries</b>                    | 132,159       | 130,121       | 174,079           | 156,079         | 174,079         | 181,041         | 181,041 |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                         | 32,578        | 38,576        | 49,090            | 49,090          | 46,114          | 47,957          | 47,957  |
| 510202 | Fringe - Hospital                        | 7,135         | 8,327         | 17,272            | 17,272          | 17,272          | 17,272          | 17,272  |
| 510206 | Fringe - Medicare Insurance Tax          | 850           | 923           | 1,555             | 1,555           | 1,555           | 1,617           | 1,617   |
| 510207 | Fringe - Life Insurance                  | 117           | 127           | 168               | 168             | 168             | 168             | 168     |
| 510209 | Fringe - Car Allowance                   | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
|        | <b>Total Fringe</b>                      | 40,680        | 47,953        | 68,085            | 68,085          | 65,109          | 67,014          | 67,014  |
|        | <b>Operating &amp; Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520204 | Uniforms                                 | 0             | 0             | 300               | 300             | 300             | 300             | 300     |
| 520400 | Office                                   | 2,724         | 4,468         | 3,700             | 3,700           | 3,700           | 3,700           | 3,700   |
| 531301 | Vehicle Cost - Oil & Gas                 | 255           | 134           | 288               | 288             | 288             | 288             | 288     |
| 531304 | Vehicle Cost - R & M                     | 65            | 19            | 1,250             | 1,250           | 1,250           | 1,250           | 1,250   |
| 531410 | Telephone                                | 1,367         | 1,499         | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 531500 | Printing                                 | 1,552         | 112           | 4,000             | 4,000           | 4,000           | 4,000           | 4,000   |
| 531800 | Rent                                     | 11,602        | 10,184        | 15,000            | 15,000          | 15,000          | 15,000          | 15,000  |
| 543002 | Dues & Subscriptions                     | 535           | 555           | 500               | 500             | 500             | 500             | 500     |
| 543003 | Travel & Training                        | 3,882         | 584           | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
|        | <b>Total Operating &amp; Contractual</b> | 21,982        | 17,555        | 28,038            | 28,038          | 28,038          | 28,038          | 28,038  |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |         |
| 707600 | Machinery & Equipment                    | 3,249         | 799           | 0                 | 4,170           | 3,000           | 3,000           | 3,000   |
| 707700 | Office Furniture & Fixtures              | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                        | 0             | 0             | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
|        | <b>Total Capital Outlay</b>              | 3,249         | 799           | 2,000             | 6,170           | 5,000           | 5,000           | 5,000   |
|        | <b>TOTAL DEPARTMENT</b>                  | 198,070       | 196,428       | 272,202           | 258,372         | 272,226         | 281,093         | 281,093 |

CITY OF ALEXANDRIA





## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Business Office | <b>ORGANIZATION:</b> | 218400 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 196,096       | 180,170       | 147,059           | 0               | 0               | 0       | -100.00%          |
| FRINGE BENEFITS       | 79,544        | 78,869        | 54,864            | 0               | 0               | 0       | -100.00%          |
| OPERATING/CONTRACTUAL | 102,336       | 109,153       | 133,222           | 0               | 0               | 0       | -100.00%          |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 5,609         | 4,765         | 20,000            | 0               | 0               | 0       | 0.00%             |
| TOTAL APPROPRIATIONS  | 383,585       | 372,957       | 355,145           | 0               | 0               | 0       | -100.00%          |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                            | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|----------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                  | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490126      | Salary - Business Office Manager | 1         | 1         | 1                 | 0               | 0               | 0       | -100.00%          |
| 490642      | Salary - Accounting Clerk        | 2         | 2         | 2                 | 0               | 0               | 0       | -100.00%          |
| 490644      | Salary - Account Team Leader     | 1         | 1         | 1                 | 0               | 0               | 0       | -100.00%          |
| 490646      | Salary - Customer Service Rep    | 3         | 0         | 0                 | 0               | 0               | 0       | 0.00%             |
| 490690      | Salary - Student Worker          | 1         | 1         | 1                 | 0               | 0               | 0       | -100.00%          |
|             | <b>Total Positions</b>           | 8         | 5         | 5                 | 0               | 0               | 0       | -100.00%          |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance         | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Business Office | <b>ORGANIZATION:</b> | 218400 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                               | 3,502         | 3,100         | 5,622             | 0               | 0               | 0               | 0       |
| 490126 | Salary - Business Officer Manager      | 46,439        | 48,482        | 49,263            | 0               | 0               | 0               | 0       |
| 490642 | Salary - Accounting Clerk              | 47,619        | 47,516        | 50,551            | 0               | 0               | 0               | 0       |
| 490644 | Salary - Account Team Leader           | 34,188        | 35,811        | 36,267            | 0               | 0               | 0               | 0       |
| 490646 | Salary - Customer Service Rep          | 61,788        | 41,046        | 0                 | 0               | 0               | 0               | 0       |
| 490690 | Salary - Student Worker                | 2,560         | 4,215         | 5,356             | 0               | 0               | 0               | 0       |
|        | <b>Total Salaries</b>                  | 196,096       | 180,170       | 147,059           | 0               | 0               | 0               | 0       |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                       | 53,530        | 52,169        | 39,959            | 0               | 0               | 0               | 0       |
| 510202 | Fringe - Hospital                      | 23,212        | 24,183        | 12,798            | 0               | 0               | 0               | 0       |
| 510206 | Fringe - Medicare Insurance Tax        | 2,354         | 1,987         | 1,607             | 0               | 0               | 0               | 0       |
| 510207 | Fringe - Life Insurance                | 289           | 269           | 168               | 0               | 0               | 0               | 0       |
| 510208 | Fringe - FICA Tax Retirement           | 159           | 261           | 332               | 0               | 0               | 0               | 0       |
|        | <b>Total Fringe</b>                    | 79,544        | 78,869        | 54,864            | 0               | 0               | 0               | 0       |
|        | <b>Operating and Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                         | 0             | 1,500         | 6,000             | 0               | 0               | 0               | 0       |
| 520204 | Uniforms                               | 3,000         | 1,796         | 1,800             | 0               | 0               | 0               | 0       |
| 520400 | Office                                 | 5,409         | 7,327         | 8,500             | 0               | 0               | 0               | 0       |
| 531101 | Fees Recording                         | 21,050        | 23,395        | 22,500            | 0               | 0               | 0               | 0       |
| 531301 | Vehicle Costs - Gas & Oil              | 1,774         | 1,507         | 2,000             | 0               | 0               | 0               | 0       |
| 531304 | Vehicle Cost - R & M                   | 791           | 1,438         | 1,500             | 0               | 0               | 0               | 0       |
| 531401 | Postage                                | 14,717        | 28,524        | 20,000            | 0               | 0               | 0               | 0       |
| 531410 | Telephone                              | 2,054         | 2,093         | 2,400             | 0               | 0               | 0               | 0       |
| 531500 | Printing                               | 0             | 205           | 2,500             | 0               | 0               | 0               | 0       |
| 531800 | Rent                                   | 2,522         | 2,134         | 2,522             | 0               | 0               | 0               | 0       |
| 531900 | Advertising                            | 15,165        | 17,459        | 23,000            | 0               | 0               | 0               | 0       |
| 543003 | Travel & Training                      | 881           | 54            | 12,500            | 0               | 0               | 0               | 0       |
| 543025 | Tax Rolls                              | 32,825        | 19,461        | 25,000            | 0               | 0               | 0               | 0       |
| 605106 | Maintenance Equipment                  | 2,148         | 2,260         | 3,000             | 0               | 0               | 0               | 0       |
|        | <b>Total Operating and Contractual</b> | 102,336       | 109,153       | 133,222           | 0               | 0               | 0               | 0       |
|        | <b>Capital Outlay:</b>                 |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                  | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707500 | Vehicles                               | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707600 | Machinery & Equipment                  | 5,500         | 4,765         | 5,000             | 0               | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures            | 0             | 0             | 0                 | 0               | 0               | 0               | 0       |
| 707702 | Computer Software                      | 109           | 0             | 15,000            | 0               | 0               | 0               | 0       |
|        | <b>Total Capital Outlay</b>            | 5,609         | 4,765         | 20,000            | 0               | 0               | 0               | 0       |
|        | <b>TOTAL DEPARTMENT</b>                | 383,585       | 372,957       | 355,145           | 0               | 0               | 0               | 0       |

## 2008-2009 ANNUAL BUDGET

|                    |                          |                      |        |
|--------------------|--------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance                  | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Utility Customer Service | <b>ORGANIZATION:</b> | 218600 |

## GOAL MISSION STATEMENT

To provide utility customers with accurate billing and collection for electric, gas, water, wastewater, and sanitation services. Insure that customers receive accurate information on their accounts and to provide customers inquiring about their accounts with prompt information and courteous service.

## FUNCTION DESCRIPTION

The Customer Service Department is responsible for billing approximately 25,000 customers for electric, water, gas, wastewater, and sanitation services and also collecting revenues generated. Additionally, this department is responsible for new accounts, cut-off and disconnect procedures. This department also serves as the collector of property taxes and miscellaneous receipts.

## DEMAND PERFORMANCE INDICATORS

| Description               | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|---------------------------|------------------|---------------------|---------------------|
| Telephone Calls           | 72,355           | 72,355              | 72,355              |
| Total Customers           | 25,220           | 25,220              | 25,220              |
| Work Orders               | 79,150           | 79,150              | 79,150              |
| Customer Disconnects      | 14,200           | 14,200              | 14,200              |
| Applications for Services | 7,276            | 7,276               | 7,276               |

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance          | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Customer Service | <b>ORGANIZATION:</b> | 218600 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 860,867       | 948,029       | 1,027,296         | 1,009,296       | 1,043,521       | 1,043,521 | 1.58%             |
| FRINGE BENEFITS       | 368,998       | 432,211       | 479,811           | 479,811         | 473,097         | 473,097   | -1.40%            |
| OPERATING/CONTRACTUAL | 412,917       | 518,502       | 552,722           | 636,722         | 587,722         | 587,722   | 6.33%             |
| OTHER                 | 2,653,300     | 1,779,686     | 2,000,000         | 2,200,000       | 2,200,000       | 2,200,000 | 10.00%            |
| CAPITAL OUTLAY        | 6,199         | 42,861        | 2,000             | 4,634           | 28,500          | 28,500    | 0.00%             |
| TOTAL APPROPRIATIONS  | 4,302,281     | 3,721,289     | 4,061,829         | 4,330,463       | 4,332,840       | 4,332,840 | 6.67%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                     | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |           |                   |
|-------------|-------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|-----------|-------------------|
|             |                                           | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| 490124      | Salary - Customer Services Manager        | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490218      | Salary - Customer Services Supervisor     | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490230      | Salary - Accountant                       | 2         | 2         | 2                 | 2               | 2               | 2         | 0.00%             |
| 490618      | Salary - Administrative Secretary         | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490619      | Salary - Office Assistant                 | 2         | 2         | 2                 | 2               | 1               | 1         | -50.00%           |
| 490131      | Salary - Mail Clerk                       | 0         | 0         | 0                 | 0               | 1               | 1         | 0.00%             |
| 490642      | Salary - Customer Accounts Representative | 8         | 8         | 8                 | 8               | 13              | 13        | 62.50%            |
| 490644      | Salary - Customer Accounts Team Leader    | 5         | 5         | 5                 | 5               | 5               | 5         | 0.00%             |
| 490646      | Salary - Customer Services Representative | 9         | 13        | 13                | 13              | 8               | 8         | -38.46%           |
| 490690      | Salary - Student Worker                   | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
|             | <b>Total Positions</b>                    | <b>30</b> | <b>34</b> | <b>34</b>         | <b>34</b>       | <b>34</b>       | <b>34</b> | <b>0.00%</b>      |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance          | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Customer Service | <b>ORGANIZATION:</b> | 218600 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                             | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|-------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                           | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                          |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                  | 34,884           | 48,971           | 9,229             | 34,229           | 9,229            | 9,598            | 9,598            |
| 490124 | Salary - Customer Services Manager        | 50,786           | 53,020           | 53,873            | 53,873           | 53,873           | 56,028           | 56,028           |
| 490218 | Salary - Customer Services Supervisor     | 44,419           | 46,373           | 47,120            | 47,120           | 47,120           | 49,005           | 49,005           |
| 490230 | Salary - Accountant                       | 65,407           | 68,872           | 69,979            | 69,979           | 69,979           | 72,778           | 72,778           |
| 490618 | Salary - Administrative Secretary         | 34,189           | 44,672           | 36,267            | 16,267           | 22,839           | 24,717           | 24,717           |
| 490619 | Salary - Office Assistant                 | 35,270           | 38,878           | 49,641            | 47,641           | 39,096           | 18,845           | 18,845           |
| 490131 | Salary - Mail Clerk                       | 0                | 0                | 0                 | 0                | 0                | 23,230           | 23,230           |
| 490642 | Salary - Customer Accounts Representative | 235,009          | 247,538          | 264,179           | 264,179          | 264,179          | 403,459          | 403,459          |
| 490644 | Salary - Customer Accounts Team Leader    | 172,677          | 186,392          | 189,849           | 188,849          | 189,849          | 197,442          | 197,442          |
| 490646 | Salary - Customer Services Representative | 182,284          | 209,158          | 301,803           | 281,803          | 298,393          | 183,063          | 183,063          |
| 490690 | Salary - Student Worker                   | 5,942            | 4,155            | 5,356             | 5,356            | 5,356            | 5,356            | 5,356            |
|        | <b>Total Salaries</b>                     | <b>860,867</b>   | <b>948,029</b>   | <b>1,027,296</b>  | <b>1,009,296</b> | <b>999,913</b>   | <b>1,043,521</b> | <b>1,043,521</b> |
|        | <b>Fringe:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                          | 235,797          | 274,896          | 288,185           | 288,185          | 263,458          | 275,009          | 275,009          |
| 510202 | Fringe - Hospital                         | 123,167          | 145,859          | 178,630           | 178,630          | 182,971          | 182,971          | 182,971          |
| 510206 | Fringe - Medicare Insurance Tax           | 8,544            | 9,994            | 11,278            | 11,278           | 12,836           | 13,399           | 13,399           |
| 510207 | Fringe - Life Insurance                   | 1,122            | 1,204            | 1,386             | 1,386            | 1,386            | 1,386            | 1,386            |
| 510208 | Fringe - FICA Tax Retirement              | 368              | 258              | 332               | 332              | 332              | 332              | 332              |
|        | <b>Total Fringe</b>                       | <b>368,998</b>   | <b>432,211</b>   | <b>479,811</b>    | <b>479,811</b>   | <b>460,983</b>   | <b>473,097</b>   | <b>473,097</b>   |
|        | <b>Operating and Contractual:</b>         |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                            | 27,109           | 57,725           | 0                 | 60,000           | 0                | 0                | 0                |
| 520204 | Uniforms                                  | 1,226            | 5,297            | 6,280             | 6,280            | 6,280            | 6,280            | 6,280            |
| 520400 | Office                                    | 23,935           | 29,098           | 25,000            | 25,000           | 25,000           | 25,000           | 25,000           |
| 531109 | Security                                  | 13,114           | 25,539           | 33,667            | 33,667           | 33,667           | 33,667           | 33,667           |
| 531210 | Fees Substation                           | 4,091            | 5,360            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 531211 | Fees Collection Agency                    | 33,063           | 61,405           | 25,000            | 25,000           | 25,000           | 25,000           | 25,000           |
| 531214 | Fees - Billing Services                   | 148,487          | 154,974          | 135,000           | 198,000          | 135,000          | 135,000          | 135,000          |
| 531301 | Vehicle Costs - Gas & Oil                 | 1,141            | 1,169            | 1,150             | 1,150            | 1,150            | 1,150            | 1,150            |
| 531304 | Vehicle Cost - R & M                      | 25               | 492              | 2,350             | 1,350            | 2,350            | 2,350            | 2,350            |
| 531401 | Postage                                   | 98,196           | 36,970           | 195,000           | 137,000          | 195,000          | 195,000          | 195,000          |
| 531410 | Telephone                                 | 6,453            | 12,778           | 18,500            | 13,500           | 13,500           | 13,500           | 13,500           |
| 531500 | Printing                                  | 998              | 1,414            | 2,700             | 2,700            | 2,700            | 2,700            | 2,700            |
| 531701 | Utilities                                 | 25,417           | 61,014           | 52,000            | 77,000           | 77,000           | 77,000           | 77,000           |
| 543002 | Dues & Subscriptions                      | 0                | 260              | 700               | 700              | 700              | 700              | 700              |
| 543003 | Travel & Training                         | 9,755            | 6,572            | 6,875             | 6,875            | 6,875            | 6,875            | 6,875            |
| 605101 | Maintenance Building & Facilities         | 15,245           | 49,635           | 31,000            | 31,000           | 31,000           | 46,000           | 46,000           |
| 605106 | Maintenance Equipment                     | 4,662            | 8,800            | 12,500            | 12,500           | 12,500           | 12,500           | 12,500           |
|        | <b>Total Operating and Contractual</b>    | <b>412,917</b>   | <b>518,502</b>   | <b>552,722</b>    | <b>636,722</b>   | <b>572,722</b>   | <b>587,722</b>   | <b>587,722</b>   |
|        | <b>Other:</b>                             |                  |                  |                   |                  |                  |                  |                  |
| 543001 | Bad Debt                                  | 2,653,300        | 1,779,686        | 2,000,000         | 2,200,000        | 2,200,000        | 2,200,000        | 2,200,000        |
|        | <b>Total Other</b>                        | <b>2,653,300</b> | <b>1,779,686</b> | <b>2,000,000</b>  | <b>2,200,000</b> | <b>2,200,000</b> | <b>2,200,000</b> | <b>2,200,000</b> |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance                | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Customer Field Service | <b>ORGANIZATION:</b> | 218700 |

## GOAL MISSION STATEMENT

To provide utility customers with accurate billings and collections for electric, gas, water, wastewater, and sanitation services. Insure that customers receive accurate information on their accounts and to provide customers inquiring about their accounts with prompt information and courteous service.

## FUNCTION DESCRIPTION

The Customer Service Department is responsible for billing approximately 25,000 customers for electric, water, gas, wastewater, and sanitation services and also collecting revenues generated. Additionally, this department is responsible for new accounts, cut-off and disconnect procedures.

## DEMAND PERFORMANCE INDICATORS

| Description               | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|---------------------------|------------------|---------------------|---------------------|
| Telephone Calls           | 72,355           | 72,355              | 72,355              |
| Total Customers           | 25,220           | 25,220              | 25,220              |
| Work Orders               | 79,150           | 79,150              | 79,150              |
| Customer Disconnects      | 14,200           | 14,200              | 14,200              |
| Applications for Services | 7,276            | 7,276               | 7,276               |





## 2008-2009 ANNUAL BUDGET

|                                                       |  |                                                 |
|-------------------------------------------------------|--|-------------------------------------------------|
| <b>DEPARTMENT:</b> Finance<br>Customer Field Services |  | <b>FUND:</b> 401<br><b>ORGANIZATION:</b> 218700 |
|-------------------------------------------------------|--|-------------------------------------------------|

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                              | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|--------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                            | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                           |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                   | 30,415         | 51,755         | 9,653             | 45,653          | 9,653           | 10,039          | 10,039         |
| 490141 | Salary - Crew Leader                       | 16,292         | 36,381         | 41,417            | 41,417          | 41,417          | 42,762          | 42,762         |
| 490132 | Salary - Supervisor Utility Field Services | 36,451         | 39,557         | 40,194            | 40,194          | 40,194          | 41,802          | 41,802         |
| 490626 | Salary - Clerical Specialist               | 29,410         | 30,704         | 31,198            | 31,198          | 31,198          | 32,446          | 32,446         |
| 490647 | Salary - Meter Reader                      | 185,097        | 150,683        | 212,739           | 181,739         | 207,942         | 233,134         | 233,134        |
| 490763 | Salary - Utility Service Worker            | 145,904        | 176,954        | 210,379           | 210,379         | 210,379         | 218,795         | 218,795        |
|        | <b>Total Salaries</b>                      | <b>443,569</b> | <b>486,034</b> | <b>545,580</b>    | <b>550,580</b>  | <b>540,783</b>  | <b>578,978</b>  | <b>578,978</b> |
|        | <b>Fringe:</b>                             |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                           | 128,975        | 145,315        | 153,858           | 153,858         | 143,249         | 153,369         | 153,369        |
| 510202 | Fringe - Hospital                          | 85,968         | 96,505         | 161,436           | 161,436         | 135,008         | 135,008         | 135,008        |
| 510206 | Fringe - Medicare Insurance Tax            | 3,924          | 3,902          | 5,049             | 5,049           | 4,975           | 5,416           | 5,416          |
| 510207 | Fringe - Life Insurance                    | 724            | 665            | 882               | 882             | 882             | 882             | 882            |
|        | <b>Total Fringe</b>                        | <b>219,591</b> | <b>246,387</b> | <b>321,225</b>    | <b>321,225</b>  | <b>284,114</b>  | <b>294,675</b>  | <b>294,675</b> |
|        | <b>Operating and Contractual:</b>          |                |                |                   |                 |                 |                 |                |
| 520105 | Contract Labor                             | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 520204 | Uniforms                                   | 3,432          | 2,012          | 4,000             | 4,000           | 4,000           | 6,000           | 6,000          |
| 520400 | Office                                     | 1,681          | 4,621          | 2,500             | 2,500           | 2,500           | 2,500           | 2,500          |
| 520500 | Operating Supplies                         | 11,119         | 4,775          | 13,000            | 15,000          | 13,000          | 18,000          | 18,000         |
| 520514 | Small Tools                                | 752            | 643            | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 531301 | Vehicle Costs - Gas & Oil                  | 26,764         | 28,210         | 29,325            | 29,325          | 29,325          | 29,325          | 29,325         |
| 531304 | Vehicle Cost - R & M                       | 12,629         | 9,808          | 11,400            | 8,400           | 11,400          | 11,400          | 11,400         |
| 531500 | Printing                                   | 13             | 0              | 200               | 200             | 200             | 200             | 200            |
| 543003 | Travel & Training                          | 0              | 120            | 1,750             | 1,750           | 1,750           | 3,500           | 3,500          |
| 605106 | Maintenance Equipment                      | 6,877          | 6,412          | 7,000             | 7,000           | 7,000           | 7,000           | 7,000          |
|        | <b>Total Operating and Contractual</b>     | <b>63,267</b>  | <b>56,601</b>  | <b>70,175</b>     | <b>69,175</b>   | <b>70,175</b>   | <b>78,925</b>   | <b>78,925</b>  |
|        | <b>Capital Outlay:</b>                     |                |                |                   |                 |                 |                 |                |
| 707500 | Vehicles                                   | 56,357         | 23,655         | 41,500            | 41,500          | 41,600          | 29,800          | 29,800         |
| 707600 | Machinery & Equipment                      | 1,247          | 33,775         | 12,000            | 12,000          | 0               | 0               | 0              |
| 707700 | Office Furniture & Fixtures                | 463            | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707702 | Computer Software                          | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
|        | <b>Total Capital Outlay</b>                | <b>58,067</b>  | <b>57,430</b>  | <b>53,500</b>     | <b>53,500</b>   | <b>41,600</b>   | <b>29,800</b>   | <b>29,800</b>  |
|        | <b>TOTAL DEPARTMENT</b>                    | <b>784,494</b> | <b>846,452</b> | <b>990,480</b>    | <b>994,480</b>  | <b>936,672</b>  | <b>982,378</b>  | <b>982,378</b> |

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance            | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Information System | <b>ORGANIZATION:</b> | 218800 |

## GOAL MISSION STATEMENT

To provide departments with the most comprehensive, professional and state-of-art Information System services. To service user departments and customers by developing and maintaining efficient, reliable and progressive information technology including technology including telecommunications, internet services, application software and network systems.

## FUNCTION DESCRIPTION

The activities of the Management Information System include the following:

1. Operating
2. Programming
3. System Analysis
4. Hardware Maintenance
5. System Education and Training
6. System Evaluation and Implementation
7. Telecommunications
8. Network Development and Maintenance
9. Internet Functions and Applications

## DEMAND PERFORMANCE INDICATORS

| Description                        | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------|------------------|---------------------|---------------------|
| Number of Accounts                 | 17               | 17                  | 17                  |
| Number of Transactions             | 17               | 17                  | 17                  |
| Number of Pages Printer            | 115              | 115                 | 115                 |
| Number of Jobs Run                 | 21               | 21                  | 21                  |
| Number of Service Calls - Hardware | 26,700           | 26,700              | 26,700              |
| Number of Service Calls - Software | 8,900            | 8,900               | 8,900               |
| Number of Documents Prepared       | 720              | 720                 | 720                 |

## 2008-2009 ANNUAL BUDGET

|                    |                                |                      |        |
|--------------------|--------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance                        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Management Information Systems | <b>ORGANIZATION:</b> | 218800 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 363,217       | 378,134       | 468,756           | 444,351         | 468,799         | 468,799   | 0.01%             |
| FRINGE BENEFITS       | 175,978       | 175,645       | 225,216           | 225,216         | 206,957         | 206,957   | -8.11%            |
| OPERATING/CONTRACTUAL | 591,497       | 768,330       | 816,225           | 949,225         | 787,225         | 787,225   | -3.55%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 351,837       | 265,419       | 221,000           | 262,520         | 238,287         | 238,287   | 7.82%             |
| TOTAL APPROPRIATIONS  | 1,482,529     | 1,587,528     | 1,731,197         | 1,881,312       | 1,701,268       | 1,701,268 | -1.73%            |

## PERSONNEL ROSTER

| JOB<br>CODE            | TITLE                                | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|------------------------|--------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|                        |                                      | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490123                 | Salary - Information Systems Manager | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490227                 | Salary - Information Systems Analyst | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490242                 | Salary - Database Manager            | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490356                 | Salary - PC / Network Technician     | 3         | 3         | 3                 | 4               | 4               | 4       | 33.33%            |
| 490357                 | Salary - Computer Operator I         | 2         | 2         | 2                 | 1               | 1               | 1       | -50.00%           |
| 490618                 | Salary - Administrative Secretary    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490651                 | Salary - Computer Operator II        | 2         | 2         | 2                 | 1               | 1               | 1       | -50.00%           |
| <b>Total Positions</b> |                                      | 13        | 13        | 13                | 12              | 12              | 12      | -7.69%            |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                                |                      |        |
|--------------------|--------------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Finance                        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Management Information Systems | <b>ORGANIZATION:</b> | 218800 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|----------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                        | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                       |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                               | 21,584           | 22,395           | 18,458            | 38,458           | 18,458           | 19,196           | 19,196           |
| 490123 | Salary - Information Systems Manager   | 63,171           | 65,951           | 67,013            | 67,013           | 67,013           | 69,694           | 69,694           |
| 490227 | Salary - Information Systems Analyst   | 103,002          | 98,565           | 109,955           | 109,955          | 109,955          | 114,353          | 114,353          |
| 490242 | Salary - Database Manager              | 44,419           | 46,373           | 47,120            | 47,120           | 47,120           | 49,005           | 49,005           |
| 490356 | Salary - PC / Network Technician       | 43,843           | 68,049           | 90,658            | 93,569           | 120,502          | 125,322          | 125,322          |
| 490357 | Salary - Computer Operator I           | 27,054           | 25,991           | 47,922            | 26,410           | 26,410           | 27,466           | 27,466           |
| 490618 | Salary - Administrative Secretary      | 25,977           | 15,139           | 25,065            | 25,065           | 25,065           | 26,068           | 26,068           |
| 490651 | Salary - Computer Operator II          | 34,167           | 35,671           | 62,565            | 36,761           | 36,245           | 37,695           | 37,695           |
|        | <b>Total Salaries</b>                  | <b>363,217</b>   | <b>378,134</b>   | <b>468,756</b>    | <b>444,351</b>   | <b>450,768</b>   | <b>468,799</b>   | <b>468,799</b>   |
|        | <b>Fringe:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                       | 100,430          | 112,097          | 132,190           | 132,190          | 119,410          | 124,184          | 124,184          |
| 510202 | Fringe - Hospital                      | 70,183           | 57,888           | 85,683            | 85,683           | 75,470           | 75,470           | 75,470           |
| 510206 | Fringe - Medicare Insurance Tax        | 4,974            | 5,253            | 6,797             | 6,797            | 6,537            | 6,799            | 6,799            |
| 510207 | Fringe - Life Insurance                | 391              | 407              | 546               | 546              | 504              | 504              | 504              |
|        | <b>Total Fringe</b>                    | <b>175,978</b>   | <b>175,645</b>   | <b>225,216</b>    | <b>225,216</b>   | <b>201,921</b>   | <b>206,957</b>   | <b>206,957</b>   |
|        | <b>Operating and Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                         | 79,647           | 13,599           | 0                 | 0                | 0                | 0                | 0                |
| 520204 | Uniforms                               | 1,252            | 2,075            | 2,400             | 2,400            | 2,400            | 2,400            | 2,400            |
| 520400 | Office                                 | 3,075            | 3,566            | 4,000             | 4,000            | 4,000            | 4,000            | 4,000            |
| 520500 | Operating Supplies                     | 20,600           | 21,993           | 23,000            | 23,000           | 23,000           | 23,000           | 23,000           |
| 520513 | Operating - Paper                      | 24,034           | 11,195           | 29,000            | 29,000           | 29,000           | 29,000           | 29,000           |
| 531301 | Vehicle Costs - Gas & Oil              | 2,514            | 2,113            | 1,725             | 2,725            | 2,725            | 2,725            | 2,725            |
| 531304 | Vehicle Cost - R & M                   | 2,302            | 459              | 3,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 531410 | Telephone                              | 29,756           | 22,193           | 42,000            | 22,000           | 22,000           | 22,000           | 22,000           |
| 531415 | Internet Access                        | 19,180           | 32,714           | 45,000            | 45,000           | 45,000           | 45,000           | 45,000           |
| 531500 | Printing                               | 63               | 168              | 500               | 500              | 500              | 500              | 500              |
| 543002 | Dues & Subscriptions                   | 1,218            | 688              | 600               | 600              | 600              | 600              | 600              |
| 543003 | Travel & Training                      | 28,616           | 48,465           | 42,000            | 42,000           | 30,000           | 30,000           | 30,000           |
| 605106 | Maintenance Equipment                  | 197,950          | 299,376          | 300,000           | 300,000          | 300,000          | 300,000          | 300,000          |
| 605114 | Maintenance Software                   | 181,290          | 309,726          | 323,000           | 473,000          | 323,000          | 323,000          | 323,000          |
|        | <b>Total Operating and Contractual</b> | <b>591,497</b>   | <b>768,330</b>   | <b>816,225</b>    | <b>949,225</b>   | <b>787,225</b>   | <b>787,225</b>   | <b>787,225</b>   |
|        | <b>Capital Outlay:</b>                 |                  |                  |                   |                  |                  |                  |                  |
| 707405 | Building Improvements                  | 0                | 8,686            | 0                 | 0                | 0                | 0                | 0                |
| 707500 | Vehicles                               | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 707600 | Machinery & Equipment                  | 264,300          | 146,538          | 159,200           | 179,150          | 288,787          | 103,787          | 103,787          |
| 707700 | Office Furniture & Fixtures            | 0                | 56,850           | 1,800             | 1,800            | 6,500            | 6,500            | 6,500            |
| 707702 | Computer Software                      | 87,537           | 53,345           | 60,000            | 81,570           | 328,000          | 128,000          | 128,000          |
|        | <b>Total Capital Outlay</b>            | <b>351,837</b>   | <b>265,419</b>   | <b>221,000</b>    | <b>262,520</b>   | <b>623,287</b>   | <b>238,287</b>   | <b>238,287</b>   |
|        | <b>TOTAL DEPARTMENT</b>                | <b>1,482,529</b> | <b>1,587,528</b> | <b>1,731,197</b>  | <b>1,881,312</b> | <b>2,063,201</b> | <b>1,701,268</b> | <b>1,701,268</b> |





## 2008-2009 ANNUAL BUDGET

|             |                       |               |        |
|-------------|-----------------------|---------------|--------|
| DIVISION:   | Utilities             | FUND:         | 401    |
| DEPARTMENT: | Director of Utilities | ORGANIZATION: | 218500 |

### APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 84,759        | 107,226       | 163,857           | 136,857         | 175,120         | 175,120 | 6.87%             |
| FRINGE BENEFITS       | 42,309        | 54,710        | 79,932            | 79,932          | 80,277          | 80,277  | 0.43%             |
| OPERATING/CONTRACTUAL | 12,871        | 86,559        | 238,000           | 538,000         | 441,500         | 441,500 | 85.50%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 5,339         | 12,329        | 15,000            | 15,000          | 39,000          | 39,000  | 0.00%             |
| TOTAL APPROPRIATIONS  | 145,278       | 260,824       | 496,789           | 769,789         | 735,897         | 735,897 | 48.13%            |

## PERSONNEL ROSTER

[illegible]

## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Director of Utilities | <b>ORGANIZATION:</b> | 218500 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |         |
| 480107 | Salary - Director of Utilities         | 53,114        | 68,589        | 80,000            | 80,000          | 80,000          | 83,200          | 83,200  |
| 480604 | Salary - Executive Secretary           | 31,645        | 33,037        | 33,569            | 33,569          | 33,569          | 34,912          | 34,912  |
| 490226 | Salary - Assistant Director Utilities  | 0             | 5,600         | 50,288            | 23,288          | 50,288          | 57,008          | 57,008  |
|        | <b>Total Salaries</b>                  | 84,759        | 107,226       | 163,857           | 136,857         | 163,857         | 175,120         | 175,120 |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                       | 23,385        | 31,788        | 46,207            | 46,207          | 43,405          | 46,389          | 46,389  |
| 510202 | Fringe - Hospital                      | 13,628        | 16,940        | 26,353            | 26,353          | 26,353          | 26,353          | 26,353  |
| 510206 | Fringe - Medicare Insurance Tax        | 1,340         | 1,542         | 2,446             | 2,446           | 2,446           | 2,609           | 2,609   |
| 510207 | Fringe - Life Insurance                | 79            | 83            | 126               | 126             | 126             | 126             | 126     |
| 510209 | Fringe - Car Allowance                 | 3,877         | 4,357         | 4,800             | 4,800           | 4,800           | 4,800           | 4,800   |
|        | <b>Total Fringe</b>                    | 42,309        | 54,710        | 79,932            | 79,932          | 77,130          | 80,277          | 80,277  |
|        | <b>Operating and Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520204 | Uniforms                               | 412           | 238           | 0                 | 0               | 0               | 0               | 0       |
| 520400 | Office                                 | 1,846         | 4,724         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500   |
| 531110 | Professional Fees                      | 0             | 48,044        | 200,000           | 500,000         | 200,000         | 400,000         | 400,000 |
| 531114 | Professional Fees Engineering          | 0             | 13,978        | 18,000            | 18,000          | 18,000          | 18,000          | 18,000  |
| 531301 | Vehicle Costs - Gas & Oil              | 0             | 113           | 1,500             | 1,500           | 1,500           | 1,500           | 1,500   |
| 531304 | Vehicle Cost - R & M                   | 0             | 0             | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 531410 | Telephone                              | 2,479         | 7,747         | 3,000             | 3,000           | 3,000           | 3,000           | 3,000   |
| 531500 | Printing                               | 170           | 15            | 1,500             | 1,500           | 1,500           | 1,500           | 1,500   |
| 543002 | Dues & Subscriptions                   | 565           | 423           | 2,000             | 2,000           | 2,000           | 2,000           | 2,000   |
| 543003 | Travel & Training                      | 7,399         | 11,277        | 8,500             | 8,500           | 8,500           | 12,000          | 12,000  |
|        | <b>Total Operating and Contractual</b> | 12,871        | 86,559        | 238,000           | 538,000         | 238,000         | 441,500         | 441,500 |
|        | <b>Capital Outlay:</b>                 |               |               |                   |                 |                 |                 |         |
| 707405 | Building Improvements                  | 0             | 1,167         | 0                 | 0               | 0               | 0               | 0       |
| 707500 | Vehicles                               | 0             | 0             | 0                 | 0               | 24,000          | 24,000          | 24,000  |
| 707600 | Machinery & Equipment                  | 5,339         | 6,285         | 0                 | 0               | 0               | 0               | 0       |
| 707700 | Office Furniture & Fixtures            | 0             | 400           | 10,000            | 10,000          | 10,000          | 10,000          | 10,000  |
| 707702 | Computer Software                      | 0             | 4,477         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
|        | <b>Total Capital Outlay</b>            | 5,339         | 12,329        | 15,000            | 15,000          | 39,000          | 39,000          | 39,000  |
|        | <b>TOTAL DEPARTMENT</b>                | 145,278       | 260,824       | 496,789           | 769,789         | 517,987         | 735,897         | 735,897 |

## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |        |
|--------------------|---------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities           | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Production | <b>ORGANIZATION:</b> | 227100 |

## GOAL MISSION STATEMENT

The mission of the City of Alexandria, Electric Production Department is to provide reliable and cost effective energy services, in a responsible and courteous manner, which meet the current future needs to our customers.

1. Customers. We will continually strive to remain customer-focused and always seek to improve the way in which we deliver services to our customers.
2. Employees. We will maintain a safe and positive work environment and provide the opportunity for professional and personal development. We will properly train employees for their responsibilities and see that they are regularly updated in current developments in their disciplines. We will ensure that employees and the community.
3. Power Supply. We will develop and maintain a reliable and secure supply of energy at a reasonable cost.

## FUNCTION DESCRIPTION

D.G. Hunter Generating Station operates 24 hours a day, 7 days a week, with the capability to supply the city with electrical power to meet the needs of the citizens. Plant equipment is kept in proper working conditions to insure safe and reliable operations, allowing a unit to be started up in a minimum of four hours.

Negotiations for fuel and electrical power insures the most economical power for the citizens of Alexandria.

## DEMAND PERFORMANCE INDICATORS

| Description                                                                 | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-----------------------------------------------------------------------------|------------------|---------------------|---------------------|
| Reports: EPAAA, LEPA, SWPP, Dept. of Energy, NERC, FERC, DEO & Utility Data | 1,300            | 1,400               | 1,600               |
| Requisitions Processed                                                      | 1,200            | 1,300               | 1,350               |
| Invoices & Packing Slips                                                    | 2,500            | 2,700               | 2,750               |
| Cleco Interchange Calls                                                     | 8,760            | 9,060               | 9,060               |
| Interchange Log Entries                                                     | 61,320           | 61,920              | 62,285              |
| Customer Complaints & Trouble Calls                                         | 5,000            | 5,000               | 5,000               |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |        |
|--------------------|---------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities           | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Production | <b>ORGANIZATION:</b> | 227100 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |            |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|------------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED    | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 726,429       | 675,873       | 862,325           | 736,325         | 965,900         | 963,328    | 12.01%            |
| FRINGE BENEFITS       | 320,094       | 310,959       | 394,351           | 394,351         | 418,438         | 417,719    | 6.11%             |
| OPERATING/CONTRACTUAL | 53,892,924    | 44,506,889    | 36,207,350        | 42,745,350      | 36,232,350      | 36,232,350 | 0.07%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0          | 0.00%             |
| CAPITAL OUTLAY        | 121,917       | 21,356        | 86,000            | 86,000          | 41,500          | 41,500     | -51.74%           |
| TOTAL APPROPRIATIONS  | 55,061,364    | 45,515,077    | 37,550,026        | 43,962,026      | 37,658,188      | 37,654,897 | 0.29%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                    | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                          | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490101      | Salary - Superintendent Electric Prod    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490219      | Salary - Professional Engineer           | 0         | 0         | 0                 | 0               | 1               | 1       | 0.00%             |
| 490301      | Salary - Supervisor Electric Production  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490302      | Salary - Plant Maintenance Supervisor    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490369      | Salary - Environmental Technician I      | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490618      | Salary - Administrative Secretary        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490701      | Salary - Electric Plant Shift Supervisor | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490702      | Salary - Instruments & Electronics Tech  | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490704      | Salary - Maintenance Mechanic II         | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490705      | Salary - Electric Plant Operator II      | 5         | 5         | 5                 | 5               | 5               | 5       | 0.00%             |
| 490707      | Salary - Electric Plant Operator I       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490149      | Salary - Custodial Worker                | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490822      | Salary - Trades Worker                   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                   | 20        | 20        | 20                | 20              | 21              | 21      | 5.00%             |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                     |                      |        |
|--------------------|---------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities           | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Production | <b>ORGANIZATION:</b> | 227100 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
|        | <b>Salaries:</b>                         |               |               |                   |                 |                 |                 |            |
| 450001 | Overtime                                 | 105,561       | 75,317        | 152,013           | 82,013          | 152,013         | 158,094         | 158,094    |
| 490101 | Salary - Superintendent Electric Prod    | 53,124        | 55,249        | 56,354            | 56,354          | 56,354          | 58,608          | 58,608     |
| 490219 | Salary - Professional Engineer           | 0             | 0             | 0                 | 0               | 0               | 50,186          | 47,614     |
| 490301 | Salary - Supervisor Electric Production  | 45,174        | 47,162        | 47,921            | 47,921          | 47,921          | 49,838          | 49,838     |
| 490302 | Salary - Plant Maintenance Supervisor    | 9,551         | 16,293        | 32,457            | 32,457          | 32,457          | 34,110          | 34,110     |
| 490369 | Salary - Environmental Technician I      | 28,807        | 5,949         | 27,431            | 13,431          | 27,431          | 28,528          | 28,528     |
| 490618 | Salary - Administrative Secretary        | 23,629        | 21,077        | 25,065            | 12,065          | 22,839          | 24,717          | 24,717     |
| 490701 | Salary - Electric Plant Shift Supervisor | 164,096       | 169,817       | 178,436           | 174,436         | 178,436         | 185,573         | 185,573    |
| 490702 | Salary - Instruments & Electronics Tech  | 66,574        | 64,152        | 70,621            | 70,621          | 70,621          | 73,446          | 73,446     |
| 490704 | Salary - Maintenance Mechanic II         | 36,469        | 37,925        | 38,684            | 38,684          | 38,684          | 40,231          | 40,231     |
| 490705 | Salary - Electric Plant Operator II      | 146,285       | 128,595       | 166,000           | 153,000         | 182,615         | 189,919         | 189,919    |
| 490707 | Salary - Electric Plant Operator I       | 5,486         | 10,138        | 22,382            | 10,382          | 22,382          | 25,891          | 25,891     |
| 490149 | Salary - Custodial Worker                | 17,258        | 18,698        | 19,049            | 19,049          | 19,049          | 19,811          | 19,811     |
| 490822 | Salary - Trades Worker                   | 24,415        | 25,501        | 25,912            | 25,912          | 25,912          | 26,948          | 26,948     |
|        | <b>Total Salaries</b>                    | 726,429       | 675,873       | 862,325           | 736,325         | 876,714         | 965,900         | 963,328    |
|        | <b>Fringe:</b>                           |               |               |                   |                 |                 |                 |            |
| 510201 | Fringe - Pension                         | 201,023       | 197,618       | 243,176           | 243,176         | 232,239         | 255,867         | 255,186    |
| 510202 | Fringe - Hospital                        | 113,298       | 107,809       | 142,522           | 142,522         | 142,616         | 151,356         | 151,356    |
| 510206 | Fringe - Medicare Insurance Tax          | 5,034         | 4,846         | 7,813             | 7,813           | 9,183           | 10,333          | 10,295     |
| 510207 | Fringe - Life Insurance                  | 739           | 686           | 840               | 840             | 840             | 882             | 882        |
| 510208 | Fringe - FICA Tax Retirement             | 0             | 0             | 0                 | 0               | 0               | 0               | 0          |
|        | <b>Total Fringe</b>                      | 320,094       | 310,959       | 394,351           | 394,351         | 384,878         | 418,438         | 417,719    |
|        | <b>Operating and Contractual:</b>        |               |               |                   |                 |                 |                 |            |
| 520105 | Contract Labor                           | 3,033         | 4,611         | 10,000            | 23,000          | 10,000          | 10,000          | 10,000     |
| 520204 | Uniforms                                 | 5,468         | 4,237         | 5,500             | 5,500           | 5,500           | 5,500           | 5,500      |
| 520400 | Office                                   | 68            | 547           | 2,000             | 2,000           | 2,000           | 2,000           | 2,000      |
| 520500 | Operating Supplies                       | 97,581        | 15,694        | 17,500            | 17,500          | 17,500          | 17,500          | 17,500     |
| 520501 | Operating - Janitorial                   | 2,406         | 2,077         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500      |
| 520503 | Operating - Chemicals                    | 8,260         | 14,950        | 118,000           | 118,000         | 118,000         | 118,000         | 118,000    |
| 520505 | Operating - Gases                        | 14,024        | 17,139        | 25,000            | 25,000          | 25,000          | 25,000          | 25,000     |
| 520514 | Small Tools                              | 3,254         | 4,318         | 4,500             | 4,500           | 4,500           | 4,500           | 4,500      |
| 531110 | Professional Fees & Services             | 4,436         | 0             | 5,000             | 5,000           | 5,000           | 5,000           | 5,000      |
| 531215 | Fees, Licenses & Permits                 | 3,791         | 2,677         | 4,000             | 4,000           | 4,000           | 4,000           | 4,000      |
| 531301 | Vehicle Costs - Gas & Oil                | 4,043         | 4,327         | 3,450             | 4,450           | 4,450           | 4,450           | 4,450      |
| 531304 | Vehicle Costs - R & M                    | 3,894         | 4,167         | 4,000             | 8,000           | 8,000           | 8,000           | 8,000      |
| 531410 | Telephone                                | 12,006        | 14,768        | 13,500            | 33,500          | 33,500          | 33,500          | 33,500     |
| 531500 | Printing                                 | 233           | 82            | 500               | 500             | 500             | 500             | 500        |
| 531701 | Utilities                                | 4,908         | 5,325         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000      |
| 543002 | Dues & Subscriptions                     | 3,106         | 4,159         | 4,000             | 4,000           | 4,000           | 4,000           | 4,000      |
| 543003 | Travel & Training                        | 2,358         | 2,151         | 10,400            | 10,400          | 10,400          | 10,400          | 10,400     |
| 554001 | Purchases-Direct Energy Costs            | 43,214,513    | 35,063,059    | 26,000,000        | 33,000,000      | 26,000,000      | 26,000,000      | 26,000,000 |
| 554002 | Purchases-Other Energy Costs             | 10,237,558    | 9,049,701     | 9,000,000         | 8,500,000       | 9,000,000       | 9,000,000       | 9,000,000  |
| 554006 | Purchases-Plant Fuel                     | 0             | 0             | 600,000           | 600,000         | 600,000         | 600,000         | 600,000    |
| 605101 | Maintenance Bldg & Facilities            | 16,563        | 13,615        | 20,000            | 20,000          | 20,000          | 20,000          | 20,000     |
| 605102 | Maintenance Plant                        | 249,023       | 277,430       | 350,000           | 350,000         | 350,000         | 350,000         | 350,000    |
| 605106 | Maintenance Equipment                    | 2,398         | 1,855         | 2,500             | 2,500           | 2,500           | 2,500           | 2,500      |
|        | <b>Total Operating and Contractual</b>   | 53,892,924    | 44,506,889    | 36,207,350        | 42,745,350      | 36,232,350      | 36,232,350      | 36,232,350 |

CITY OF ALEXANDRIA





## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Distribution | <b>ORGANIZATION:</b> | 227200 |

## GOAL MISSION STATEMENT

To provide quality electric service to residential, commercial and industrial customers by maintaining high standards of workmanship, efficiency and reliability.

## FUNCTION DESCRIPTION

Construction of new additions and extensions to the City's electrical distribution system as growth requires. Maintain existing electric distribution system by checking equipment, performing preventive maintenance and reconditioning outdated circuits as loads and schedules allow. Respond to emergency call 24 hours a day, 7 days a week. Maintain street lighting and rental lights. Provide temporary electric service for special events. Maintain and store proper documentation of all electric meters, breakers, relays, transformers and equipment in the system. Test, record and remove all PCB contaminated transformers in system. Relamp and maintain sports lighting at all Ball Parks in the City. Assist all other departments as required.

## DEMAND PERFORMANCE INDICATORS

| Description                   | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------|------------------|---------------------|---------------------|
| Distribution Substations      | 17               | 18                  | 18                  |
| Substation Transformers (MVA) | 17               | 17                  | 17                  |
| Distribution Lines (miles)    | 165              | 175                 | 175                 |
| Transmission Lines (miles)    | 17               | 17                  | 17                  |
| Electric Meters               | 51,000           | 51,000              | 51,000              |
| Electric Customers            | 27,000           | 27,000              | 27,000              |
| Street Lights                 | 19,360           | 19,500              | 19,500              |
| Work Orders Completed         | 760              | 800                 | 800                 |
| Peak Load (MW)                | 182              | 194                 | 194                 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Distribution | <b>ORGANIZATION:</b> | 227200 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 1,805,300     | 1,824,502     | 1,925,166         | 1,913,166       | 1,959,529       | 1,959,529 | 1.78%             |
| FRINGE BENEFITS       | 752,557       | 786,270       | 849,518           | 849,518         | 865,767         | 865,767   | 1.91%             |
| OPERATING/CONTRACTUAL | 1,421,568     | 1,630,127     | 1,592,725         | 1,916,725       | 1,716,800       | 1,716,800 | 7.79%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 880,553       | 1,503,023     | 1,617,390         | 2,027,390       | 1,345,765       | 1,726,699 | -16.79%           |
| TOTAL APPROPRIATIONS  | 4,859,978     | 5,743,922     | 5,984,799         | 6,706,799       | 5,887,861       | 6,268,795 | -1.62%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                     | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                           | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490102      | Salary - Superintendent                   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490202      | Salary - Asst Superintendent              | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490219      | Salary - Professional Engineer            | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490303      | Salary - Supervisor Electric Distribution | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490304      | Salary - Electric System Technician       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490171      | Salary - Crew Supervisor Electric Dist    | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490316      | Salary - Engineering Tech II              | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490358      | Salary - Electrical Inspector             | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490367      | Salary - SCADA Operator                   | 4         | 4         | 4                 | 4               | 4               | 4       | 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%             |
| 490708      | Salary - Electric Substation Supervisor   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490712      | Salary - Electric Line Worker Senior      | 8         | 8         | 9                 | 9               | 9               | 9       | 0.00%             |
| 490713      | Salary - Electric Service Worker          | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490715      | Salary - Electric Meter Technician        | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490716      | Salary - Pole Construction Worker         | 2         | 2         | 2                 | 2               | 0               | 0       | -100.00%          |
| 490718      | Salary - Electric Line Worker             | 5         | 5         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490764      | Salary - Electric Substation Tech II      | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490769      | Salary - Electric Substation Tech I       | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490820      | Salary - Maintenance Worker               | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490822      | Salary - Trades Worker                    | 2         | 2         | 2                 | 2               | 4               | 4       | 100.00%           |
|             | <b>Total Positions</b>                    | 46        | 46        | 46                | 46              | 46              | 46      | 0.00%             |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Distribution | <b>ORGANIZATION:</b> | 227200 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                             | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|-------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                           | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                          |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                  | 327,944          | 238,095          | 198,264           | 278,264          | 198,264          | 206,195          | 206,195          |
| 490102 | Salary - Superintendent                   | 52,180           | 54,476           | 55,353            | 84,353           | 54,483           | 56,662           | 56,662           |
| 490202 | Salary - Asst Superintendent              | 24,923           | 50,112           | 50,918            | 48,918           | 50,918           | 52,955           | 52,955           |
| 490219 | Salary - Professional Engineer            | 53,124           | 55,461           | 56,354            | 56,354           | 56,354           | 58,608           | 58,608           |
| 490303 | Salary - Supervisor Electric Distribution | 54,062           | 96,257           | 57,348            | 46,348           | 51,822           | 53,895           | 53,895           |
| 490304 | Salary - Electric System Technician       | 47,506           | 49,596           | 50,394            | 37,394           | 49,546           | 51,528           | 51,528           |
| 490316 | Salary - Engineering Tech II              | 13,058           | 30,030           | 29,547            | 29,547           | 29,547           | 30,729           | 30,729           |
| 490171 | Salary - Crew Supervisor Electric Dist    | 177,542          | 185,354          | 188,339           | 188,339          | 183,129          | 190,453          | 190,453          |
| 490358 | Salary - Electrical Inspector             | 74,553           | 77,721           | 81,444            | 81,444           | 84,499           | 87,879           | 87,879           |
| 490367 | Salary - SCADA Operator                   | 131,808          | 137,236          | 144,099           | 137,099          | 131,119          | 136,364          | 136,364          |
| 490618 | Salary - Administrative Secretary         | 18,137           | 22,903           | 24,228            | 24,228           | 24,228           | 25,197           | 25,197           |
| 490626 | Salary - Clerical Specialist              | 7,906            | 17,557           | 20,683            | 20,683           | 20,683           | 21,510           | 21,510           |
| 490708 | Salary - Electric Substation Supervisor   | 38,405           | 45,146           | 45,872            | 45,872           | 45,872           | 47,707           | 47,707           |
| 490712 | Salary - Electric Line Worker Senior      | 350,678          | 351,014          | 403,461           | 379,461          | 380,779          | 396,010          | 396,010          |
| 490713 | Salary - Electric Service Worker          | 82,319           | 68,924           | 80,612            | 63,612           | 80,612           | 83,836           | 83,836           |
| 490715 | Salary - Electric Meter Technician        | 64,028           | 67,115           | 68,194            | 68,194           | 68,194           | 70,922           | 70,922           |
| 490716 | Salary - Pole Construction Worker         | 61,036           | 64,525           | 65,562            | 65,562           | 65,562           | 0                | 0                |
| 490718 | Salary - Electric Line Worker             | 95,897           | 87,005           | 113,770           | 98,770           | 104,854          | 118,470          | 118,470          |
| 490764 | Salary - Electric Substation Tech II      | 0                | 0                | 31,108            | 14,108           | 30,498           | 31,762           | 31,762           |
| 490769 | Salary - Electric Substation Tech I       | 43,620           | 32,357           | 57,559            | 57,559           | 57,559           | 63,002           | 63,002           |
| 490820 | Salary - Maintenance Worker               | 52,195           | 55,446           | 56,552            | 50,552           | 53,841           | 60,060           | 60,060           |
| 490822 | Salary - Trades Worker                    | 34,379           | 38,172           | 45,505            | 36,505           | 44,222           | 115,785          | 115,785          |
|        | <b>Total Salaries</b>                     | <b>1,805,300</b> | <b>1,824,502</b> | <b>1,925,166</b>  | <b>1,913,166</b> | <b>1,866,585</b> | <b>1,959,529</b> | <b>1,959,529</b> |
|        | <b>Fringe:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                          | 495,215          | 529,008          | 542,899           | 542,899          | 494,461          | 519,083          | 519,083          |
| 510202 | Fringe - Hospital                         | 237,562          | 237,629          | 283,421           | 283,421          | 318,911          | 318,911          | 318,911          |
| 510206 | Fringe - Medicare Insurance Tax           | 18,094           | 17,909           | 21,266            | 21,266           | 24,592           | 25,841           | 25,841           |
| 510207 | Fringe - Life Insurance                   | 1,686            | 1,724            | 1,932             | 1,932            | 1,932            | 1,932            | 1,932            |
|        | <b>Total Fringe</b>                       | <b>752,557</b>   | <b>786,270</b>   | <b>849,518</b>    | <b>849,518</b>   | <b>839,896</b>   | <b>865,767</b>   | <b>865,767</b>   |
|        | <b>Operating and Contractual:</b>         |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                            | 74,951           | 41,068           | 0                 | 130,000          | 0                | 0                | 0                |
| 520204 | Uniforms                                  | 9,809            | 9,889            | 9,000             | 9,000            | 9,000            | 14,000           | 14,000           |
| 520400 | Office                                    | 3,716            | 7,413            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 520500 | Operating Supplies                        | 31,184           | 32,572           | 26,500            | 26,500           | 26,500           | 26,500           | 26,500           |
| 520514 | Small Tools                               | 10,567           | 11,036           | 11,000            | 11,000           | 11,000           | 13,750           | 13,750           |
| 531110 | Professional Fees and Services            | 1,630            | 0                | 0                 | 0                | 0                | 0                | 0                |
| 531115 | Tree Trimming                             | 412,795          | 392,846          | 416,000           | 416,000          | 416,000          | 416,000          | 416,000          |
| 531301 | Vehicle Costs - Gas & Oil                 | 95,292           | 96,369           | 70,725            | 91,725           | 91,725           | 91,725           | 91,725           |
| 531304 | Vehicle Costs - R & M                     | 31,482           | 37,371           | 44,000            | 43,000           | 43,000           | 43,000           | 43,000           |
| 531410 | Telephone                                 | 25,178           | 29,455           | 28,500            | 18,500           | 18,500           | 18,500           | 18,500           |
| 531500 | Printing                                  | 858              | 652              | 5,400             | 5,400            | 5,400            | 5,400            | 5,400            |
| 531701 | Utilities                                 | 225,444          | 239,063          | 218,000           | 252,000          | 252,000          | 252,000          | 252,000          |
| 531800 | Rent                                      | 30,994           | 0                | 0                 | 0                | 0                | 0                | 0                |
| 543002 | Dues & Subscriptions                      | 640              | 576              | 600               | 600              | 600              | 600              | 600              |
| 543003 | Travel & Training                         | 4,545            | 7,577            | 25,000            | 25,000           | 25,000           | 37,000           | 37,000           |
| 554007 | Lamp Renewals                             | 29,828           | 29,519           | 40,000            | 40,000           | 40,000           | 40,000           | 40,000           |



## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Electric Distribution | <b>ORGANIZATION:</b> | 227200 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                                | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|----------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                              | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Operating &amp; Contractual (Cont'd):</b> |               |               |                   |                 |                 |                 |           |
| 605101 | Maintenance Bldg & Facilities                | 2,833         | 19,622        | 45,000            | 45,000          | 45,000          | 45,000          | 45,000    |
| 605106 | Maintenance Equipment                        | 68,625        | 77,287        | 80,000            | 80,000          | 80,000          | 80,000          | 80,000    |
| 605113 | Maintenance Lines & Poles                    | 288,083       | 512,857       | 455,000           | 555,000         | 455,000         | 483,825         | 483,825   |
| 605115 | Maintenance Meters                           | 1,436         | 13,813        | 1,500             | 1,500           | 1,500           | 1,500           | 1,500     |
| 605118 | Maintenance Substations                      | 56,543        | 55,449        | 90,000            | 140,000         | 90,000          | 121,500         | 121,500   |
| 605125 | PCB Disposal/Testing                         | 15,135        | 15,693        | 21,500            | 21,500          | 21,500          | 21,500          | 21,500    |
|        | <b>Total Operating and Contractual</b>       | 1,421,568     | 1,630,127     | 1,592,725         | 1,916,725       | 1,636,725       | 1,716,800       | 1,716,800 |
|        | <b>Capital Outlay:</b>                       |               |               |                   |                 |                 |                 |           |
| 707101 | Acquisitions                                 | 3,400         | 2,462         | 16,762            | 16,762          | 15,000          | 15,000          | 15,000    |
| 707300 | Meters                                       | 36,477        | 42,022        | 100,000           | 100,000         | 100,000         | 75,000          | 75,000    |
| 707359 | Christmas Lighting                           | 0             | 0             | 0                 | 0               | 9,500           | 8,000           | 8,000     |
| 707361 | Street Lights                                | 92,587        | 131,984       | 160,000           | 160,000         | 160,000         | 130,000         | 131,849   |
| 707363 | Electric Transformers                        | 286,468       | 553,018       | 375,000           | 785,000         | 600,000         | 500,000         | 500,000   |
| 707401 | Electric Systems Additions                   | 287,815       | 305,223       | 296,379           | 296,379         | 250,000         | 300,000         | 311,426   |
| 707405 | Building Improvements                        | 5,910         | 19,542        | 135,000           | 135,000         | 57,000          | 45,000          | 134,000   |
| 707500 | Vehicles                                     | 90,736        | 275,769       | 464,199           | 464,199         | 378,000         | 195,000         | 470,467   |
| 707600 | Machinery & Equipment                        | 58,384        | 136,304       | 49,350            | 49,350          | 151,465         | 34,065          | 35,160    |
| 707700 | Office Furniture and Fixtures                | 7,360         | 895           | 5,700             | 5,700           | 9,975           | 9,250           | 11,347    |
| 707702 | Computer Software                            | 11,416        | 35,804        | 15,000            | 15,000          | 35,450          | 34,450          | 34,450    |
|        | <b>Total Capital Outlay</b>                  | 880,553       | 1,503,023     | 1,617,390         | 2,027,390       | 1,766,390       | 1,345,765       | 1,726,699 |
|        | <b>TOTAL DEPARTMENT</b>                      | 4,859,978     | 5,743,922     | 5,984,799         | 6,706,799       | 6,109,596       | 5,887,861       | 6,268,795 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |           |                      |        |
|--------------------|-----------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Water     | <b>ORGANIZATION:</b> | 237501 |

### GOAL MISSION STATEMENT

To produce water that is good, pure, wholesome and in quantity suitable for drinking, domestic and culinary purposes. It also provides water for fire protection and delivers the water by pump stations and water mains to our customers.

### FUNCTION DESCRIPTION

The Water Department monitors, inspects, repairs and maintains 53 water wells, 40,100 water meters, 500 miles, over 2,834 fire hydrants, 7 pump stations, 10 water reservoirs and delivers an average of 25 million gallons of water to its customers each day. In performing this task, approximately 20 corrective work orders are completed each day.

## DEMAND PERFORMANCE INDICATORS

[illegible]



## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities          | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Water Distribution | <b>ORGANIZATION:</b> | 237501 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 710,949       | 733,685       | 873,298           | 821,302         | 919,362         | 919,362   | 5.27%             |
| FRINGE BENEFITS       | 311,263       | 355,029       | 451,093           | 451,373         | 450,284         | 450,284   | -0.18%            |
| OPERATING/CONTRACTUAL | 377,192       | 358,816       | 354,200           | 420,200         | 440,842         | 440,842   | 24.46%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 235,349       | 287,395       | 284,094           | 297,094         | 427,966         | 427,966   | 50.64%            |
| TOTAL APPROPRIATIONS  | 1,634,753     | 1,734,925     | 1,962,685         | 1,989,969       | 2,238,454       | 2,238,454 | 14.05%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                  | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                        | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490103      | Salary - Superintendent                | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490204      | Salary - Asst Superintendent           | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490318      | Salary - Meter Technician              | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490167      | Salary - Crew Supervisor Water Dist    | 5         | 5         | 5                 | 5               | 5               | 5       | 0.00%             |
| 490342      | Salary - Construction Inspector        | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490168      | Salary - Supervisor Water Distribution | 0         | 0         | 0                 | 1               | 1               | 1       | 0.00%             |
| 490373      | Salary - Supervisor                    | 1         | 1         | 1                 | 0               | 0               | 0       | -100.00%          |
| 490618      | Salary - Administrative Secretary      | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490722      | Salary - Pipe Layer                    | 4         | 4         | 4                 | 4               | 4               | 4       | 0.00%             |
| 490738      | Salary - Equipment Operator III        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490742      | Salary - Painter                       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490820      | Salary - Maintenance Worker            | 7         | 7         | 7                 | 7               | 7               | 7       | 0.00%             |
| 490147      | Salary - Maintenance Worker Senior     | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
|             | <b>Total Positions</b>                 | 28        | 29        | 29                | 29              | 29              | 29      | 0.00%             |

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities          | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Water Distribution | <b>ORGANIZATION:</b> | 237501 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                               | 42,598        | 48,790        | 19,413            | 39,413          | 19,413          | 20,190          | 20,190  |
| 490103 | Salary - Superintendent                | 35,655        | 49,831        | 48,686            | 48,686          | 49,640          | 51,626          | 51,626  |
| 490204 | Salary - Asst Superintendent           | 26,593        | 0             | 47,320            | 21,320          | 47,320          | 49,213          | 49,213  |
| 490318 | Salary - Meter Technician              | 70,037        | 85,478        | 91,863            | 91,863          | 91,863          | 95,538          | 95,538  |
| 490167 | Salary - Crew Supervisor Water Dist    | 190,090       | 198,054       | 201,452           | 201,452         | 201,452         | 209,510         | 209,510 |
| 490342 | Salary - Construction Inspector        | 0             | 3,716         | 32,457            | 14,457          | 31,821          | 33,094          | 33,094  |
| 490168 | Salary - Supervisor Water Distribution | 0             | 0             | 0                 | 15,341          | 41,548          | 43,210          | 43,210  |
| 490373 | Salary - Supervisor                    | 36,605        | 38,216        | 38,830            | 24,493          | 0               | 0               | 0       |
| 490618 | Salary - Administrative Secretary      | 50,695        | 42,381        | 54,931            | 50,931          | 54,474          | 57,617          | 57,617  |
| 490722 | Salary - Pipe Layer                    | 75,838        | 72,934        | 100,478           | 100,478         | 97,630          | 104,808         | 104,808 |
| 490738 | Salary - Equipment Operator III        | 32,151        | 33,566        | 34,106            | 34,106          | 34,106          | 35,470          | 35,470  |
| 490742 | Salary - Painter                       | 26,518        | 27,685        | 28,131            | 28,131          | 28,131          | 29,256          | 29,256  |
| 490820 | Salary - Maintenance Worker            | 95,401        | 101,284       | 132,607           | 107,607         | 129,083         | 145,094         | 145,094 |
| 490147 | Salary - Maintenance Worker Senior     | 28,768        | 31,750        | 43,024            | 43,024          | 42,180          | 44,736          | 44,736  |
|        | <b>Total Salaries</b>                  | 710,949       | 733,685       | 873,298           | 821,302         | 868,661         | 919,362         | 919,362 |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                       | 190,795       | 217,484       | 246,270           | 246,536         | 230,108         | 243,540         | 243,540 |
| 510202 | Fringe - Hospital                      | 110,979       | 129,038       | 193,528           | 193,528         | 194,887         | 194,887         | 194,887 |
| 510206 | Fringe - Medicare Insurance Tax        | 8,562         | 7,535         | 10,077            | 10,091          | 10,007          | 10,639          | 10,639  |
| 510207 | Fringe - Life Insurance                | 927           | 972           | 1,218             | 1,218           | 1,218           | 1,218           | 1,218   |
|        | <b>Total Fringe</b>                    | 311,263       | 355,029       | 451,093           | 451,373         | 436,220         | 450,284         | 450,284 |
|        | <b>Operating and Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                         | 14,751        | 19,501        | 5,000             | 22,000          | 5,000           | 5,000           | 5,000   |
| 520204 | Uniforms                               | 6,705         | 7,856         | 7,100             | 7,100           | 7,100           | 7,900           | 7,900   |
| 520400 | Office                                 | 4,890         | 4,204         | 5,500             | 5,500           | 5,500           | 7,500           | 7,500   |
| 520500 | Operating Supplies                     | 10,781        | 11,338        | 10,000            | 10,000          | 10,000          | 11,742          | 11,742  |
| 520501 | Operating - Janitorial                 | 998           | 905           | 1,000             | 1,000           | 1,000           | 1,500           | 1,500   |
| 520507 | Operating - Sand & Gravel              | 1,662         | 4,393         | 5,000             | 5,000           | 5,000           | 5,500           | 5,500   |
| 520510 | Operating - Paint                      | 5,499         | 7,985         | 8,000             | 8,000           | 8,000           | 9,600           | 9,600   |
| 520514 | Small Tools                            | 4,841         | 7,907         | 8,000             | 8,000           | 8,000           | 8,800           | 8,800   |
| 531215 | Fees, Licenses & Permits               | 16,271        | 19,034        | 33,000            | 33,000          | 33,000          | 33,000          | 33,000  |
| 531301 | Vehicle Costs - Gas & Oil              | 67,848        | 66,857        | 55,200            | 72,200          | 72,200          | 72,200          | 72,200  |
| 531304 | Vehicle Costs - R & M                  | 40,308        | 37,999        | 31,000            | 31,000          | 31,000          | 31,000          | 31,000  |
| 531410 | Telephone                              | 8,750         | 9,957         | 12,000            | 10,000          | 10,000          | 10,000          | 10,000  |
| 531500 | Printing                               | 3,000         | 2,751         | 6,500             | 6,500           | 6,500           | 9,500           | 9,500   |
| 531800 | Rent                                   | 0             | 13,300        | 0                 | 0               | 0               | 0               | 0       |
| 543002 | Dues & Subscriptions                   | 3,893         | 3,974         | 4,000             | 4,000           | 4,000           | 4,000           | 4,000   |
| 543003 | Travel & Training                      | 6,812         | 6,226         | 12,000            | 12,000          | 12,000          | 15,000          | 15,000  |
| 605106 | Maintenance Equipment                  | 10,756        | 14,363        | 10,000            | 24,000          | 10,000          | 20,000          | 20,000  |
| 605110 | Maintenance Grounds                    | 0             | 0             | 500               | 500             | 500             | 600             | 600     |
| 605115 | Maintenance Meters                     | 54,995        | 89,969        | 50,000            | 70,000          | 50,000          | 75,000          | 75,000  |
| 605117 | Maintenance Mains                      | 114,432       | 30,297        | 90,400            | 90,400          | 90,400          | 113,000         | 113,000 |
|        | <b>Total Operating and Contractual</b> | 377,192       | 358,816       | 354,200           | 420,200         | 369,200         | 440,842         | 440,842 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                    |                      |        |
|--------------------|--------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities          | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Water Distribution | <b>ORGANIZATION:</b> | 237501 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   |                             | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|-----------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                             | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Capital Outlay:</b>      |               |               |                   |                 |                 |                 |           |
| 707300 | Meters                      | 99,987        | 133,246       | 120,000           | 133,000         | 240,000         | 120,000         | 120,000   |
| 707401 | Water System Additions      | 6,643         | 0             | 60,000            | 60,000          | 500,000         | 101,904         | 101,904   |
| 707405 | Building Improvements       | 2,800         | 615           | 2,800             | 2,800           | 2,800           | 2,800           | 2,800     |
| 707500 | Vehicles                    | 85,626        | 125,355       | 27,924            | 27,924          | 87,742          | 34,967          | 34,967    |
| 707600 | Machinery & Equipment       | 38,332        | 24,690        | 69,370            | 69,370          | 197,795         | 164,795         | 164,795   |
| 707700 | Office Furniture & Fixtures | 1,961         | 3,489         | 4,000             | 4,000           | 0               | 0               | 0         |
| 707702 | Computer Software           | 0             | 0             | 0                 | 0               | 3,500           | 3,500           | 3,500     |
|        | <b>Total Capital Outlay</b> | 235,349       | 287,395       | 284,094           | 297,094         | 1,031,837       | 427,966         | 427,966   |
|        | <b>TOTAL DEPARTMENT</b>     | 1,634,753     | 1,734,925     | 1,962,685         | 1,989,969       | 2,705,918       | 2,238,454       | 2,238,454 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Water Production | <b>ORGANIZATION:</b> | 237502 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 402,026       | 402,681       | 435,842           | 417,889         | 467,114         | 467,114   | 7.18%             |
| FRINGE BENEFITS       | 196,496       | 208,195       | 222,657           | 222,949         | 232,871         | 232,871   | 4.59%             |
| OPERATING/CONTRACTUAL | 1,748,817     | 1,572,765     | 1,467,750         | 1,732,750       | 1,712,400       | 1,712,400 | 16.67%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 21,798        | 36,978        | 114,949           | 114,949         | 108,034         | 108,034   | -6.02%            |
| TOTAL APPROPRIATIONS  | 2,369,137     | 2,220,619     | 2,241,198         | 2,488,537       | 2,520,419       | 2,520,419 | 12.46%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|--------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                      | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490167      | Salary - Crew Supervisor Water Dist  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490367      | Salary - SCADA Operator              | 5         | 5         | 6                 | 6               | 6               | 6       | 0.00%             |
| 490169      | Salary - Supervisor Water Treatment  | 0         | 0         | 0                 | 1               | 1               | 1       | 0.00%             |
| 490373      | Salary - Supervisor                  | 1         | 1         | 1                 | 0               | 0               | 0       | -100.00%          |
| 490706      | Salary - Maintenance Mechanic I      | 1         | 1         | 0                 | 0               | 0               | 0       | 0.00%             |
| 490723      | Salary - Utilities System Technician | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490738      | Salary - Equipment Operator III      | 1         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490742      | Salary - Painter                     | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490820      | Salary - Maintenance Worker          | 3         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490147      | Salary - Maintenance Worker Senior   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>               | 14        | 14        | 14                | 14              | 14              | 14      | 0.00%             |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Water Production | <b>ORGANIZATION:</b> | 237502 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Salaries:</b>                       |               |               |                   |                 |                 |                 |           |
| 450001 | Overtime                               | 41,529        | 32,604        | 22,701            | 28,701          | 22,701          | 23,609          | 23,609    |
| 490167 | Salary - Crew Supervisor Water Dist    | 35,054        | 36,456        | 37,185            | 37,185          | 37,185          | 38,672          | 38,672    |
| 490367 | Salary - SCADA Operator                | 141,949       | 147,485       | 177,579           | 176,579         | 177,579         | 184,682         | 184,682   |
| 490169 | Salary - Supervisor Water Treatment    | 0             | 0             | 0                 | 15,998          | 43,328          | 45,061          | 45,061    |
| 490373 | Salary - Supervisor                    | 37,890        | 38,080        | 40,194            | 11,243          | 0               | 0               | 0         |
| 490706 | Salary - Maintenance Mechanic I        | 24,672        | 25,882        | 0                 | 0               | 0               | 0               | 0         |
| 490723 | Salary - Utilities System Technician   | 0             | 6,089         | 35,364            | 31,364          | 43,007          | 44,727          | 44,727    |
| 490738 | Salary - Equipment Operator III        | 26,189        | 40,046        | 52,740            | 52,740          | 52,740          | 55,958          | 55,958    |
| 490742 | Salary - Painter                       | 26,423        | 23,867        | 24,228            | 24,228          | 24,228          | 25,891          | 25,891    |
| 490820 | Salary - Maintenance Worker            | 41,921        | 25,233        | 18,453            | 12,453          | 17,396          | 20,020          | 20,020    |
| 490147 | Salary - Maintenance Worker Senior     | 26,399        | 26,939        | 27,398            | 27,398          | 27,398          | 28,494          | 28,494    |
|        | <b>Total Salaries</b>                  | 402,026       | 402,681       | 435,842           | 417,889         | 445,562         | 467,114         | 467,114   |
|        | <b>Fringe:</b>                         |               |               |                   |                 |                 |                 |           |
| 510201 | Fringe - Pension                       | 110,940       | 119,427       | 122,909           | 123,186         | 118,028         | 123,741         | 123,741   |
| 510202 | Fringe - Hospital                      | 79,833        | 83,106        | 93,236            | 93,236          | 102,184         | 102,184         | 102,184   |
| 510206 | Fringe - Medicare Insurance Tax        | 5,191         | 5,132         | 5,924             | 5,939           | 6,064           | 6,358           | 6,358     |
| 510207 | Fringe - Life Insurance                | 532           | 530           | 588               | 588             | 588             | 588             | 588       |
|        | <b>Total Fringe</b>                    | 196,496       | 208,195       | 222,657           | 222,949         | 226,864         | 232,871         | 232,871   |
|        | <b>Operating and Contractual:</b>      |               |               |                   |                 |                 |                 |           |
| 520105 | Contract Labor                         | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 520400 | Office                                 | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 520500 | Operating Supplies                     | 4,966         | 3,857         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000     |
| 520503 | Operating Chemicals                    | 67,048        | 71,279        | 75,000            | 95,000          | 75,000          | 88,500          | 88,500    |
| 520514 | Small Tools                            | 2,671         | 2,900         | 3,000             | 3,000           | 3,000           | 3,450           | 3,450     |
| 531701 | Utilities                              | 1,392,624     | 1,277,253     | 1,134,000         | 1,314,000       | 1,314,000       | 1,314,000       | 1,314,000 |
| 605101 | Maintenance Bldg & Facilities          | 1,883         | 1,799         | 2,000             | 2,000           | 2,000           | 2,500           | 2,500     |
| 605106 | Maintenance - Equipment                | 5,983         | 6,448         | 8,750             | 8,750           | 8,750           | 8,750           | 8,750     |
| 605110 | Maint Grounds & Right of Way           | 9,781         | 9,251         | 10,000            | 10,000          | 10,000          | 10,000          | 10,000    |
| 605115 | Maintenance Meters                     | 996           | 0             | 1,000             | 1,000           | 1,000           | 1,000           | 1,000     |
| 605117 | Maintenance Mains                      | 7,394         | 5,888         | 7,500             | 7,500           | 7,500           | 50,000          | 50,000    |
| 605119 | Maintenance Reservoirs                 | 0             | 7,536         | 8,000             | 8,000           | 8,000           | 8,000           | 8,000     |
| 605121 | Maintenance Wells                      | 240,849       | 171,503       | 192,500           | 257,500         | 192,500         | 200,200         | 200,200   |
| 605123 | Maintenance Pump Stations              | 14,622        | 15,051        | 21,000            | 21,000          | 21,000          | 21,000          | 21,000    |
|        | <b>Total Operating and Contractual</b> | 1,748,817     | 1,572,765     | 1,467,750         | 1,732,750       | 1,647,750       | 1,712,400       | 1,712,400 |
|        | <b>Capital Outlay:</b>                 |               |               |                   |                 |                 |                 |           |
| 707300 | Meters                                 | 1,987         | 0             | 12,000            | 12,000          | 12,000          | 12,000          | 12,000    |
| 707405 | Building Improvements                  | 0             | 17,755        | 29,000            | 29,000          | 40,600          | 40,600          | 40,600    |
| 707500 | Vehicles                               | 0             | 13,807        | 23,949            | 23,949          | 39,690          | 39,690          | 39,690    |
| 707600 | Machinery & Equipment                  | 2,815         | 5,416         | 50,000            | 50,000          | 40,744          | 15,744          | 15,744    |
| 707700 | Office Furniture & Fixtures            | 16,996        | 0             | 0                 | 0               | 0               | 0               | 0         |
| 707702 | Computer Software                      | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Capital Outlay</b>            | 21,798        | 36,978        | 114,949           | 114,949         | 133,034         | 108,034         | 108,034   |
|        | <b>TOTAL DEPARTMENT</b>                | 2,369,137     | 2,220,619     | 2,241,198         | 2,488,537       | 2,453,210       | 2,520,419       | 2,520,419 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |           |                      |        |
|--------------------|-----------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Gas       | <b>ORGANIZATION:</b> | 247800 |

## GOAL MISSION STATEMENT

The goal and mission of the City of Alexandria, Gas Department is to continue to provide quality service to all of our residential, industrial, and commercial customers in a safe and efficient manner. While at the same time striving to meet all regulations and mandates required to satisfy the State and Federal Offices of Pipeline Safety.

The coordinating of all utility activities between engineering firms, construction contractors, and the City of Alexandria, Gas Department is mandatory.

The City of Alexandria, Gas Department inspects all new gas main lines laid by gas contractors and all work performed by gas contractors on private property, both inside and outside the city limits, to insure that the gas lines installed and the work performed on private property is in accordance with our codes and specifications to guarantee a safe operating natural gas system.

## FUNCTION DESCRIPTION

The City of Alexandria, Gas Distribution Department provides natural gas to approximately 20,000 customers for residential, industrial, and commercial use. We maintain approximately 550 miles of main line and approximately 20,000 service lines that range in size from 1/2" to 12" pipe.

Natural gas service is provided to these customers from 32 regulator station, one (1) booster station, and one (1) meter/regulator station at the City of Alexandria, D.G. Hunter Power Plant. The natural gas to supply our customers is purchased from four (4) gate stations. Natural gas for the City of Alexandria, D.G. Hunter Power Plant is purchased from one (1) gate station. The department also maintains and services three (3) bulk odorization tank stations as well as three (3) odorant injectors.

To assist in insuring the proper and safe operation of our natural gas system, the City of Alexandria, Gas Department utilizes an up-to-date SCADA System monitored 24 hours a day/365 days a year.

## DEMAND PERFORMANCE INDICATORS

| Description                                          | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------------------------|------------------|---------------------|---------------------|
| Customers<br>(residential, industrial, & commercial) | 20,000           | 20,250              | 20,500              |
| Work Orders                                          | 7,000            | 7,250               | 7,300               |
| Gas Inspections                                      | 1,000            | 1,000               | 1,200               |
| Meters & Taps Installed                              | 500              | 550                 | 500                 |
| Meters Changed Out                                   | 400              | 400                 | 350                 |
| Leaks Detected                                       | 600              | 550                 | 500                 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Gas Distribution | <b>ORGANIZATION:</b> | 247800 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006  | 2006-2007  | 2007-2008      |              | 2008-2009    |            | PERCENT CHANGE |
|-----------------------|------------|------------|----------------|--------------|--------------|------------|----------------|
|                       | ACTUAL EXP | ACTUAL EXP | ADOPTED BUDGET | FINAL BUDGET | ADMIN APPRVD | ADOPTED    |                |
| SALARIES AND WAGES    | 1,299,701  | 1,267,779  | 1,410,386      | 1,322,386    | 1,465,128    | 1,465,128  | 3.88%          |
| FRINGE BENEFITS       | 580,353    | 617,959    | 684,606        | 684,606      | 671,361      | 671,361    | -1.93%         |
| OPERATING/CONTRACTUAL | 16,813,502 | 12,992,199 | 8,394,100      | 12,386,100   | 8,389,100    | 8,389,100  | -0.06%         |
| OTHER                 | 0          | 0          | 0              | 0            | 0            | 0          | 0.00%          |
| CAPITAL OUTLAY        | 152,631    | 201,493    | 281,950        | 295,750      | 196,068      | 196,068    | -30.46%        |
| TOTAL APPROPRIATIONS  | 18,846,187 | 15,079,430 | 10,771,042     | 14,688,842   | 10,721,657   | 10,721,657 | -0.46%         |

## PERSONNEL ROSTER

| JOB CODE        | TITLE                             | 2005-2006 | 2006-2007 | 2007-2008      |              | 2008-2009    |         | PERCENT CHANGE |
|-----------------|-----------------------------------|-----------|-----------|----------------|--------------|--------------|---------|----------------|
|                 |                                   | ACTUAL    | ACTUAL    | ADOPTED BUDGET | FINAL BUDGET | ADMIN APPRVD | ADOPTED |                |
| 490104          | Salary - Superintendent           | 1         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 490308          | Salary - Gas General Supervisor   | 1         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 490318          | Salary - Meter Technician         | 1         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 490322          | Salary - Gas System Technician    | 2         | 2         | 2              | 2            | 2            | 2       | 0.00%          |
| 490324          | Salary - Cathodic Protection Tech | 1         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 490325          | Salary - Leak Survey Technician   | 2         | 2         | 2              | 2            | 2            | 2       | 0.00%          |
| 490170          | Salary - Crew Supervisor Gas Dist | 6         | 6         | 6              | 6            | 6            | 6       | 0.00%          |
| 490360          | Salary - Gas Inspector            | 2         | 2         | 2              | 2            | 2            | 2       | 0.00%          |
| 490367          | Salary - SCADA Operator           | 5         | 5         | 5              | 5            | 5            | 5       | 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%          |
| 490721          | Salary - Gas Service Technician   | 2         | 2         | 2              | 2            | 2            | 2       | 0.00%          |
| 490722          | Salary - Pipe Layer               | 7         | 7         | 7              | 7            | 7            | 7       | 0.00%          |
| 490726          | Salary - Pipeline Welder          | 2         | 2         | 2              | 2            | 2            | 2       | 0.00%          |
| 490738          | Salary - Equipment Operator III   | 1         | 1         | 1              | 1            | 1            | 1       | 0.00%          |
| 490822          | Salary - Trades Worker            | 4         | 4         | 4              | 4            | 4            | 4       | 0.00%          |
| Total Positions |                                   | 39        | 39        | 39             | 39           | 39           | 39      | 0.00%          |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Gas Distribution | <b>ORGANIZATION:</b> | 247800 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006         | 2006-2007         | 2007-2008         |                   | 2008-2009        |                  |                  |
|--------|----------------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|------------------|------------------|
|        |                                        | ACTUAL<br>EXP     | ACTUAL<br>EXP     | ADOPTED<br>BUDGET | FINAL<br>BUDGET   | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                       |                   |                   |                   |                   |                  |                  |                  |
| 450001 | Overtime                               | 77,127            | 72,213            | 85,819            | 55,819            | 85,819           | 89,252           | 89,252           |
| 490104 | Salary - Superintendent                | 56,561            | 59,050            | 59,999            | 59,999            | 59,999           | 62,399           | 62,399           |
| 490308 | Salary - Gas General Supervisor        | 47,803            | 49,906            | 50,709            | 50,709            | 50,709           | 52,737           | 52,737           |
| 490318 | Salary - Meter Technician              | 28,823            | 25,768            | 30,576            | 30,576            | 30,576           | 31,799           | 31,799           |
| 490322 | Salary - Gas System Technician         | 59,591            | 39,586            | 55,959            | 52,959            | 57,874           | 60,189           | 60,189           |
| 490324 | Salary - Cathodic Protection Tech      | 36,998            | 20,859            | 31,425            | 31,425            | 31,425           | 32,682           | 32,682           |
| 490325 | Salary - Leak Survey Technician        | 64,283            | 67,112            | 68,191            | 68,191            | 68,191           | 70,918           | 70,918           |
| 490170 | Salary - Crew Supervisor Gas Dist      | 246,544           | 257,822           | 261,706           | 261,706           | 261,706          | 272,174          | 272,174          |
| 490360 | Salary - Gas Inspector                 | 61,035            | 62,242            | 75,231            | 74,231            | 76,086           | 79,129           | 79,129           |
| 490367 | Salary - SCADA Operator                | 134,563           | 143,595           | 157,883           | 154,883           | 157,883          | 165,065          | 165,065          |
| 490618 | Salary - Administrative Secretary      | 34,189            | 35,693            | 36,268            | 36,268            | 36,268           | 37,719           | 37,719           |
| 490626 | Salary - Clerical Specialist           | 25,739            | 26,872            | 27,304            | 27,304            | 27,304           | 28,396           | 28,396           |
| 490721 | Salary - Gas Service Technician        | 39,147            | 60,392            | 70,421            | 70,421            | 70,421           | 73,238           | 73,238           |
| 490722 | Salary - Pipe Layer                    | 196,475           | 191,412           | 204,483           | 195,483           | 200,994          | 209,033          | 209,033          |
| 490726 | Salary - Pipeline Welder               | 62,057            | 40,984            | 58,211            | 44,211            | 57,695           | 61,406           | 61,406           |
| 490738 | Salary - Equipment Operator III        | 29,119            | 30,400            | 30,890            | 30,890            | 30,890           | 32,126           | 32,126           |
| 490822 | Salary - Trades Worker                 | 98,424            | 82,668            | 104,111           | 76,111            | 96,959           | 105,666          | 105,666          |
| 470998 | Gas Board Secretarial Fees             | 1,223             | 1,205             | 1,200             | 1,200             | 1,200            | 1,200            | 1,200            |
|        | <b>Total Salaries</b>                  | <b>1,299,701</b>  | <b>1,267,779</b>  | <b>1,410,386</b>  | <b>1,322,386</b>  | <b>1,401,999</b> | <b>1,465,128</b> | <b>1,465,128</b> |
|        | <b>Fringe:</b>                         |                   |                   |                   |                   |                  |                  |                  |
| 510201 | Fringe - Pension                       | 345,063           | 372,200           | 397,390           | 397,390           | 371,073          | 387,794          | 387,794          |
| 510202 | Fringe - Hospital                      | 223,546           | 233,025           | 272,077           | 272,077           | 266,169          | 266,169          | 266,169          |
| 510206 | Fringe - Medicare Insurance Tax        | 10,267            | 11,268            | 13,501            | 13,501            | 15,057           | 15,760           | 15,760           |
| 510207 | Fringe - Life Insurance                | 1,477             | 1,466             | 1,638             | 1,638             | 1,638            | 1,638            | 1,638            |
|        | <b>Total Fringe</b>                    | <b>580,353</b>    | <b>617,959</b>    | <b>684,606</b>    | <b>684,606</b>    | <b>653,937</b>   | <b>671,361</b>   | <b>671,361</b>   |
|        | <b>Operating and Contractual:</b>      |                   |                   |                   |                   |                  |                  |                  |
| 520105 | Contract Labor                         | 2,979             | 0                 | 4,000             | 4,000             | 4,000            | 4,000            | 4,000            |
| 520204 | Uniforms                               | 8,498             | 8,999             | 7,000             | 7,000             | 7,000            | 9,000            | 9,000            |
| 520400 | Office                                 | 7,434             | 6,004             | 5,500             | 5,500             | 5,500            | 5,500            | 5,500            |
| 520500 | Operating Supplies                     | 25,376            | 19,104            | 20,000            | 20,000            | 20,000           | 20,000           | 20,000           |
| 520503 | Operating - Chemicals                  | 738               | 2,194             | 25,000            | 25,000            | 25,000           | 25,000           | 25,000           |
| 520514 | Small Tools                            | 4,972             | 6,558             | 5,000             | 5,000             | 5,000            | 5,000            | 5,000            |
| 531215 | Fees, Licenses & Permits               | 10,456            | 14,959            | 14,000            | 14,000            | 14,000           | 15,000           | 15,000           |
| 531301 | Vehicle Costs - Gas & Oil              | 45,495            | 49,251            | 50,600            | 50,600            | 50,600           | 50,600           | 50,600           |
| 531304 | Vehicle Costs - R & M                  | 22,002            | 21,827            | 31,200            | 23,200            | 23,200           | 23,200           | 23,200           |
| 531410 | Telephone                              | 4,729             | 3,974             | 6,000             | 6,000             | 6,000            | 6,000            | 6,000            |
| 531500 | Printing                               | 540               | 416               | 1,000             | 1,000             | 1,000            | 1,000            | 1,000            |
| 531701 | Utilities                              | 1,282             | 1,644             | 800               | 800               | 800              | 800              | 800              |
| 531800 | Rent                                   | 48,509            | 43,965            | 40,000            | 40,000            | 40,000           | 40,000           | 40,000           |
| 543002 | Dues & Subscriptions                   | 835               | 1,292             | 1,000             | 1,000             | 1,000            | 1,000            | 1,000            |
| 543003 | Travel & Training                      | 30,802            | 15,944            | 15,000            | 15,000            | 15,000           | 15,000           | 15,000           |
| 554003 | Purchases-Natural Gas                  | 16,526,351        | 12,651,873        | 8,000,000         | 12,000,000        | 8,000,000        | 8,000,000        | 8,000,000        |
| 605101 | Maintenance Bldg & Facilities          | 2,977             | 2,085             | 3,000             | 3,000             | 3,000            | 3,000            | 3,000            |
| 605106 | Maintenance Equipment                  | 19,084            | 11,265            | 15,000            | 15,000            | 15,000           | 15,000           | 15,000           |
| 605115 | Maintenance Meters                     | 21,086            | 11,491            | 30,000            | 30,000            | 30,000           | 30,000           | 30,000           |
| 605117 | Maintenance Mains                      | 29,357            | 119,354           | 120,000           | 120,000           | 120,000          | 120,000          | 120,000          |
|        | <b>Total Operating and Contractual</b> | <b>16,813,502</b> | <b>12,992,199</b> | <b>8,394,100</b>  | <b>12,386,100</b> | <b>8,386,100</b> | <b>8,389,100</b> | <b>8,389,100</b> |

CITY OF ALEXANDRIA





## 2008-2009 ANNUAL BUDGET

|                    |            |                      |        |
|--------------------|------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities  | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Wastewater | <b>ORGANIZATION:</b> | 258101 |

## GOAL MISSION STATEMENT

To keep existing sewer system in repair and condition to meet health, D.E.Q., and E.P.A. standards for infiltration - inflow and any other sanitary conditions dealing with the entire sewer system. To insure the production of a quality dewatered sludge that can be beneficially reused. To review Plans and Specification for new sewer system.

## FUNCTION DESCRIPTION

The Wastewater Department consist of two different operations, namely the collection and treatment of wastewater for the City of Alexandria, and is in operation 24-hours a day seven days per week. The Collection Department installs service taps, build manholes, lays extension, and maintains lift stations. The Treatment Department operates and maintains a treatment facility that utilizes a modified activated sludge process.

## DEMAND PERFORMANCE INDICATORS

| Description                    | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|--------------------------------|------------------|---------------------|---------------------|
| Complaints - stop ups & alarms | 6,500            | 6,500               | 6,500               |
| Telephone calls                | 7,500            | 7,500               | 7,500               |
| Correspondence                 | 875              | 900                 | 900                 |
| Radio communications           | 7,500            | 7,775               | 7,775               |
| Sewer taps                     | 275              | 275                 | 425                 |

## 2008-2009 ANNUAL BUDGET

|                    |                      |                      |        |
|--------------------|----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities            | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Wastewater Treatment | <b>ORGANIZATION:</b> | 258101 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 551,961       | 618,263       | 642,707           | 686,807         | 673,457         | 673,457   | 4.78%             |
| FRINGE BENEFITS       | 226,698       | 269,387       | 291,800           | 292,107         | 292,899         | 292,899   | 0.38%             |
| OPERATING/CONTRACTUAL | 1,274,515     | 1,137,159     | 1,198,245         | 1,484,245       | 1,280,245       | 1,280,245 | 6.84%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 57,365        | 267,405       | 361,440           | 361,440         | 299,588         | 389,588   | -17.11%           |
| TOTAL APPROPRIATIONS  | 2,110,539     | 2,292,214     | 2,494,192         | 2,824,599       | 2,546,189       | 2,636,189 | 2.08%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                    | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                          | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490105      | Salary - Superintendent                  | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490333      | Salary - Wastewater Plant Operator Sr    | 11        | 11        | 11                | 11              | 11              | 11      | 0.00%             |
| 490165      | Salary - Supervisor Wastewater Treatment | 0         | 0         | 0                 | 1               | 1               | 1       | 100.00%           |
| 490373      | Salary - Supervisor                      | 1         | 1         | 1                 | 0               | 0               | 0       | -100.00%          |
| 490618      | Salary - Administrative Secretary        | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490619      | Salary - Office Assistant                | 1         | 1         | 1                 | 1               | 0               | 0       | 0.00%             |
| 490626      | Salary - Clerical Specialist             | 0         | 0         | 0                 | 0               | 1               | 1       | 0.00%             |
| 490723      | Salary - Utilities Systems Technician    | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
|             | <b>Total Positions</b>                   | 16        | 16        | 16                | 16              | 16              | 16      | 0.00%             |



## 2008-2009 ANNUAL BUDGET

|                    |                      |                      |        |
|--------------------|----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities            | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Wastewater Treatment | <b>ORGANIZATION:</b> | 258101 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                 | 76,862           | 88,504           | 42,538            | 106,538          | 42,538           | 44,240           | 44,240           |
| 490105 | Salary - Superintendent                  | 54,136           | 56,518           | 57,427            | 57,427           | 57,427           | 59,724           | 59,724           |
| 490333 | Salary - Wastewater Plant Operator Sr    | 313,890          | 344,759          | 411,675           | 390,675          | 410,941          | 427,379          | 427,379          |
| 490165 | Salary - Supervisor Wastewater Treatment | 0                | 0                | 0                 | 16,818           | 45,549           | 47,371           | 47,371           |
| 490373 | Salary - Supervisor                      | 40,180           | 41,854           | 42,569            | 26,851           | 0                | 0                | 0                |
| 490618 | Salary - Administrative Secretary        | 31,995           | 33,103           | 33,941            | 33,941           | 33,941           | 35,299           | 35,299           |
| 490619 | Salary - Office Assistant                | 8,895            | 17,329           | 17,778            | 17,778           | 17,778           | 0                | 0                |
| 490626 | Salary - Clerical Specialist             | 0                | 0                | 0                 | 0                | 0                | 21,194           | 21,194           |
| 490723 | Salary - Utilities Systems Technician    | 26,003           | 36,196           | 36,779            | 36,779           | 36,779           | 38,250           | 38,250           |
|        | <b>Total Salaries</b>                    | <b>551,961</b>   | <b>618,263</b>   | <b>642,707</b>    | <b>686,807</b>   | <b>644,953</b>   | <b>673,457</b>   | <b>673,457</b>   |
|        | <b>Fringe:</b>                           |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                         | 151,192          | 180,725          | 181,244           | 181,535          | 170,848          | 178,394          | 178,394          |
| 510202 | Fringe - Hospital                        | 68,445           | 80,600           | 101,596           | 101,596          | 104,636          | 104,636          | 104,636          |
| 510206 | Fringe - Medicare Insurance Tax          | 6,496            | 7,462            | 8,288             | 8,304            | 8,812            | 9,197            | 9,197            |
| 510207 | Fringe - Life Insurance                  | 565              | 600              | 672               | 672              | 672              | 672              | 672              |
|        | <b>Total Fringe</b>                      | <b>226,698</b>   | <b>269,387</b>   | <b>291,800</b>    | <b>292,107</b>   | <b>284,968</b>   | <b>292,899</b>   | <b>292,899</b>   |
|        | <b>Operating and Contractual:</b>        |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                           | 10,194           | 0                | 0                 | 15,000           | 0                | 0                | 0                |
| 520204 | Uniforms                                 | 3,281            | 3,742            | 4,000             | 4,000            | 4,000            | 4,000            | 4,000            |
| 520400 | Office                                   | 4,818            | 6,265            | 5,400             | 5,400            | 5,400            | 5,400            | 5,400            |
| 520500 | Operating Supplies                       | 13,748           | 14,527           | 10,000            | 10,000           | 10,000           | 10,000           | 10,000           |
| 520503 | Operating - Chemicals                    | 48,493           | 47,218           | 64,000            | 113,000          | 64,000           | 64,000           | 64,000           |
| 520512 | Sludge Removal                           | 16,889           | 9,087            | 58,000            | 58,000           | 58,000           | 58,000           | 58,000           |
| 520514 | Small Tools                              | 7,283            | 12,447           | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 531206 | Services - Other                         | 19,801           | 4,867            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 531215 | Fees, Licenses & Permits                 | 29,185           | 25,421           | 28,500            | 28,500           | 28,500           | 33,500           | 33,500           |
| 531301 | Vehicle Costs - Gas & Oil                | 72,783           | 80,668           | 56,695            | 84,695           | 84,695           | 84,695           | 84,695           |
| 531304 | Vehicle Costs - R & M                    | 51,408           | 51,905           | 31,100            | 31,100           | 31,100           | 31,100           | 31,100           |
| 531410 | Telephone                                | 9,729            | 11,429           | 14,000            | 12,000           | 12,000           | 12,000           | 12,000           |
| 531500 | Printing                                 | 161              | 379              | 1,500             | 1,500            | 1,500            | 1,500            | 1,500            |
| 531701 | Utilities                                | 676,987          | 619,615          | 647,000           | 693,000          | 693,000          | 693,000          | 693,000          |
| 531800 | Rent                                     | 2,024            | 11,537           | 10,100            | 10,100           | 10,100           | 10,100           | 10,100           |
| 531900 | Advertising                              | 166              | 0                | 200               | 200              | 200              | 200              | 200              |
| 543002 | Dues & Subscriptions                     | 500              | 747              | 450               | 450              | 450              | 450              | 450              |
| 543003 | Travel & Training                        | 12,583           | 19,431           | 14,600            | 14,600           | 14,600           | 14,600           | 14,600           |
| 605101 | Maintenance Bldg & Facilities            | 17,325           | 21,566           | 20,500            | 20,500           | 20,500           | 20,500           | 20,500           |
| 605102 | Maintenance Plant                        | 246,620          | 181,526          | 203,000           | 353,000          | 203,000          | 203,000          | 203,000          |
| 605106 | Maintenance Equipment                    | 30,537           | 14,200           | 17,500            | 17,500           | 17,500           | 22,500           | 22,500           |
| 605110 | Maint Grounds & Right of Way             | 0                | 582              | 1,700             | 1,700            | 1,700            | 1,700            | 1,700            |
|        | <b>Total Operating and Contractual</b>   | <b>1,274,515</b> | <b>1,137,159</b> | <b>1,198,245</b>  | <b>1,484,245</b> | <b>1,270,245</b> | <b>1,280,245</b> | <b>1,280,245</b> |
|        | <b>Capital Outlay:</b>                   |                  |                  |                   |                  |                  |                  |                  |
| 707405 | Building Improvements                    | 0                | 84,893           | 0                 | 0                | 0                | 0                | 0                |
| 707500 | Vehicles                                 | 0                | 24,745           | 32,000            | 32,000           | 27,000           | 20,000           | 20,000           |
| 707600 | Machinery & Equipment                    | 57,365           | 157,767          | 329,440           | 329,440          | 300,048          | 279,588          | 369,588          |
| 707700 | Furniture & Fixtures                     | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 707702 | Computer Software                        | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Capital Outlay</b>              | <b>57,365</b>    | <b>267,405</b>   | <b>361,440</b>    | <b>361,440</b>   | <b>327,048</b>   | <b>299,588</b>   | <b>389,588</b>   |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>2,110,539</b> | <b>2,292,214</b> | <b>2,494,192</b>  | <b>2,824,599</b> | <b>2,527,214</b> | <b>2,546,189</b> | <b>2,636,189</b> |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Wastewater Collection | <b>ORGANIZATION:</b> | 258102 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 795,598       | 864,460       | 852,238           | 891,456         | 890,322         | 890,322   | 4.47%             |
| FRINGE BENEFITS       | 342,541       | 401,461       | 391,113           | 391,454         | 385,727         | 385,727   | -1.38%            |
| OPERATING/CONTRACTUAL | 373,120       | 356,767       | 332,400           | 354,400         | 382,400         | 382,400   | 15.04%            |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 295,308       | 525,638       | 442,716           | 442,716         | 357,911         | 379,666   | -19.16%           |
| TOTAL APPROPRIATIONS  | 1,806,567     | 2,148,326     | 2,018,467         | 2,080,026       | 2,016,360       | 2,038,115 | -0.10%            |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                     | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |           |                   |
|-------------|-------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|-----------|-------------------|
|             |                                           | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| 490328      | Salary - Plumbing Inspector               | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490166      | Salary - Crew Supervisor WW Line Maint    | 6         | 6         | 6                 | 6               | 6               | 6         | 0.00%             |
| 490164      | Salary - Supervisor Wastewater Collection | 0         | 0         | 0                 | 1               | 1               | 1         | 0.00%             |
| 490373      | Salary - Supervisor                       | 1         | 1         | 1                 | 0               | 0               | 0         | -100.00%          |
| 490706      | Salary - Maintenance Mechanic I           | 0         | 3         | 3                 | 3               | 3               | 3         | 0.00%             |
| 490722      | Salary - Pipe Layer                       | 2         | 2         | 2                 | 2               | 2               | 2         | 0.00%             |
| 490738      | Salary - Equipment Operator III           | 3         | 3         | 3                 | 3               | 3               | 3         | 0.00%             |
| 490746      | Salary - Equipment Operator II            | 2         | 2         | 2                 | 2               | 2               | 2         | 0.00%             |
| 490819      | Salary - Equipment Operator I             | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490820      | Salary - Maintenance Worker               | 4         | 4         | 4                 | 4               | 4               | 4         | 0.00%             |
| 490147      | Salary - Maintenance Worker Senior        | 5         | 2         | 2                 | 2               | 2               | 2         | 0.00%             |
|             | <b>Total Positions</b>                    | <b>25</b> | <b>25</b> | <b>25</b>         | <b>25</b>       | <b>25</b>       | <b>25</b> | <b>0.00%</b>      |

## 2008-2009 ANNUAL BUDGET

|                    |                       |                      |        |
|--------------------|-----------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities             | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Wastewater Collection | <b>ORGANIZATION:</b> | 258102 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                             | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|-------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                           | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                          |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                  | 134,972          | 139,878          | 99,185            | 153,185          | 99,185           | 103,152          | 103,152          |
| 490328 | Salary - Plumbing Inspector               | 32,989           | 34,440           | 37,445            | 37,445           | 37,445           | 38,943           | 38,943           |
| 490166 | Salary - Crew Supervisor WW Line Main     | 232,017          | 237,397          | 246,148           | 246,148          | 246,148          | 255,994          | 255,994          |
| 490164 | Salary - Supervisor Wastewater Collection |                  |                  |                   | 18,621           | 50,433           | 52,450           | 52,450           |
| 470373 | Salary - Supervisor                       | 44,433           | 46,388           | 47,134            | 29,731           | 0                | 0                | 0                |
| 490706 | Salary - Maintenance Mechanic I           | 0                | 5,023            | 78,819            | 78,819           | 80,095           | 86,493           | 86,493           |
| 490722 | Salary - Pipe Layer                       | 55,695           | 56,507           | 59,108            | 53,108           | 59,941           | 62,338           | 62,338           |
| 490738 | Salary - Equipment Operator III           | 81,307           | 85,492           | 87,463            | 87,463           | 87,463           | 90,961           | 90,961           |
| 490746 | Salary - Equipment Operator II            | 43,515           | 48,855           | 49,863            | 40,863           | 43,463           | 49,434           | 49,434           |
| 490819 | Salary - Equipment Operator I             | 10,845           | 19,863           | 20,383            | 20,383           | 20,383           | 22,368           | 22,368           |
| 490820 | Salary - Maintenance Worker               | 66,727           | 79,519           | 81,944            | 80,944           | 72,641           | 80,080           | 80,080           |
| 490147 | Salary - Maintenance Worker Senior        | 93,098           | 111,098          | 44,746            | 44,746           | 46,259           | 48,109           | 48,109           |
|        | <b>Total Salaries</b>                     | <b>795,598</b>   | <b>864,460</b>   | <b>852,238</b>    | <b>891,456</b>   | <b>843,456</b>   | <b>890,322</b>   | <b>890,322</b>   |
|        | <b>Fringe:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                          | 220,039          | 256,336          | 240,332           | 240,655          | 223,432          | 235,847          | 235,847          |
| 510202 | Fringe - Hospital                         | 112,446          | 134,081          | 139,124           | 139,124          | 137,745          | 137,745          | 137,745          |
| 510206 | Fringe - Medicare Insurance Tax           | 9,107            | 9,987            | 10,607            | 10,625           | 10,478           | 11,085           | 11,085           |
| 510207 | Fringe - Life Insurance                   | 949              | 1,057            | 1,050             | 1,050            | 1,050            | 1,050            | 1,050            |
|        | <b>Total Fringe</b>                       | <b>342,541</b>   | <b>401,461</b>   | <b>391,113</b>    | <b>391,454</b>   | <b>372,705</b>   | <b>385,727</b>   | <b>385,727</b>   |
|        | <b>Operating and Contractual:</b>         |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                            | 17,779           | 17,983           | 16,000            | 16,000           | 16,000           | 16,000           | 16,000           |
| 520204 | Uniforms                                  | 4,800            | 4,800            | 4,800             | 4,800            | 4,800            | 4,800            | 4,800            |
| 520500 | Operating Supplies                        | 14,694           | 14,463           | 14,800            | 14,800           | 14,800           | 14,800           | 14,800           |
| 520514 | Small Tools                               | 5,054            | 5,034            | 5,200             | 5,200            | 5,200            | 5,200            | 5,200            |
| 605106 | Maintenance Equipment                     | 26,882           | 27,103           | 28,000            | 28,000           | 28,000           | 28,000           | 28,000           |
| 605117 | Maintenance Mains                         | 166,655          | 178,115          | 142,000           | 164,000          | 142,000          | 167,000          | 167,000          |
| 605123 | Maintenance Pump Stations                 | 137,256          | 109,269          | 121,600           | 121,600          | 121,600          | 146,600          | 146,600          |
|        | <b>Total Operating and Contractual</b>    | <b>373,120</b>   | <b>356,767</b>   | <b>332,400</b>    | <b>354,400</b>   | <b>332,400</b>   | <b>382,400</b>   | <b>382,400</b>   |
|        | <b>Capital Outlay:</b>                    |                  |                  |                   |                  |                  |                  |                  |
| 707401 | Wastewater Systems Additions              | 58,599           | 59,660           | 111,461           | 111,461          | 151,461          | 111,461          | 111,461          |
| 707405 | Building Improvements                     | 8,250            | 25,051           | 9,500             | 9,500            | 82,000           | 62,500           | 62,500           |
| 707500 | Vehicles                                  | 174,026          | 349,399          | 133,000           | 133,000          | 298,000          | 105,000          | 126,755          |
| 707600 | Machinery & Equipment                     | 51,057           | 90,261           | 185,555           | 185,555          | 86,450           | 78,950           | 78,950           |
| 707700 | Office Furniture & Fixtures               | 3,105            | 1,267            | 3,200             | 3,200            | 0                | 0                | 0                |
| 707702 | Computer Software                         | 271              | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Capital Outlay</b>               | <b>295,308</b>   | <b>525,638</b>   | <b>442,716</b>    | <b>442,716</b>   | <b>617,911</b>   | <b>357,911</b>   | <b>379,666</b>   |
|        | <b>TOTAL DEPARTMENT</b>                   | <b>1,806,567</b> | <b>2,148,326</b> | <b>2,018,467</b>  | <b>2,080,026</b> | <b>2,166,472</b> | <b>2,016,360</b> | <b>2,038,115</b> |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities              | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Environmental Services | <b>ORGANIZATION:</b> | 258103 |

## GOAL MISSION STATEMENT

To ensure compliance of environmental regulations mandated by State/Federal agencies (i.e. EPA, DEQ, DHHR). To enforce the City's environmental ordinances.

## FUNCTION DESCRIPTION

The Environmental Services Department is responsible for:

1. Analysis of the City's drinking water.
2. Analysis of the City's wastewater discharge.
3. Administering pretreatment program.
4. Preparation of environmental reports for Utilities.

## DEMAND PERFORMANCE INDICATORS

| Description              | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|--------------------------|------------------|---------------------|---------------------|
| Wastewater analysis      | 26,000           | 27,000              | 28,000              |
| Drinking water analysis  | 2,750            | 2,800               | 3,000               |
| Commercial Users Surveys | 500              | 500                 | 500                 |
| Pretreatment Inspections | 25               | 25                  | 25                  |



## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities              | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Environmental Services | <b>ORGANIZATION:</b> | 258103 |

### APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |         |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|---------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 205,915       | 210,412       | 236,649           | 226,649         | 244,034         | 244,034 | 3.12%             |
| FRINGE BENEFITS       | 82,520        | 83,824        | 98,892            | 98,892          | 112,307         | 112,307 | 13.57%            |
| OPERATING/CONTRACTUAL | 111,034       | 174,934       | 162,325           | 172,325         | 163,325         | 163,325 | 0.62%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0       | 0.00%             |
| CAPITAL OUTLAY        | 9,740         | 69,513        | 114,443           | 114,443         | 53,400          | 53,400  | -53.34%           |
| TOTAL APPROPRIATIONS  | 409,209       | 538,683       | 612,309           | 612,309         | 573,066         | 573,066 | -6.41%            |

## PERSONNEL ROSTER

[illegible]



DIVISION:  
DEPARTMENT:

| CODE   | ACCOUNT           |  |  |  |  |  |
|--------|-------------------|--|--|--|--|--|
|        | <b>Salaries:</b>  |  |  |  |  |  |
| 450001 | Overtime          |  |  |  |  |  |
| 490232 | Salary - S        |  |  |  |  |  |
| 490239 | Salary - E        |  |  |  |  |  |
| 490369 | Salary - E        |  |  |  |  |  |
| 490378 | Salary - E        |  |  |  |  |  |
| 490618 | Salary - A        |  |  |  |  |  |
|        | <b>Total Sal</b>  |  |  |  |  |  |
|        | <b>Fringe:</b>    |  |  |  |  |  |
| 510201 | Fringe - P        |  |  |  |  |  |
| 510202 | Fringe - H        |  |  |  |  |  |
| 510206 | Fringe - M        |  |  |  |  |  |
| 510207 | Fringe - L        |  |  |  |  |  |
|        | <b>Total Frig</b> |  |  |  |  |  |
|        | <b>Operating</b>  |  |  |  |  |  |
| 520105 | Contract l        |  |  |  |  |  |
| 520204 | Uniforms          |  |  |  |  |  |
| 520400 | Office            |  |  |  |  |  |
| 520500 | Operating         |  |  |  |  |  |
| 520503 | Operating         |  |  |  |  |  |
| 531206 | Services -        |  |  |  |  |  |
| 531215 | Fees, Lice        |  |  |  |  |  |
| 531301 | Vehicle C         |  |  |  |  |  |
| 531304 | Vehicle C         |  |  |  |  |  |
| 531410 | Telephone         |  |  |  |  |  |
| 531500 | Printing          |  |  |  |  |  |
| 543002 | Dues & S          |  |  |  |  |  |
| 543003 | Travel & T        |  |  |  |  |  |
| 605106 | Maintenan         |  |  |  |  |  |
|        | <b>Total Op</b>   |  |  |  |  |  |
|        | <b>Capital C</b>  |  |  |  |  |  |
| 707405 | Building l        |  |  |  |  |  |
| 707500 | Vehicles          |  |  |  |  |  |
| 707600 | Machinery         |  |  |  |  |  |
| 707700 | Office Fur        |  |  |  |  |  |
| 707702 | Computer          |  |  |  |  |  |
|        | <b>Total Cap</b>  |  |  |  |  |  |
|        | <b>TOTAL E</b>    |  |  |  |  |  |

## 2008-2009 ANNUAL BUDGET

|             |                          |               |        |
|-------------|--------------------------|---------------|--------|
| DIVISION:   | Utilities                | FUND:         | 401    |
| DEPARTMENT: | Environmental Compliance | ORGANIZATION: | 258104 |

## GOAL MISSION STATEMENT

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

## FUNCTION DESCRIPTION

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

## DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |



## 2008-2009 ANNUAL BUDGET

|             |                          |               |        |
|-------------|--------------------------|---------------|--------|
| DIVISION:   | Utilities                | FUND:         | 401    |
| DEPARTMENT: | Environmental Compliance | ORGANIZATION: | 258104 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|----------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                        | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Operating and Contractual:</b>      |               |               |                   |                 |                 |                 |         |
| 520500 | Operating Supplies                     | 0             | 2,482         | 408,000           | 208,100         | 408,000         | 408,000         | 408,000 |
|        | <b>Total Operating and Contractual</b> | 0             | 2,482         | 408,000           | 208,100         | 408,000         | 408,000         | 408,000 |
|        | <b>TOTAL DEPARTMENT</b>                | 0             | 2,482         | 408,000           | 208,100         | 408,000         | 408,000         | 408,000 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                  |                      |        |
|--------------------|------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities        | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Utility Services | <b>ORGANIZATION:</b> | 258900 |

## GOAL MISSION STATEMENT

The City of Alexandria, Utility Service Department ensures that all Utility Department repair "cuts" are restored in a timely, efficient manner. The department handles all utility mapping and field locating resulting in a safe and productive gas, water and wastewater system.

The Utility Services Department also works in conjunction with the other city departments by making available for their use a trackhoe, backhoe, city wide welder and welding machine, and trencher, tractor/trailer (lowboy).

## FUNCTION DESCRIPTION

The City of Alexandria's Utility Services Department is responsible for:

1. Operating a utility cut repair crew to handle all "cuts" for the Utility Division.
2. Handling all utility line location duties for the Utility Division.
3. Maintaining maps and "as built" drawings along with updating them as needed for the Utility Division.
4. Developing a computer operated mapping system using Autocad Software and the city of Alexandria Base Map.
5. Working in conjunction with the City of Alexandria, SCADA System,
6. Maintaining and updating data pertaining the fire flows and the wellhead protection program as well as the maintenance records of the Gas Distribution and Water Distribution System.
7. Working in conjunction with other city departments with equipment use.
8. Providing the services of a certified city welder to Utility and Public Works Divisions.
9. Developing, implementing and operating a City-Wide geographical information system. (GIS)
10. Scanning City of Alexandria Project Plans to ensure a digital set plans.

## DEMAND PERFORMANCE INDICATORS

| Description                                     | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------------------------|------------------|---------------------|---------------------|
| Call receive/LA One Call System                 | 4,500            | 4,800               | 4,800               |
| Utility Customers<br>(Gas, Water, & Wastewater) | 210              | 250                 | 250                 |
| Availability Verification of Utilities          | 450              | 450                 | 450                 |
| Welding Work Orders                             | 340              | 325                 | 325                 |
| Utility Map Information Requests                | 515              | 550                 | 550                 |
| Computer Assisted Drawings                      | 200              | 300                 | 300                 |
| Project Scanning                                | 250              | 275                 | 275                 |

## 2008-2009 ANNUAL BUDGET

|                    |                             |                      |        |
|--------------------|-----------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities                   | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Utility Services Department | <b>ORGANIZATION:</b> | 258900 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 538,788       | 540,414       | 618,990           | 573,990         | 640,147         | 640,147   | 3.42%             |
| FRINGE BENEFITS       | 219,108       | 244,966       | 281,509           | 281,509         | 294,462         | 294,462   | 4.60%             |
| OPERATING/CONTRACTUAL | 137,124       | 158,437       | 205,240           | 206,240         | 219,540         | 219,540   | 6.97%             |
| OTHER                 | 0             | 0             | 0                 | 0               | 0               | 0         | 0.00%             |
| CAPITAL OUTLAY        | 144,773       | 169,769       | 77,184            | 77,184          | 124,875         | 124,875   | 61.79%            |
| TOTAL APPROPRIATIONS  | 1,039,793     | 1,113,586     | 1,182,923         | 1,138,923       | 1,279,024       | 1,279,024 | 8.12%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                     | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |         |                   |
|-------------|-------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|---------|-------------------|
|             |                                           | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED | PERCENT<br>CHANGE |
| 490127      | Salary - Superintendent                   | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490316      | Salary - Engineering Technician II        | 3         | 3         | 3                 | 3               | 2               | 2       | -33.33%           |
| 490163      | Salary - Crew Supervisor Utility Services | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
| 490341      | Salary - Engineering Technician III       | 0         | 0         | 0                 | 0               | 1               | 1       | 0.00%             |
| 490347      | Salary - Engineering Tech I               | 0         | 0         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490371      | Salary - CAD Operator I                   | 1         | 0         | 0                 | 0               | 0               | 0       | 0.00%             |
| 490375      | Salary - CAD Operator II                  | 0         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490618      | Salary - Administrative Secretary         | 0         | 0         | 0                 | 0               | 1               | 1       | 0.00%             |
| 490626      | Salary - Clerical Specialist              | 1         | 1         | 1                 | 1               | 0               | 0       | -100.00%          |
| 490722      | Salary - Pipe Layer                       | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490738      | Salary - Equipment Operator III           | 1         | 1         | 1                 | 1               | 1               | 1       | 0.00%             |
| 490746      | Salary - Equipment Operator II            | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490753      | Salary - Welder                           | 2         | 2         | 2                 | 2               | 2               | 2       | 0.00%             |
| 490147      | Salary - Maintenance Worker Senior        | 3         | 3         | 3                 | 3               | 3               | 3       | 0.00%             |
|             | <b>Total Positions</b>                    | 18        | 18        | 19                | 19              | 19              | 19      | 0.00%             |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                             |                      |        |
|--------------------|-----------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities                   | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Utility Services Department | <b>ORGANIZATION:</b> | 258900 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                             | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |         |
|--------|-------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|---------|
|        |                                           | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED |
|        | <b>Salaries:</b>                          |               |               |                   |                 |                 |                 |         |
| 450001 | Overtime                                  | 24,501        | 4,854         | 6,577             | 6,577           | 6,577           | 6,840           | 6,840   |
| 490127 | Salary - Superintendent                   | 53,124        | 55,461        | 56,354            | 56,354          | 56,354          | 58,608          | 58,608  |
| 490316 | Salary - Engineering Technician II        | 88,616        | 73,510        | 93,975            | 93,975          | 94,533          | 63,982          | 63,982  |
| 490163 | Salary - Crew Supervisor Utility Services | 86,582        | 113,051       | 125,675           | 125,675         | 125,675         | 130,702         | 130,702 |
| 490341 | Salary - Engineering Technician III       | 0             | 0             | 0                 | 0               | 0               | 37,025          | 37,025  |
| 490347 | Salary - Engineering Tech I               | 0             | 0             | 24,767            | 12,767          | 24,767          | 25,891          | 25,891  |
| 490371 | Salary - CAD Operator I                   | 23,629        | 24,669        | 0                 | 0               | 0               | 0               | 0       |
| 490375 | Salary - CAD Operator II                  | 0             | 0             | 27,373            | 26,373          | 26,820          | 27,893          | 27,893  |
| 490618 | Salary - Administrative Secretary         | 0             | 0             | 0                 | 0               | 0               | 30,384          | 30,384  |
| 490626 | Salary - Clerical Specialist              | 25,739        | 26,872        | 27,304            | 27,304          | 27,304          | 0               | 0       |
| 490722 | Salary - Pipe Layer                       | 30,293        | 31,626        | 32,135            | 32,135          | 32,135          | 33,420          | 33,420  |
| 490738 | Salary - Equipment Operator III           | 26,319        | 30,400        | 30,890            | 30,890          | 30,890          | 32,126          | 32,126  |
| 490746 | Salary - Equipment Operator II            | 54,554        | 56,954        | 57,871            | 57,871          | 57,871          | 60,186          | 60,186  |
| 490753 | Salary - Welder                           | 60,947        | 54,240        | 64,652            | 46,652          | 57,695          | 61,406          | 61,406  |
| 490147 | Salary - Maintenance Worker Senior        | 64,484        | 68,777        | 71,417            | 57,417          | 68,092          | 71,684          | 71,684  |
|        | <b>Total Salaries</b>                     | 538,788       | 540,414       | 618,990           | 573,990         | 608,713         | 640,147         | 640,147 |
|        | <b>Fringe:</b>                            |               |               |                   |                 |                 |                 |         |
| 510201 | Fringe - Pension                          | 148,921       | 160,291       | 174,555           | 174,555         | 161,249         | 169,576         | 169,576 |
| 510202 | Fringe - Hospital                         | 64,662        | 79,057        | 100,123           | 100,123         | 117,395         | 117,395         | 117,395 |
| 510206 | Fringe - Medicare Insurance Tax           | 4,839         | 4,933         | 6,033             | 6,033           | 6,367           | 6,693           | 6,693   |
| 510207 | Fringe - Life Insurance                   | 686           | 685           | 798               | 798             | 798             | 798             | 798     |
|        | <b>Total Fringe</b>                       | 219,108       | 244,966       | 281,509           | 281,509         | 285,809         | 294,462         | 294,462 |
|        | <b>Operating and Contractual:</b>         |               |               |                   |                 |                 |                 |         |
| 520105 | Contract Labor                            | 15,630        | 8,589         | 30,795            | 30,795          | 30,795          | 30,795          | 30,795  |
| 520204 | Uniforms                                  | 4,998         | 5,000         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 520400 | Office                                    | 4,138         | 3,448         | 3,500             | 3,500           | 3,500           | 3,500           | 3,500   |
| 520500 | Operating Supplies                        | 23,347        | 25,857        | 25,000            | 25,000          | 25,000          | 25,000          | 25,000  |
| 520506 | Operating Concrete & Asphalt              | 29,342        | 40,925        | 50,000            | 50,000          | 50,000          | 60,000          | 60,000  |
| 520507 | Operating - Sand & Gravel                 | 225           | 700           | 1,500             | 1,500           | 1,500           | 3,000           | 3,000   |
| 520514 | Small Tools                               | 2,220         | 4,621         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 520519 | Operating Drafting & Survey               | 4,971         | 3,867         | 5,000             | 5,000           | 5,000           | 5,000           | 5,000   |
| 531215 | Fees, Licenses & Permits                  | 391           | 307           | 500               | 500             | 500             | 500             | 500     |
| 531301 | Vehicle Costs - Gas & Oil                 | 20,536        | 21,909        | 13,225            | 21,225          | 21,225          | 21,225          | 21,225  |
| 531304 | Vehicle Costs - R & M                     | 10,500        | 19,667        | 22,000            | 17,000          | 17,000          | 17,000          | 17,000  |
| 531410 | Telephone                                 | 12,055        | 12,799        | 16,000            | 14,000          | 14,000          | 15,800          | 15,800  |
| 531500 | Printing                                  | 141           | 255           | 500               | 500             | 500             | 500             | 500     |
| 531800 | Rent                                      | 1,513         | 2,325         | 11,470            | 11,470          | 11,470          | 11,470          | 11,470  |
| 543002 | Dues & Subscriptions                      | 530           | 983           | 1,000             | 1,000           | 1,000           | 1,000           | 1,000   |
| 543003 | Travel & Training                         | 1,101         | 1,667         | 8,250             | 8,250           | 8,250           | 8,250           | 8,250   |
| 605106 | Maintenance Equipment                     | 5,486         | 5,518         | 6,500             | 6,500           | 6,500           | 6,500           | 6,500   |
|        | <b>Total Operating and Contractual</b>    | 137,124       | 158,437       | 205,240           | 206,240         | 206,240         | 219,540         | 219,540 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                             |                      |        |
|--------------------|-----------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Utilities                   | <b>FUND:</b>         | 401    |
| <b>DEPARTMENT:</b> | Utility Services Department | <b>ORGANIZATION:</b> | 258900 |

## UTILITY FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE               | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |            |
|--------|-----------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|------------|
|        |                             | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED    |
|        | <b>Capital Outlay:</b>      |               |               |                   |                 |                 |                 |            |
| 707405 | Building Improvements       | 1,400         | 0             | 0                 | 0               | 0               | 0               | 0          |
| 707500 | Vehicles                    | 44,320        | 55,603        | 17,000            | 17,000          | 72,000          | 72,000          | 72,000     |
| 707600 | Machinery & Equipment       | 92,428        | 103,437       | 43,600            | 43,600          | 72,700          | 29,375          | 29,375     |
| 707700 | Office Furniture & Fixtures | 6,625         | 1,030         | 0                 | 0               | 3,800           | 3,800           | 3,800      |
| 707702 | Computer Software           | 0             | 9,699         | 16,584            | 16,584          | 19,700          | 19,700          | 19,700     |
|        | <b>Total Capital Outlay</b> | 144,773       | 169,769       | 77,184            | 77,184          | 168,200         | 124,875         | 124,875    |
|        | <b>TOTAL DEPARTMENT</b>     | 1,039,793     | 1,113,586     | 1,182,923         | 1,138,923       | 1,268,962       | 1,279,024       | 1,279,024  |
|        | <b>TOTAL FUND</b>           | 114,342,799   | 103,847,508   | 92,997,530        | 106,818,906     | 93,247,424      | 92,830,935      | 93,945,333 |

CITY OF ALEXANDRIA



**2008-2009 ANNUAL BUDGET**  
**UTILITY DEBT SERVICE**  
**REVENUE DETAIL**

| CODE | ACCOUNT TITLE                              | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|------|--------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|      |                                            | ACTUAL<br>REV    | ACTUAL<br>REV    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|      | <b>Internal Services &amp; Interfunds:</b> |                  |                  |                   |                  |                  |                  |                  |
|      | Transfer to Debt Service                   | 5,749,596        | 5,977,323        | 6,245,211         | 6,245,211        | 4,162,310        | 4,162,310        | 4,162,310        |
|      | <b>Total Revenues</b>                      | <u>5,749,596</u> | <u>5,977,323</u> | <u>6,245,211</u>  | <u>6,245,211</u> | <u>4,162,310</u> | <u>4,162,310</u> | <u>4,162,310</u> |



## 2008-2009 ANNUAL BUDGET

|             |                      |        |
|-------------|----------------------|--------|
| DIVISION:   | N/A                  | N/A    |
| DEPARTMENT: | Utility Debt Service | 210500 |

## UTILITY DEBT SERVICE FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 800003 | <b>Operating and Contractual:</b>        |               |               |                   |                 |                 |                 |           |
|        | Paying Agent Fees                        | 11,000        | 11,000        | 11,000            | 11,000          | 11,000          | 11,000          | 11,000    |
|        | <b>Total Operating &amp; Contractual</b> | 11,000        | 11,000        | 11,000            | 11,000          | 11,000          | 11,000          | 11,000    |
|        | <b>Other:</b>                            |               |               |                   |                 |                 |                 |           |
| 800001 | Interest - 2002 Refunded Bonds           | 269,025       | 190,800       | 97,400            | 97,400          | 0               | 0               | 0         |
| 800001 | Interest - 2003 Refunded Bonds           | 222,225       | 203,100       | 180,600           | 180,600         | 161,225         | 161,225         | 161,225   |
| 800001 | Interest - 2003 COI                      | 41,531        | 38,983        | 35,771            | 35,771          | 31,895          | 31,895          | 31,895    |
| 800001 | Interest - 2004A Rev Bonds               | 707,610       | 707,610       | 707,610           | 707,610         | 707,010         | 707,010         | 707,010   |
| 800001 | Interest - 2004B Refunded Bonds          | 813,205       | 800,830       | 782,830           | 782,830         | 751,180         | 751,180         | 751,180   |
| 800002 | Principal - 2002 Refunded Bonds          | 2,235,000     | 2,335,000     | 2,435,000         | 2,435,000       | 0               | 0               | 0         |
| 800002 | Principal - 2003 Refunded Bonds          | 765,000       | 750,000       | 775,000           | 775,000         | 900,000         | 900,000         | 900,000   |
| 800002 | Principal - 2003 COI                     | 135,000       | 140,000       | 145,000           | 145,000         | 150,000         | 150,000         | 150,000   |
| 800002 | Principal - 2004A Rev Bonds              | 0             | 0             | 20,000            | 20,000          | 355,000         | 355,000         | 355,000   |
| 800002 | Principal - 2004B Refunded Bonds         | 550,000       | 800,000       | 1,055,000         | 1,055,000       | 1,095,000       | 1,095,000       | 1,095,000 |
|        | <b>Total Other</b>                       | 5,738,596     | 5,966,323     | 6,234,211         | 6,234,211       | 4,151,310       | 4,151,310       | 4,151,310 |
|        | <b>TOTAL FUND</b>                        | 5,749,596     | 5,977,323     | 6,245,211         | 6,245,211       | 4,162,310       | 4,162,310       | 4,162,310 |

CITY OF ALEXANDRIA

**AMORTIZATION SCHEDULE OF DEBT SERVICE PAYMENTS**  
**UTILITY DEBT SERVICE SCHEDULE**

**REVENUE BONDS**

| <b>FYE</b>        | <b>2003</b>      | <b>2004 A</b>     | <b>2004 B</b>     | <b>2003 COI</b>  | <b>Total</b>      |
|-------------------|------------------|-------------------|-------------------|------------------|-------------------|
| 2009              | 1,061,225        | 1,062,010         | 1,846,180         | 181,895          | 4,151,310         |
| 2010              | 1,059,225        | 1,071,035         | 1,851,905         | 177,395          | 4,159,560         |
| 2011              | 1,054,162        | 1,082,035         | 1,839,405         | 177,244          | 4,152,846         |
| 2012              | 1,050,912        | 1,097,685         | 1,842,580         | 176,533          | 4,167,710         |
| 2013              | 1,046,613        | 1,096,845         | 1,842,940         | 175,314          | 4,161,712         |
| 2014              |                  | 1,095,920         | 1,852,965         | 173,528          | 3,122,413         |
| 2015              |                  | 1,072,420         | 1,855,965         |                  | 2,928,385         |
| 2016              |                  | 1,058,920         | 1,855,465         |                  | 2,914,385         |
| 2017              |                  | 1,049,920         | 1,851,465         |                  | 2,901,385         |
| 2018              |                  | 1,055,120         | 1,854,465         |                  | 2,909,585         |
| 2019              |                  | 1,048,800         | 1,863,250         |                  | 2,912,050         |
| 2020              |                  | 1,042,050         | 1,863,750         |                  | 2,905,800         |
| 2021              |                  | 1,024,300         |                   |                  | 1,024,300         |
| 2022              |                  | 1,023,875         |                   |                  | 1,023,875         |
| 2023              |                  | 1,027,325         |                   |                  | 1,027,325         |
| 2024              |                  | 1,029,425         |                   |                  | 1,029,425         |
| 2025              |                  | 1,029,363         |                   |                  | 1,029,363         |
| 2026              |                  | 1,032,913         |                   |                  | 1,032,913         |
| 2027              |                  | 1,034,844         |                   |                  | 1,034,844         |
| 2028              |                  | 1,035,156         |                   |                  | 1,035,156         |
| 2029              |                  | 1,038,850         |                   |                  | 1,038,850         |
| 2030              |                  | 1,040,075         |                   |                  | 1,040,075         |
| 2031              |                  | 1,039,420         |                   |                  | 1,039,420         |
| 2032              |                  | 1,046,885         |                   |                  | 1,046,885         |
| 2033              |                  | 1,047,000         |                   |                  | 1,047,000         |
| <b>Total</b>      | <b>5,272,137</b> | <b>26,282,191</b> | <b>22,220,335</b> | <b>1,061,908</b> | <b>54,836,571</b> |
| <b>% of Total</b> | <b>9.61%</b>     | <b>47.93%</b>     | <b>40.52%</b>     | <b>1.94%</b>     | <b>100.00%</b>    |



## 2008-2009 ANNUAL BUDGET

SANITATION FUND  
REVENUE DETAIL

| CODE   | ACCOUNT TITLE                             | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|-------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                           | ACTUAL<br>REC'D  | ACTUAL<br>REC'D  | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Charges for Services:</b>              |                  |                  |                   |                  |                  |                  |                  |
| 344201 | Charges - Collection Fees                 | 2,491,520        | 2,350,935        | 3,106,000         | 2,491,000        | 3,106,000        | 3,106,000        | 3,106,000        |
| 344202 | Charges - Disposal Fees                   | 1,181,145        | 1,055,727        | 1,099,000         | 1,055,000        | 1,055,000        | 1,055,000        | 1,055,000        |
| 344203 | Charges - Garbage Bags                    | 26,379           | 26,012           | 20,000            | 20,000           | 20,000           | 20,000           | 20,000           |
|        | <b>Total Charges for Services</b>         | <b>3,699,044</b> | <b>3,432,674</b> | <b>4,225,000</b>  | <b>3,566,000</b> | <b>4,181,000</b> | <b>4,181,000</b> | <b>4,181,000</b> |
|        | <b>Intergovernmental:</b>                 |                  |                  |                   |                  |                  |                  |                  |
| 333480 | Federal - FEMA Recovery                   | 338,229          | 164,264          | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Intergovernmental</b>            | <b>338,229</b>   | <b>164,264</b>   | <b>0</b>          | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>Internal Services/Interfunds:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 333401 | Cost Allocation - Utility Fund            | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 388101 | Transfers - General Fund                  | 633,886          | 1,849,128        | 1,186,173         | 1,131,743        | 1,186,173        | 1,385,539        | 1,385,539        |
| 388401 | Transfers - Utility Fund                  | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Internal Services/Interfunds</b> | <b>633,886</b>   | <b>1,849,128</b> | <b>1,186,173</b>  | <b>1,131,743</b> | <b>1,186,173</b> | <b>1,385,539</b> | <b>1,385,539</b> |
|        | <b>Investment Income:</b>                 |                  |                  |                   |                  |                  |                  |                  |
| 367101 | Interest Revenue                          | 11,586           | 7,044            | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Investment Income</b>            | <b>11,586</b>    | <b>7,044</b>     | <b>0</b>          | <b>0</b>         | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>Other:</b>                             |                  |                  |                   |                  |                  |                  |                  |
| 388200 | Other - Sale of Fixed Assets              | 3,054            | 0                | 0                 | 0                | 0                | 0                | 0                |
| 399000 | Miscellaneous Revenue                     | 484              | 332              | 0                 | 0                | 0                | 0                | 0                |
| 399999 | Use of Prior Year Revenues                | 0                | 0                | 0                 | 634,000          | 0                | 0                | 0                |
|        | <b>Total Other</b>                        | <b>3,538</b>     | <b>332</b>       | <b>0</b>          | <b>634,000</b>   | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>TOTAL REVENUES</b>                     | <b>4,686,283</b> | <b>5,453,442</b> | <b>5,411,173</b>  | <b>5,331,743</b> | <b>5,367,173</b> | <b>5,566,539</b> | <b>5,566,539</b> |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 402    |
| <b>DEPARTMENT:</b> | Sanitation   | <b>ORGANIZATION:</b> | 043001 |

## GOAL MISSION STATEMENT

To through clean all streets of garbage and trash. Also garbage will be picked up in the alleyways on some routes. To provide some pickup at the door for the elderly and the disabled. To offer the city of Alexandria residents the best service at the minimum cost. To attain a better pickup and disposal system and a better recording system of daily operating and maintenance procedures.

## FUNCTION DESCRIPTION

The Sanitation Department is responsible for the collection of refuse (garbage) and class 3 debris, (limbs and bulky items), from the city residences and some commercial customers and delivery to the dump site. Refuse (garbage) is collected from each customer twice a week. However, holidays may effect the twice a week pickup. On each Wednesday small piles of trash will be picked up except for the weeks with holidays. We also furnish man power and equipment to other city departments removal of debris and garbage.

## DEMAND PERFORMANCE INDICATORS

| Description                        | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------|------------------|---------------------|---------------------|
| Numbers of routes collected        | 9                | 10                  | 10                  |
| Number of customers collected      | 15,400           | 15,600              | 16,000              |
| Commercial                         | 375              | 380                 | 385                 |
| Reduced residential                | 5,274            | 5,300               | 5,350               |
| Amount of class 3 debris collected | 13,650           | 13,750              | 13,850              |
| Amount of garbage collected        | 18,170           | 18,270              | 18,280              |

## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND #:</b>       | 402    |
| <b>DEPARTMENT:</b> | Sanitation   | <b>ORGANIZATION:</b> | 043001 |

### APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 1,196,932     | 1,136,066     | 1,425,958         | 1,347,958       | 1,543,025       | 1,543,025 | 8.21%             |
| FRINGE BENEFITS       | 520,206       | 528,896       | 738,725           | 738,725         | 739,579         | 739,579   | 0.12%             |
| OPERATING/CONTRACTUAL | 1,892,093     | 1,868,056     | 1,773,285         | 1,822,285       | 1,814,285       | 1,814,285 | 2.31%             |
| OTHER                 | 1,082,280     | 1,105,207     | 1,082,280         | 1,031,850       | 1,031,850       | 1,031,850 | -4.66%            |
| CAPITAL OUTLAY        | 45,329        | 417,883       | 390,925           | 390,925         | 437,800         | 437,800   | 11.99%            |
| TOTAL APPROPRIATIONS  | 4,736,840     | 5,056,108     | 5,411,173         | 5,331,743       | 5,566,539       | 5,566,539 | 2.87%             |

## PERSONNEL ROSTER

[illegible]



## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND #:</b>       | 402    |
| <b>DEPARTMENT:</b> | Sanitation   | <b>ORGANIZATION:</b> | 043001 |

## SANITATION FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                                 | 150,358          | 80,880           | 25,141            | 113,141          | 25,141           | 26,147           | 26,147           |
| 490111 | Salary - Superintendent - Sanitation     | 53,124           | 55,461           | 56,354            | 56,354           | 56,354           | 58,608           | 58,608           |
| 490142 | Salary - Crew Supervisor Sanitation      | 119,602          | 81,443           | 113,443           | 112,443          | 114,271          | 121,790          | 121,790          |
| 490618 | Salary - Administrative Secretary        | 25,275           | 23,000           | 27,662            | 27,662           | 27,662           | 28,768           | 28,768           |
| 490746 | Salary - Equipment Operator II           | 103,895          | 141,040          | 194,035           | 176,035          | 192,414          | 548,951          | 548,951          |
| 490819 | Salary - Equipment Operator I            | 86,452           | 103,563          | 213,615           | 160,615          | 211,462          | 246,048          | 246,048          |
| 490824 | Salary - Refuse Truck Driver             | 294,568          | 320,413          | 322,443           | 277,443          | 303,766          | 0                | 0                |
| 490827 | Salary - Refuse Collector                | 363,658          | 330,266          | 473,265           | 424,265          | 459,791          | 512,713          | 512,713          |
|        | <b>Total Salaries</b>                    | <b>1,196,932</b> | <b>1,136,066</b> | <b>1,425,958</b>  | <b>1,347,958</b> | <b>1,390,861</b> | <b>1,543,025</b> | <b>1,543,025</b> |
|        | <b>Fringe:</b>                           |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                         | 328,458          | 335,747          | 402,127           | 402,127          | 368,431          | 408,747          | 408,747          |
| 510202 | Fringe - Hospital                        | 176,538          | 178,543          | 316,562           | 316,562          | 307,406          | 307,406          | 307,406          |
| 510206 | Fringe - Medicare Insurance Tax          | 13,038           | 12,759           | 17,474            | 17,474           | 18,143           | 20,864           | 20,864           |
| 510207 | Fringe - Life Insurance                  | 1,869            | 1,847            | 2,562             | 2,562            | 2,562            | 2,562            | 2,562            |
| 510208 | Fringe - FICA Tax Retirement             | 303              | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Fringe</b>                      | <b>520,206</b>   | <b>528,896</b>   | <b>738,725</b>    | <b>738,725</b>   | <b>696,542</b>   | <b>739,579</b>   | <b>739,579</b>   |
|        | <b>Operating &amp; Contractual</b>       |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                           | 36,999           | 91,008           | 20,000            | 50,000           | 20,000           | 20,000           | 20,000           |
| 520204 | Uniforms                                 | 8,384            | 8,481            | 10,500            | 10,500           | 10,500           | 10,500           | 10,500           |
| 520400 | Office                                   | 994              | 990              | 1,000             | 1,000            | 1,000            | 1,000            | 1,000            |
| 520500 | Operating Supplies                       | 19,371           | 22,013           | 18,500            | 18,500           | 18,500           | 18,500           | 18,500           |
| 520508 | Operating - Garbage Bags                 | 132,253          | 125,046          | 145,700           | 145,700          | 145,700          | 145,700          | 145,700          |
| 531106 | Professional Fees - Audit                | 648              | 3,956            | 925               | 925              | 925              | 925              | 925              |
| 531110 | Professional Fees & Services             | 0                | 0                | 10,000            | 10,000           | 10,000           | 10,000           | 10,000           |
| 531212 | Disposal Costs                           | 1,136,545        | 1,077,669        | 1,079,000         | 1,079,000        | 1,079,000        | 1,079,000        | 1,079,000        |
| 531301 | Vehicle Costs - Gas & Oil                | 153,708          | 158,322          | 124,150           | 165,150          | 165,150          | 165,150          | 165,150          |
| 531304 | Vehicle Costs - R & M                    | 291,600          | 271,265          | 251,750           | 229,750          | 251,750          | 251,750          | 251,750          |
| 531410 | Telephone                                | 2,248            | 2,596            | 3,000             | 3,000            | 3,000            | 3,000            | 3,000            |
| 531500 | Printing                                 | 96               | 83               | 400               | 400              | 400              | 400              | 400              |
| 531900 | Advertising                              | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 543003 | Travel & Training                        | 1,551            | 3,138            | 2,300             | 2,300            | 2,300            | 2,300            | 2,300            |
| 543017 | Placques & Awards                        | 62               | 128              | 1,060             | 1,060            | 1,060            | 1,060            | 1,060            |
| 605106 | Maintenance Equipment                    | 3,657            | 0                | 500               | 500              | 500              | 500              | 500              |
| 606001 | Environmental/Resource Rcvry Prgrm       | 54,500           | 54,827           | 55,000            | 55,000           | 55,000           | 55,000           | 55,000           |
| 606002 | Litter Reduction                         | 49,477           | 48,534           | 49,500            | 49,500           | 49,500           | 49,500           | 49,500           |
|        | <b>Total Operating &amp; Contractual</b> | <b>1,892,093</b> | <b>1,868,056</b> | <b>1,773,285</b>  | <b>1,822,285</b> | <b>1,814,285</b> | <b>1,814,285</b> | <b>1,814,285</b> |
|        | <b>Other:</b>                            |                  |                  |                   |                  |                  |                  |                  |
| 543001 | Bad Debt                                 | 11,645           | 10,665           | 11,645            | 11,645           | 11,645           | 11,645           | 11,645           |
| 646101 | Transfer to General Fund                 | 814,370          | 685,890          | 814,370           | 685,890          | 685,890          | 685,890          | 685,890          |
| 646400 | Loan Payback                             | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 646551 | Transfer to Risk Management Fund         | 91,738           | 166,075          | 91,738            | 91,738           | 91,738           | 91,738           | 91,738           |
| 646552 | Transfer to Employee Benefits Fund       | 1,108            | 1,108            | 1,108             | 1,108            | 1,108            | 1,108            | 1,108            |
| 647401 | Transfer to Utility Fund                 | 163,419          | 241,469          | 163,419           | 241,469          | 241,469          | 241,469          | 241,469          |
| 699000 | Operating Reserve                        | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Other</b>                       | <b>1,082,280</b> | <b>1,105,207</b> | <b>1,082,280</b>  | <b>1,031,850</b> | <b>1,031,850</b> | <b>1,031,850</b> | <b>1,031,850</b> |

CITY OF ALEXANDRIA





2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET**  
**ZOOLOGICAL PARK FUND**  
**REVENUE DETAIL**

| CODE             | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |           |
|------------------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------|
|                  |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 333529           | <b>Intergovernmental:</b>                 |                 |                 |                   |                 |                 |                 |           |
|                  | State - Dept of Culture, Rec & Tour       | 0               | 175,000         | 175,000           | 175,000         | 175,000         | 175,000         | 175,000   |
|                  | <b>Total Intergovernmental</b>            | 0               | 175,000         | 175,000           | 175,000         | 175,000         | 175,000         | 175,000   |
| 388101           | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |           |
|                  | Transfer from General Fund                | 1,772,612       | 2,001,887       | 1,819,337         | 2,183,124       | 1,819,337       | 2,417,133       | 2,420,139 |
|                  | <b>Total Internal Services/Interfunds</b> | 1,772,612       | 2,001,887       | 1,819,337         | 2,183,124       | 1,819,337       | 2,417,133       | 2,420,139 |
| 344701           | <b>Charges for Services:</b>              |                 |                 |                   |                 |                 |                 |           |
|                  | Charges - Zoological Park                 | 255,829         | 233,729         | 250,000           | 249,000         | 249,000         | 249,000         | 249,000   |
|                  | <b>Total Charges for Services</b>         | 255,829         | 233,729         | 250,000           | 249,000         | 249,000         | 249,000         | 249,000   |
| 367101           | <b>Investment Income:</b>                 |                 |                 |                   |                 |                 |                 |           |
|                  | Interest - Investments                    | 3,617           | 4,438           | 0                 | 0               | 0               | 0               | 0         |
|                  | <b>Total Investment Income</b>            | 3,617           | 4,438           | 0                 | 0               | 0               | 0               | 0         |
| 399503<br>399000 | <b>Other:</b>                             |                 |                 |                   |                 |                 |                 |           |
|                  | Contribution from FOTAZ                   | 0               | 0               | 0                 | 0               | 0               | 0               | 0         |
|                  | Miscellaneous Revenue                     | 1,391           | 288             | 0                 | 0               | 0               | 0               | 0         |
|                  | <b>Total Other</b>                        | 1,391           | 288             | 0                 | 0               | 0               | 0               | 0         |
|                  | <b>TOTAL REVENUES</b>                     | 2,033,449       | 2,415,342       | 2,244,337         | 2,607,124       | 2,243,337       | 2,841,133       | 2,844,139 |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 403    |
| <b>DEPARTMENT:</b> | Zoo          | <b>ORGANIZATION:</b> | 044300 |

## GOAL MISSION STATEMENT

"To promote the understand conservation of the natural world in which we live." In doing so we strive to:

1. Provide the citizens of Alexandria and Central Louisiana with recreational and educational experiences while viewing an organized collection of animals.
2. Increase services to our community by development of new educational programs and to continue with the conservation of endangered species.
3. Develop research projects in cooperation with other agencies such as colleges and universities.
4. Increase attendance through the implementation of Phase I of the Zoo's Master Plan, thereby insuring revenue and providing better living conditions for our Zoo animals.
5. Maintain standards set forth by USDA and the American Zoo and Aquarium Association for animal husbandry, thereby insuring our accreditation by AZA.

## FUNCTION DESCRIPTION

The Alexandria Zoo:

1. Serves as a community recreational facility as well as being the largest family oriented, educational tourist attraction in Central Louisiana with close to 200,000 visitors annually.
2. Serves as an educational source for thousands of school children from Rapides and the surrounding parishes. Educational programs research approximately 20,000 children and adults each year. Volunteers assist staff.
3. Actively participates conservation program for endangered and threatened wildlife, including Species Survival Plan programs nationally for Sumatran tigers, Andean condors, white-handed gibbons, manned wolf, red wolf, and jaguars.
4. Maintains 30 species of mammals, 65 species of birds, 15 species of reptiles, 10 species of fish, for a total of approximately 500 animals. Approximately 20 species exhibited at our zoo endangered or threatened species.
5. Actively promotes the appreciation and preservation of native as well as exotic wildlife.
6. Promotes cultural enrichment through special events such as concerts and other forms of entertainment in the zoo.
7. Strives to increase revenue and attendance through special events such as Zoo Boo and Holiday Light Safari.
8. Contributes to economic development since it draws a large out-of-town audience.

## DEMAND PERFORMANCE INDICATORS

| Description                         | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------------------------------|------------------|---------------------|---------------------|
| Special Events                      | 12               | 14                  | 14                  |
| Animals Cared For Daily             | 650              | 650                 | 650                 |
| Health/Husbandry Records Maintained | 650              | 650                 | 650                 |
| Buildings Maintained                | 25               | 26                  | 26                  |
| Grounds (acres) Maintained          | 33               | 33                  | 33                  |
| Walk maintained (miles)             | 4.5              | 4.5                 | 4.5                 |
| Parking Lot (# Spaces) Maintained   | 292              | 292                 | 292                 |
| Telephone Calls                     | 25,000           | 25,000              | 25,000              |
| Annual Visitors                     | 165,000          | 165,000             | 165,000             |
| Education Program Offered           | 300              | 300                 | 300                 |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works    | <b>FUND:</b>         | 403    |
| <b>DEPARTMENT:</b> | Zoological Park | <b>ORGANIZATION:</b> | 044300 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 459,355       | 521,750       | 568,894           | 536,509         | 684,285         | 686,634   | 0.00%             |
| FRINGE BENEFITS       | 174,686       | 216,233       | 275,126           | 275,126         | 305,790         | 306,447   | 0.00%             |
| OPERATING/CONTRACTUAL | 1,139,352     | 1,114,594     | 979,210           | 1,148,210       | 1,071,710       | 1,071,710 | 0.00%             |
| OTHER                 | 218,561       | 429,348       | 218,561           | 429,348         | 429,348         | 429,348   | 0.00%             |
| CAPITAL OUTLAY        | 173,402       | 166,452       | 202,546           | 202,546         | 350,000         | 350,000   | 0.00%             |
| TOTAL APPROPRIATIONS  | 2,165,356     | 2,448,377     | 2,244,337         | 2,591,739       | 2,841,133       | 2,844,139 | 0.00%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                     | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |           |                   |
|-------------|-------------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|-----------|-------------------|
|             |                                           | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| 490115      | Salary - Zoo Director                     | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490154      | Salary - Supervisor Zoo Facilities Maint  | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490158      | Salary - Assistant Zoo Director           | 0         | 0         | 0                 | 0               | 1               | 1         | 0.00%             |
| 490222      | Salary - Zoo Curator - Education          | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490614      | Salary - Administrative Assistant         | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490618      | Salary - Administrative Secretary         | 0         | 0         | 0                 | 0               | 0               | 1         | 0.00%             |
| 490624      | Salary - Inventory Coordinator            | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490646      | Salary - Customer Services Representative | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490820      | Salary - Maintenance Worker               | 0         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490822      | Salary - Trades Worker                    | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490845      | Salary - Zoo Curator - Health             | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490846      | Salary - Zoo Curator - General            | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490848      | Salary - Zoo Keeper I                     | 5         | 2         | 2                 | 2               | 3               | 2         | 0.00%             |
| 490849      | Salary - Security Officer                 | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490849      | Salary - Security Officer Part Time       | 0         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490860      | Salary - Zoo Keeper II                    | 3         | 7         | 7                 | 7               | 7               | 7         | 0.00%             |
|             | <b>Total Positions</b>                    | <b>18</b> | <b>21</b> | <b>21</b>         | <b>21</b>       | <b>23</b>       | <b>23</b> | <b>0.00%</b>      |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works    | <b>FUND:</b>         | 403    |
| <b>DEPARTMENT:</b> | Zoological Park | <b>ORGANIZATION:</b> | 044300 |

## ZOOLOGICAL PARK FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                             | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|-------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                           | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Salaries:</b>                          |                |                |                   |                 |                 |                 |                |
| 450001 | Overtime                                  | 59,483         | 73,187         | 21,534            | 74,534          | 21,534          | 22,395          | 22,395         |
| 490115 | Salary - Zoo Director                     | 49,583         | 51,765         | 52,597            | 52,597          | 52,597          | 54,701          | 54,701         |
| 490158 | Salary - Assistant Zoo Director           | 0              | 0              | 0                 | 0               | 0               | 40,568          | 40,568         |
| 490154 | Salary - Supervisor Zoo Facilities Maint  | 25,278         | 25,536         | 33,875            | 32,875          | 33,875          | 35,285          | 35,285         |
| 490222 | Salary - Zoo Curator - Education          | 35,675         | 37,245         | 37,844            | 37,844          | 37,844          | 39,358          | 39,358         |
| 490614 | Salary - Administrative Assistant         | 15,587         | 5,293          | 23,296            | 12,296          | 22,839          | 27,065          | 27,065         |
| 490618 | Salary - Administrative Secretary         | 0              | 0              | 0                 | 0               | 0               | 0               | 24,717         |
| 490624 | Salary - Inventory Coordinator            | 34,167         | 35,671         | 36,245            | 36,245          | 36,245          | 37,695          | 37,695         |
| 490646 | Salary - Customer Services Representative | 13,436         | 15,035         | 17,094            | 1,709           | 16,759          | 21,934          | 21,934         |
| 490820 | Salary - Maintenance Worker               | 0              | 4,416          | 17,744            | 8,744           | 17,396          | 20,020          | 20,020         |
| 490822 | Salary - Trades Worker                    | 7,625          | 10,139         | 21,512            | 12,512          | 21,090          | 23,543          | 23,543         |
| 490845 | Salary - Zoo Curator - Health             | 35,675         | 37,102         | 37,844            | 37,844          | 37,844          | 39,358          | 39,358         |
| 490846 | Salary - Zoo Curator - General            | 35,812         | 37,244         | 37,844            | 37,844          | 37,844          | 39,358          | 39,358         |
| 490848 | Salary - Zoo Keeper I                     | 68,080         | 34,055         | 38,282            | 32,282          | 37,907          | 67,104          | 44,736         |
| 490849 | Salary - Security Officer                 | 15,083         | 19,767         | 30,966            | 20,966          | 29,948          | 33,733          | 33,733         |
| 490860 | Salary - Zoo Keeper II                    | 63,871         | 135,295        | 162,217           | 138,217         | 158,121         | 182,168         | 182,168        |
|        | <b>Total Salaries</b>                     | <b>459,355</b> | <b>521,750</b> | <b>568,894</b>    | <b>536,509</b>  | <b>561,843</b>  | <b>684,285</b>  | <b>686,634</b> |
|        | <b>Fringe:</b>                            |                |                |                   |                 |                 |                 |                |
| 510201 | Fringe - Pension                          | 118,072        | 144,864        | 156,710           | 156,710         | 145,335         | 177,324         | 177,947        |
| 510202 | Fringe - Hospital                         | 50,125         | 63,476         | 110,730           | 110,730         | 100,517         | 117,997         | 117,997        |
| 510206 | Fringe - Medicare Insurance Tax           | 4,175          | 5,376          | 5,986             | 5,986           | 6,859           | 8,580           | 8,614          |
| 510207 | Fringe - Life Insurance                   | 533            | 611            | 882               | 882             | 882             | 966             | 966            |
| 510208 | Fringe - FICA Tax Retirement              | 1,781          | 1,906          | 818               | 818             | 818             | 923             | 923            |
|        | <b>Total Fringe</b>                       | <b>174,686</b> | <b>216,233</b> | <b>275,126</b>    | <b>275,126</b>  | <b>254,411</b>  | <b>305,790</b>  | <b>306,447</b> |
|        | <b>Operating &amp; Contractual:</b>       |                |                |                   |                 |                 |                 |                |
| 520105 | Contract Labor                            | 33,742         | 56,277         | 5,000             | 100,000         | 5,000           | 5,000           | 5,000          |
| 520204 | Uniforms                                  | 3,097          | 6,252          | 5,800             | 5,800           | 5,800           | 8,300           | 8,300          |
| 520500 | Operating Supplies                        | 43,070         | 72,991         | 43,000            | 63,000          | 43,000          | 43,000          | 43,000         |
| 520502 | Operating - Cleaner                       | 5,906          | 4,995          | 5,000             | 5,000           | 5,000           | 5,000           | 5,000          |
| 520504 | Operating - Animal Food                   | 95,121         | 108,689        | 80,000            | 105,000         | 80,000          | 80,000          | 80,000         |
| 520514 | Small Tools                               | 1,779          | 3,273          | 2,450             | 2,450           | 2,450           | 4,850           | 4,850          |
| 520515 | Operating Medical                         | 2,292          | 2,033          | 7,500             | 7,500           | 7,500           | 17,500          | 17,500         |
| 520527 | AZA Accreditation                         | 1,125          | 0              | 5,000             | 5,000           | 5,000           | 5,000           | 5,000          |
| 531103 | Professional Fees - Veterinarian          | 8,733          | 15,414         | 10,000            | 15,000          | 10,000          | 17,500          | 17,500         |
| 531110 | Professional Fees & Services              | 7,768          | 10,797         | 25,000            | 25,000          | 25,000          | 30,000          | 30,000         |
| 531215 | Fees, Licenses, Permits                   | 1,535          | 685            | 2,400             | 2,400           | 2,400           | 2,400           | 2,400          |
| 531301 | Vehicle Costs - Gas & Oil                 | 4,133          | 4,199          | 2,760             | 3,760           | 3,760           | 3,760           | 3,760          |
| 531304 | Vehicle Costs - R & M                     | 11,146         | 2,814          | 4,300             | 7,300           | 7,300           | 7,300           | 7,300          |
| 531410 | Telephone                                 | 6,118          | 8,506          | 7,600             | 7,600           | 7,600           | 7,600           | 7,600          |
| 531500 | Printing                                  | 355            | 2,820          | 2,500             | 2,500           | 2,500           | 5,500           | 5,500          |
| 531701 | Utilities                                 | 845,125        | 740,762        | 650,000           | 670,000         | 670,000         | 670,000         | 670,000        |
| 531800 | Rent                                      | 0              | 2,569          | 0                 | 0               | 0               | 0               | 0              |
| 531900 | Advertising                               | 7,911          | 2,032          | 15,000            | 15,000          | 15,000          | 30,000          | 30,000         |
| 543000 | Miscellaneous                             | 1,665          | 93             | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 543002 | Dues & Subscriptions                      | 3,493          | 4,427          | 3,900             | 3,900           | 3,900           | 9,000           | 9,000          |
| 543003 | Travel & Training                         | 2,530          | 900            | 2,000             | 2,000           | 2,000           | 5,000           | 5,000          |
| 605101 | Maintenance Bldg & Facilities             | 22,739         | 21,341         | 52,000            | 52,000          | 52,000          | 54,000          | 54,000         |
| 605106 | Maintenance Equipment                     | 7,109          | 5,999          | 6,000             | 6,000           | 6,000           | 6,000           | 6,000          |
| 605120 | Intern Sponsorship Program                | 4,160          | 7,681          | 6,000             | 6,000           | 6,000           | 6,000           | 6,000          |
| 605127 | Special Events                            | 599            | 9,504          | 10,000            | 10,000          | 10,000          | 13,000          | 13,000         |
| 605129 | Holiday Light Safari                      | 18,101         | 19,541         | 25,000            | 25,000          | 25,000          | 35,000          | 35,000         |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                 |                      |        |
|--------------------|-----------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works    | <b>FUND:</b>         | 403    |
| <b>DEPARTMENT:</b> | Zoological Park | <b>ORGANIZATION:</b> | 044300 |

## ZOOLOGICAL PARK FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|------------------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                          | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Total Operating &amp; Contractual</b> | 1,139,352     | 1,114,594     | 979,210           | 1,148,210       | 1,003,210       | 1,071,710       | 1,071,710 |
| 647101 | <b>Other:</b>                            |               |               |                   |                 |                 |                 |           |
|        | Cost Allocation - General Fund           | 218,561       | 429,348       | 218,561           | 429,348         | 429,348         | 429,348         | 429,348   |
|        | <b>Total Other</b>                       | 218,561       | 429,348       | 218,561           | 429,348         | 429,348         | 429,348         | 429,348   |
|        | <b>Capital Outlay:</b>                   |               |               |                   |                 |                 |                 |           |
| 707405 | Building Improvements                    | 37,850        | 110,724       | 66,546            | 66,546          | 608,000         | 108,551         | 108,551   |
| 707500 | Vehicles                                 | 17,261        | 0             | 0                 | 0               | 0               | 0               | 0         |
| 707600 | Machinery & Equipment                    | 105,155       | 49,268        | 112,500           | 112,500         | 250,150         | 197,650         | 197,650   |
| 707700 | Office Furniture & Fixtures              | 12,566        | 0             | 1,500             | 1,500           | 16,799          | 16,799          | 16,799    |
| 707702 | Computer Software                        | 0             | 697           | 2,000             | 2,000           | 2,000           | 2,000           | 2,000     |
| 707900 | Animals                                  | 570           | 5,763         | 20,000            | 20,000          | 25,000          | 25,000          | 25,000    |
|        | <b>Total Capital Outlay</b>              | 173,402       | 166,452       | 202,546           | 202,546         | 901,949         | 350,000         | 350,000   |
|        | <b>TOTAL DEPARTMENT</b>                  | 2,165,356     | 2,448,377     | 2,244,337         | 2,591,739       | 3,150,761       | 2,841,133       | 2,844,139 |

CITY OF ALEXANDRIA



2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET**  
**GOLF COURSE FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                             | 2005-2006       | 2006-2007       | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|-------------------------------------------|-----------------|-----------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                           | ACTUAL<br>REC'D | ACTUAL<br>REC'D | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
| 388101 | <b>Internal Services/Interfunds:</b>      |                 |                 |                   |                 |                 |                 |           |
|        | Transfer from General Fund                | 158,978         | 296,437         | 229,437           | 391,107         | 239,887         | 357,557         | 357,557   |
|        | <b>Total Internal Services/Interfunds</b> | 158,978         | 296,437         | 229,437           | 391,107         | 239,887         | 357,557         | 357,557   |
|        | <b>Investment Income:</b>                 |                 |                 |                   |                 |                 |                 |           |
| 367101 | Interest - Investments                    | 623             | 3,049           | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Investment Income</b>            | 623             | 3,049           | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Charges for Services</b>         |                 |                 |                   |                 |                 |                 |           |
| 344751 | Charges - Tournament Fees                 | 34,815          | 50,130          | 48,000            | 47,000          | 47,000          | 47,000          | 47,000    |
| 344752 | Charges - Green Fees                      | 375,418         | 365,184         | 404,000           | 371,000         | 371,000         | 421,000         | 421,000   |
| 344753 | Charges - Cart Rental                     | 202,335         | 192,619         | 213,000           | 198,000         | 198,000         | 198,000         | 198,000   |
| 344754 | Charges - Range                           | 43,846          | 48,690          | 40,000            | 45,000          | 45,000          | 45,000          | 45,000    |
| 344755 | Charges - Restaurant                      | 6,102           | 3,048           | 6,000             | 6,000           | 6,000           | 6,000           | 6,000     |
|        | <b>Total Charges for Services</b>         | 662,516         | 659,671         | 711,000           | 667,000         | 667,000         | 717,000         | 717,000   |
|        | <b>TOTAL REVENUES</b>                     | 822,117         | 959,157         | 940,437           | 1,058,107       | 906,887         | 1,074,557       | 1,074,557 |

## 2008-2009 ANNUAL BUDGET

|                    |              |                      |        |
|--------------------|--------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works | <b>FUND:</b>         | 404    |
| <b>DEPARTMENT:</b> | Golf Course  | <b>ORGANIZATION:</b> | 045900 |

## GOAL MISSION STATEMENT

To properly maintain the City's golf course.

## FUNCTION DESCRIPTION

The Golf Course Maintenance Department is a service organization that performs maintenance on the City's golf course, including grounds, clubhouse, and the like.

## DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |



## 2008-2009 ANNUAL BUDGET

|                    |                         |                      |        |
|--------------------|-------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works            | <b>FUND:</b>         | 404    |
| <b>DEPARTMENT:</b> | Golf Course Maintenance | <b>ORGANIZATION:</b> | 045900 |

## GOLF COURSE FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006      | 2006-2007      | 2007-2008         |                 | 2008-2009       |                 |                |
|--------|------------------------------------------|----------------|----------------|-------------------|-----------------|-----------------|-----------------|----------------|
|        |                                          | ACTUAL<br>EXP  | ACTUAL<br>EXP  | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED        |
|        | <b>Operating &amp; Contractual:</b>      |                |                |                   |                 |                 |                 |                |
| 520102 | Maintenance Expense                      | 322,006        | 358,940        | 328,000           | 358,000         | 328,000         | 328,000         | 328,000        |
| 520105 | Contract Labor                           | 404            | 0              | 2,500             | 2,500           | 2,500           | 2,500           | 2,500          |
| 520204 | Uniforms                                 | 2,396          | 2,942          | 2,500             | 2,500           | 2,500           | 2,500           | 2,500          |
| 520500 | Operating Supplies                       | 12,752         | 17,249         | 13,800            | 13,800          | 13,800          | 13,800          | 13,800         |
| 520503 | Operating Chemicals                      | 61,827         | 63,482         | 66,000            | 66,000          | 66,000          | 66,000          | 66,000         |
| 520507 | Operating Sand & Gravel                  | 8,252          | 6,226          | 6,000             | 6,000           | 6,000           | 6,000           | 6,000          |
| 520514 | Small Tools                              | 1,843          | 1,296          | 2,000             | 2,000           | 2,000           | 2,000           | 2,000          |
| 531110 | Professional Fees & Services             | 845            | 3,947          | 2,500             | 2,500           | 2,500           | 2,500           | 2,500          |
| 531111 | Golf Course Management Fee               | 55,000         | 69,664         | 60,000            | 70,000          | 67,000          | 67,000          | 67,000         |
| 531209 | Services - Bank Charges                  | 9,318          | 10,077         | 7,500             | 7,500           | 7,500           | 7,500           | 7,500          |
| 531215 | Fees, Licenses & Permits                 | 0              | 0              | 50                | 50              | 50              | 50              | 50             |
| 531301 | Vehicle Costs - Gas & Oil                | 12,872         | 13,251         | 13,040            | 13,040          | 13,040          | 13,040          | 13,040         |
| 531304 | Vehicle Costs - R & M                    | 1,230          | 0              | 8,000             | 8,000           | 8,000           | 8,000           | 8,000          |
| 531410 | Telephone                                | 4,502          | 6,007          | 7,800             | 7,800           | 11,400          | 11,400          | 11,400         |
| 531500 | Printing                                 | 260            | 644            | 500               | 500             | 500             | 500             | 500            |
| 531601 | Insurance Premiums/ Fees Gen Lia         | 5,793          | 5,213          | 6,000             | 6,000           | 6,000           | 6,000           | 6,000          |
| 531701 | Utilities                                | 49,655         | 46,836         | 43,000            | 43,000          | 50,000          | 50,000          | 50,000         |
| 531900 | Advertising                              | 5,321          | 17,172         | 35,225            | 35,225          | 35,225          | 35,225          | 35,225         |
| 543002 | Dues & Subscriptions                     | 3,211          | 2,235          | 1,000             | 1,000           | 1,000           | 1,000           | 1,000          |
| 543003 | Travel & Training                        | 3,670          | 4,840          | 5,000             | 5,000           | 5,000           | 5,000           | 5,000          |
| 605101 | Maintenance Bldg & Facilities            | 923            | 6,000          | 2,000             | 2,000           | 2,000           | 2,000           | 2,000          |
| 605106 | Maintenance Equipment                    | 17,036         | 16,457         | 18,000            | 18,000          | 18,000          | 18,000          | 18,000         |
| 605112 | Maintenance of Golf Course               | 3,894          | 4,254          | 5,000             | 5,000           | 5,000           | 5,000           | 5,000          |
| 646030 | Lease Obligation                         | 63,264         | 63,927         | 59,000            | 63,000          | 54,000          | 54,000          | 54,000         |
| 969000 | Contingencies                            | 0              | 0              | 10,000            | 10,000          | 10,000          | 10,000          | 10,000         |
|        | <b>Total Operating &amp; Contractual</b> | <b>646,274</b> | <b>720,659</b> | <b>704,415</b>    | <b>748,415</b>  | <b>717,015</b>  | <b>717,015</b>  | <b>717,015</b> |
|        | <b>Other:</b>                            |                |                |                   |                 |                 |                 |                |
| 647101 | Cost Allocation - General Fund           | 42,522         | 116,192        | 42,522            | 116,192         | 116,192         | 116,192         | 116,192        |
|        | <b>Total Other</b>                       | <b>42,522</b>  | <b>116,192</b> | <b>42,522</b>     | <b>116,192</b>  | <b>116,192</b>  | <b>116,192</b>  | <b>116,192</b> |
|        | <b>Capital Outlay:</b>                   |                |                |                   |                 |                 |                 |                |
| 707600 | Machinery & Equipment                    | 250,946        | 249            | 0                 | 0               | 50,000          | 50,000          | 50,000         |
| 707700 | Furniture & Fixtures                     | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
| 707702 | Computer Software                        | 0              | 0              | 0                 | 0               | 0               | 0               | 0              |
|        | <b>Total Capital Outlay</b>              | <b>250,946</b> | <b>249</b>     | <b>0</b>          | <b>0</b>        | <b>50,000</b>   | <b>50,000</b>   | <b>50,000</b>  |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>939,742</b> | <b>837,100</b> | <b>746,937</b>    | <b>864,607</b>  | <b>883,207</b>  | <b>883,207</b>  | <b>883,207</b> |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works           | <b>FUND:</b>         | 404    |
| <b>DEPARTMENT:</b> | Club House Maintenance | <b>ORGANIZATION:</b> | 045901 |

## GOAL MISSION STATEMENT

To operate and maintain the clubhouse at the City's golf course.

## FUNCTION DESCRIPTION

## DEMAND PERFORMANCE INDICATORS

| Description | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|-------------|------------------|---------------------|---------------------|
|             |                  |                     |                     |



## 2008-2009 ANNUAL BUDGET

|                    |                        |                      |        |
|--------------------|------------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works           | <b>FUND:</b>         | 404    |
| <b>DEPARTMENT:</b> | Club House Maintenance | <b>ORGANIZATION:</b> | 045901 |

## GOLF COURSE FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                            | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                          | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Operating &amp; Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 520102 | Maintenance Expense                      | 118,423          | 164,085          | 170,000           | 170,000          | 170,000          | 170,000          | 170,000          |
| 520400 | Office                                   | 525              | 328              | 2,000             | 2,000            | 2,000            | 2,000            | 2,000            |
| 520500 | Operating Supplies                       | 7,858            | 6,594            | 10,000            | 10,000           | 10,000           | 10,000           | 10,000           |
| 531401 | Postage                                  | 395              | 979              | 250               | 250              | 250              | 250              | 250              |
| 531500 | Printing                                 | 0                | 0                | 2,000             | 2,000            | 2,000            | 2,000            | 2,000            |
| 543002 | Dues & Subscriptions                     | 651              | 1,511            | 1,000             | 1,000            | 1,000            | 1,000            | 1,000            |
| 605101 | Maintenance Bldg & Facilities            | 1,517            | 6,701            | 3,000             | 3,000            | 3,000            | 3,000            | 3,000            |
| 605106 | Maintenance Equipment                    | 580              | 2,073            | 3,100             | 3,100            | 3,100            | 3,100            | 3,100            |
| 605128 | Maintenance Range Ball Facility          | 1,182            | 1,138            | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Operating &amp; Contractual</b> | <b>131,131</b>   | <b>183,409</b>   | <b>191,350</b>    | <b>191,350</b>   | <b>191,350</b>   | <b>191,350</b>   | <b>191,350</b>   |
|        | <b>Capital Outlay:</b>                   |                  |                  |                   |                  |                  |                  |                  |
| 707600 | Machinery & Equipment                    | 1,170            | 0                | 0                 | 0                | 0                | 0                | 0                |
| 707700 | Furniture & Fixtures                     | 0                | 0                | 2,150             | 2,150            | 0                | 0                | 0                |
|        | <b>Total Capital Outlay</b>              | <b>1,170</b>     | <b>0</b>         | <b>2,150</b>      | <b>2,150</b>     | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>TOTAL DEPARTMENT</b>                  | <b>132,301</b>   | <b>183,409</b>   | <b>193,500</b>    | <b>193,500</b>   | <b>191,350</b>   | <b>191,350</b>   | <b>191,350</b>   |
|        | <b>TOTAL FUND</b>                        | <b>1,072,043</b> | <b>1,020,509</b> | <b>940,437</b>    | <b>1,058,107</b> | <b>1,074,557</b> | <b>1,074,557</b> | <b>1,074,557</b> |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

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**2008-2009 ANNUAL BUDGET**  
**MUNICIPAL TRANSIT FUND**  
**REVENUE DETAIL**

| CODE   | ACCOUNT TITLE                             | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|-------------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                           | ACTUAL<br>REC'D  | ACTUAL<br>REC'D  | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Charges for Services:</b>              |                  |                  |                   |                  |                  |                  |                  |
| 344401 | Charges - Lower Third/McArthur            | 35,936           | 38,303           | 38,000            | 38,000           | 38,000           | 38,000           | 38,000           |
| 344402 | Charges - Broadway/Meadow                 | 34,701           | 36,097           | 35,000            | 36,000           | 36,000           | 36,000           | 36,000           |
| 344403 | Charges - Willow Glen                     | 36,872           | 41,093           | 39,000            | 41,000           | 41,000           | 41,000           | 41,000           |
| 344404 | Charges - Pineville                       | 38,418           | 45,182           | 34,000            | 36,000           | 36,000           | 36,000           | 36,000           |
| 344405 | Charges - Elliott/Cabrini                 | 30,882           | 34,220           | 34,000            | 34,000           | 34,000           | 34,000           | 34,000           |
| 344406 | Charges - Mall/Kmart                      | 45,517           | 46,219           | 47,000            | 47,000           | 47,000           | 47,000           | 47,000           |
| 344407 | Charges - England Authority               | 31,481           | 35,620           | 33,000            | 35,000           | 35,000           | 35,000           | 35,000           |
| 344408 | Charges - Woodale Park                    | 34,130           | 39,077           | 38,000            | 39,000           | 39,000           | 39,000           | 39,000           |
| 344409 | Charges - Elderly/Handicap Van            | 6,062            | 5,671            | 1,500             | 1,500            | 1,500            | 1,500            | 1,500            |
| 344410 | Charges - Passes                          | 0                | 646              | 0                 | 0                | 0                | 0                | 0                |
| 344999 | Charges - Transit Vouchers                | 29,458           | 35,860           | 25,000            | 25,000           | 25,000           | 25,000           | 25,000           |
|        | <b>Total Charges for Services</b>         | <b>323,457</b>   | <b>357,988</b>   | <b>324,500</b>    | <b>332,500</b>   | <b>332,500</b>   | <b>332,500</b>   | <b>332,500</b>   |
|        | <b>Internal Services/Interfunds:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 388401 | Transfers - Utility Fund                  | 1,815,270        | 1,663,961        | 1,948,515         | 2,086,998        | 1,948,515        | 2,113,031        | 2,113,031        |
|        | <b>Total Internal Services/Interfunds</b> | <b>1,815,270</b> | <b>1,663,961</b> | <b>1,948,515</b>  | <b>2,086,998</b> | <b>1,948,515</b> | <b>2,113,031</b> | <b>2,113,031</b> |
|        | <b>Intergovernmental:</b>                 |                  |                  |                   |                  |                  |                  |                  |
| 333102 | Federal - FTA Grant                       | 500,465          | 655,597          | 500,000           | 469,636          | 500,000          | 500,000          | 500,000          |
| 333104 | Federal - FEMA                            | 19,293           | 155,707          | 0                 | 0                | 0                | 0                | 0                |
| 333105 | Federal - Section 9 Planning Grant        | 27,987           | 39,841           | 36,000            | 71,433           | 36,000           | 36,000           | 36,000           |
| 333106 | Federal-FTA Preventive Maint              | 0                | 52,929           | 0                 | 0                | 0                | 0                | 0                |
| 333407 | State - Parish Transportation             | 130,659          | 119,762          | 124,896           | 119,762          | 124,896          | 124,896          | 124,896          |
|        | <b>Total Intergovernmental</b>            | <b>678,404</b>   | <b>1,023,836</b> | <b>660,896</b>    | <b>660,831</b>   | <b>660,896</b>   | <b>660,896</b>   | <b>660,896</b>   |
|        | <b>Investment Income:</b>                 |                  |                  |                   |                  |                  |                  |                  |
| 367101 | Interest - Investments                    | 4,837            | 17,825           | 0                 | 17,000           | 0                | 0                | 0                |
|        | <b>Total Investment Income</b>            | <b>4,837</b>     | <b>17,825</b>    | <b>0</b>          | <b>17,000</b>    | <b>0</b>         | <b>0</b>         | <b>0</b>         |
|        | <b>Other:</b>                             |                  |                  |                   |                  |                  |                  |                  |
| 344501 | Misc - Advertising                        | 10,044           | 8,008            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 388200 | Other-Sales of Fixed Assets               | 0                | (8,098)          | 0                 | 0                | 0                | 0                | 0                |
| 398900 | Misc - Cash Over/(Short)                  | 3,169            | 4,534            | 300               | 300              | 300              | 300              | 300              |
| 399000 | Miscellaneous Revenue                     | 1,337            | 258,710          | 500               | 500              | 500              | 500              | 500              |
| 399003 | Misc - Bus Damages                        | 0                | 0                | 500               | 500              | 500              | 500              | 500              |
|        | <b>Total Other</b>                        | <b>14,550</b>    | <b>263,154</b>   | <b>6,300</b>      | <b>6,300</b>     | <b>6,300</b>     | <b>6,300</b>     | <b>6,300</b>     |
|        | <b>TOTAL REVENUES</b>                     | <b>2,836,518</b> | <b>3,326,764</b> | <b>2,940,211</b>  | <b>3,103,629</b> | <b>2,948,211</b> | <b>3,112,727</b> | <b>3,112,727</b> |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works      | <b>FUND:</b>         | 450    |
| <b>DEPARTMENT:</b> | Municipal Transit | <b>ORGANIZATION:</b> | 043901 |

## GOAL MISSION STATEMENT

The mission of ATRANS is to improve the quality of life of the citizens of Alexandria by providing a dependable means of transportation for those who do not own a personal vehicle or those who require alternative means of transportation. This will be accomplished by creating a transit system and a complimentary paratransit system that is dependable, yet affordable to all clients.

## FUNCTION DESCRIPTION

The municipal transit system operates eight fixed routes through out the city limits of Alexandria and Pineville as well as two specialized curb-to-curb complimentary paratransit vans for the disabled clients in the area. The bus department maintains the fleet via an in-house maintenance department. The daily operation of ATRANS are Monday-Saturday from 6:00 AM to 7:00 PM. The eight routes are designed to be rider friendly and are equipped with special equipment to make boarding, riding, and alighting more safer.

## DEMAND PERFORMANCE INDICATORS

| Description                                    | 2006-2007 Actual | 2007-2008 Estimated | 2008-2009 Projected |
|------------------------------------------------|------------------|---------------------|---------------------|
| Total mileage for buses                        | 456,758          | 627,840             | 627,840             |
| Total mileage for vans                         | 128,495          | 157,420             | 157,420             |
| Totals hours for Superintendent and Supervisor | 13,000           | 16,000              | 16,000              |
| Total hours for Clerical                       | 4,500            | 4,500               | 4,500               |
| Total hours for Operators                      | 50,500           | 54,000              | 54,000              |
| Total Passengers                               | 676,442          | 700,000             | 700,000             |

CITY OF ALEXANDRIA

## 2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works      | <b>FUND #:</b>       | 450    |
| <b>DEPARTMENT:</b> | Municipal Transit | <b>ORGANIZATION:</b> | 043900 |

## APPROPRIATION SUMMARY

| DESCRIPTION           | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |           |                   |
|-----------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------|-------------------|
|                       | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| SALARIES AND WAGES    | 1,081,173     | 1,091,758     | 1,190,994         | 1,176,994       | 1,252,791       | 1,252,791 | 5.19%             |
| FRINGE BENEFITS       | 458,161       | 485,349       | 535,621           | 535,621         | 523,922         | 523,922   | -2.18%            |
| OPERATING/CONTRACTUAL | 579,937       | 713,339       | 536,996           | 764,496         | 709,496         | 709,496   | 32.12%            |
| OTHER                 | 676,600       | 617,228       | 676,600           | 626,518         | 626,518         | 626,518   | -7.40%            |
| CAPITAL OUTLAY        | 499           | 672           | 0                 | 0               | 0               | 0         | 0.00%             |
| TOTAL APPROPRIATIONS  | 2,796,370     | 2,908,346     | 2,940,211         | 3,103,629       | 3,112,727       | 3,112,727 | 5.87%             |

## PERSONNEL ROSTER

| JOB<br>CODE | TITLE                                  | 2005-2006 | 2006-2007 | 2007-2008         |                 | 2008-2009       |           |                   |
|-------------|----------------------------------------|-----------|-----------|-------------------|-----------------|-----------------|-----------|-------------------|
|             |                                        | ACTUAL    | ACTUAL    | ADOPTED<br>BUDGET | FINAL<br>BUDGET | ADMIN<br>APPRVD | ADOPTED   | PERCENT<br>CHANGE |
| 490113      | Salary - Transit Manager               | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490223      | Salary - Transit Analyst               | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490139      | Salary - Supervisor Fleet Maintenance  | 1         | 1         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490151      | Salary - Asst Transit Manager          | 0         | 0         | 1                 | 1               | 1               | 1         | 0.00%             |
| 490140      | Salary - Transit Shift Supervisor      | 2         | 2         | 2                 | 2               | 2               | 2         | 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 Senior | 0         | 0         | 1                 | 1               | 4               | 4         | 0.00%             |
| 490751      | Salary - Fleet Maintenance Tech        | 3         | 3         | 3                 | 3               | 0               | 0         | -100.00%          |
| 490834      | Salary - Fleet Service Technician      | 2         | 2         | 2                 | 2               | 2               | 2         | 0.00%             |
| 490837      | Salary - Transit Operator              | 21        | 21        | 21                | 21              | 21              | 21        | 0.00%             |
| 490896      | Salary - Transit Operator (Part Time)  | 0         | 0         | 6                 | 6               | 6               | 6         | 0.00%             |
|             | <b>Total Positions</b>                 | <b>33</b> | <b>33</b> | <b>41</b>         | <b>41</b>       | <b>41</b>       | <b>41</b> | <b>0.00%</b>      |



## 2008-2009 ANNUAL BUDGET

|                    |                   |                      |        |
|--------------------|-------------------|----------------------|--------|
| <b>DIVISION:</b>   | Public Works      | <b>FUND #:</b>       | 450    |
| <b>DEPARTMENT:</b> | Municipal Transit | <b>ORGANIZATION:</b> | 043900 |

## MUNICIPAL TRANSIT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                          | 2005-2006        | 2006-2007        | 2007-2008         |                  | 2008-2009        |                  |                  |
|--------|----------------------------------------|------------------|------------------|-------------------|------------------|------------------|------------------|------------------|
|        |                                        | ACTUAL<br>EXP    | ACTUAL<br>EXP    | ADOPTED<br>BUDGET | FINAL<br>BUDGET  | DEPT<br>REQUEST  | ADMIN<br>APPRVD  | ADOPTED          |
|        | <b>Salaries:</b>                       |                  |                  |                   |                  |                  |                  |                  |
| 450001 | Overtime                               | 180,832          | 191,950          | 83,274            | 173,274          | 83,274           | 86,605           | 86,605           |
| 490113 | Salary - Transit Manager               | 53,124           | 55,462           | 56,354            | 56,354           | 56,354           | 58,608           | 58,608           |
| 490223 | Salary - Transit Analyst               | 38,210           | 39,891           | 40,532            | 40,532           | 40,532           | 42,153           | 42,153           |
| 490139 | Salary - Supervisor Fleet Maintenance  | 33,861           | 35,351           | 35,919            | 35,919           | 35,919           | 37,356           | 37,356           |
| 490151 | Salary - Asst Transit Manager          | 0                | 0                | 34,671            | 27,671           | 41,143           | 42,789           | 42,789           |
| 490140 | Salary - Transit Shift Supervisor      | 73,785           | 76,668           | 77,973            | 67,973           | 71,343           | 74,197           | 74,197           |
| 490618 | Salary - Administrative Secretary      | 26,285           | 27,494           | 19,493            | 19,493           | 20,277           | 28,998           | 28,998           |
| 490619 | Salary - Office Assistant              | 18,122           | 18,445           | 0                 | 0                | 0                | 0                | 0                |
| 490626 | Salary - Clerical Specialist           | 0                | 0                | 27,883            | 22,883           | 27,883           | 21,194           | 21,194           |
| 490750 | Salary - Fleet Maintenance Tech Senior | 0                | 0                | 28,037            | 22,037           | 34,123           | 122,445          | 122,445          |
| 490751 | Salary - Fleet Maintenance Tech        | 87,792           | 84,740           | 87,518            | 78,518           | 80,915           | 0                | 0                |
| 490834 | Salary - Fleet Service Technician      | 39,985           | 29,039           | 41,660            | 41,660           | 41,312           | 48,416           | 48,416           |
| 490896 | Salary - Transit Operator-Part Time    | 0                | 0                | 68,517            | 42,517           | 68,517           | 73,517           | 73,517           |
| 490837 | Salary - Transit Operator              | 529,177          | 532,718          | 589,163           | 548,163          | 589,534          | 616,513          | 616,513          |
|        | <b>Total Salaries</b>                  | <b>1,081,173</b> | <b>1,091,758</b> | <b>1,190,994</b>  | <b>1,176,994</b> | <b>1,191,126</b> | <b>1,252,791</b> | <b>1,252,791</b> |
|        | <b>Fringe:</b>                         |                  |                  |                   |                  |                  |                  |                  |
| 510201 | Fringe - Pension                       | 292,513          | 318,783          | 316,534           | 316,534          | 297,378          | 312,391          | 312,391          |
| 510202 | Fringe - Hospital                      | 146,074          | 145,127          | 191,639           | 191,639          | 182,899          | 182,899          | 182,899          |
| 510204 | Fringe - Clothing Allowance            | 2,204            | 4,476            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 510206 | Fringe - Medicare Insurance Tax        | 14,672           | 14,722           | 16,730            | 16,730           | 16,730           | 17,604           | 17,604           |
| 510207 | Fringe - Life Insurance                | 1,273            | 1,247            | 1,470             | 1,470            | 1,470            | 1,470            | 1,470            |
| 510208 | Fringe - FICA Tax Retirement           | 1,425            | 994              | 4,248             | 4,248            | 4,248            | 4,558            | 4,558            |
|        | <b>Total Fringe</b>                    | <b>458,161</b>   | <b>485,349</b>   | <b>535,621</b>    | <b>535,621</b>   | <b>507,725</b>   | <b>523,922</b>   | <b>523,922</b>   |
|        | <b>Operating and Contractual:</b>      |                  |                  |                   |                  |                  |                  |                  |
| 520105 | Contract Labor                         | 10,167           | 66,823           | 10,000            | 84,000           | 10,000           | 10,000           | 10,000           |
| 520204 | Uniforms                               | 9,868            | 8,406            | 11,500            | 11,500           | 11,500           | 11,500           | 11,500           |
| 520400 | Office                                 | 3,351            | 3,368            | 3,500             | 3,500            | 3,500            | 3,500            | 3,500            |
| 520500 | Operating Supplies                     | 43,660           | 54,886           | 40,000            | 40,000           | 40,000           | 42,500           | 42,500           |
| 520528 | Operating-Keep America Beautiful       | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 531106 | Professional Fees - Audit              | 1,560            | 3,000            | 3,336             | 3,836            | 3,336            | 3,336            | 3,336            |
| 531110 | Professional Fees & Services           | 2,165            | 2,773            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 531301 | Vehicle Costs - Gas                    | 7,113            | 7,105            | 6,000             | 6,000            | 6,000            | 6,000            | 6,000            |
| 531302 | Vehicle Costs - Diesel                 | 282,157          | 350,458          | 208,650           | 378,650          | 378,650          | 378,650          | 378,650          |
| 531303 | Vehicle Costs - Oil                    | 7,062            | 9,746            | 11,000            | 11,000           | 11,000           | 11,000           | 11,000           |
| 531304 | Vehicle Costs - R & M                  | 160,942          | 149,693          | 163,000           | 143,000          | 163,000          | 163,000          | 163,000          |
| 531305 | Vehicle Costs - Tires                  | 19,133           | 20,317           | 26,000            | 26,000           | 26,000           | 26,000           | 26,000           |
| 531306 | Vehicle Costs - Other Lubricants       | 4,689            | 7,645            | 7,500             | 7,500            | 7,500            | 7,500            | 7,500            |
| 541401 | Postage                                | 327              | 282              | 500               | 500              | 500              | 500              | 500              |
| 531410 | Telephone                              | 2,719            | 2,592            | 3,200             | 3,200            | 3,200            | 3,200            | 3,200            |
| 531500 | Printing                               | 1,419            | 832              | 3,000             | 3,000            | 3,000            | 3,000            | 3,000            |
| 531701 | Utilities                              | 6,619            | 6,042            | 4,200             | 7,200            | 4,200            | 4,200            | 4,200            |
| 531900 | Advertising                            | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
| 543002 | Dues & Subscriptions                   | 390              | 400              | 450               | 450              | 450              | 450              | 450              |
| 543003 | Travel & Training                      | 1,304            | 1,715            | 4,000             | 4,000            | 4,000            | 4,000            | 4,000            |
| 543017 | Plaques & Awards                       | 465              | 64               | 1,660             | 1,660            | 1,660            | 1,660            | 1,660            |
| 605101 | Maintenance of Building & Facilities   | 13,312           | 9,171            | 17,000            | 17,000           | 17,000           | 17,000           | 17,000           |
| 605106 | Maintenance Equipment                  | 120              | 3,079            | 2,500             | 2,500            | 2,500            | 2,500            | 2,500            |
| 605107 | Maintenance Radios                     | 1,395            | 4,942            | 5,000             | 5,000            | 5,000            | 5,000            | 5,000            |
| 646032 | LMA Convention                         | 0                | 0                | 0                 | 0                | 0                | 0                | 0                |
|        | <b>Total Operating and Contractual</b> | <b>579,937</b>   | <b>713,339</b>   | <b>536,996</b>    | <b>764,496</b>   | <b>706,996</b>   | <b>709,496</b>   | <b>709,496</b>   |

CITY OF ALEXANDRIA



## 2008-2009 ANNUAL BUDGET

|             |                   |  |        |
|-------------|-------------------|--|--------|
| DIVISION:   | Public Works      |  | 450    |
| DEPARTMENT: | Municipal Transit |  | 043900 |

## MUNICIPAL TRANSIT FUND

## DEPARTMENTAL BUDGET

| CODE   | ACCOUNT TITLE                  | 2005-2006     | 2006-2007     | 2007-2008         |                 | 2008-2009       |                 |           |
|--------|--------------------------------|---------------|---------------|-------------------|-----------------|-----------------|-----------------|-----------|
|        |                                | ACTUAL<br>EXP | ACTUAL<br>EXP | ADOPTED<br>BUDGET | FINAL<br>BUDGET | DEPT<br>REQUEST | ADMIN<br>APPRVD | ADOPTED   |
|        | <b>Other:</b>                  |               |               |                   |                 |                 |                 |           |
| 646101 | Transfer to General Fund       | 411,410       | 345,271       | 411,410           | 345,271         | 345,271         | 345,271         | 345,271   |
| 647401 | Transfer to Utility Fund       | 42,948        | 59,005        | 42,948            | 59,005          | 59,005          | 59,005          | 59,005    |
| 646551 | Transfer to Risk Management    | 221,394       | 212,104       | 221,394           | 221,394         | 221,394         | 221,394         | 221,394   |
| 646552 | Transfer to Employees Benefits | 848           | 848           | 848               | 848             | 848             | 848             | 848       |
|        | <b>Total Other</b>             | 676,600       | 617,228       | 676,600           | 626,518         | 626,518         | 626,518         | 626,518   |
|        | <b>Capital Outlay:</b>         |               |               |                   |                 |                 |                 |           |
| 707405 | Building Improvements          | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
| 707600 | Machinery & Equipment          | 499           | 672           | 0                 | 0               | 0               | 0               | 0         |
| 707700 | Office Furniture & Fixtures    | 0             | 0             | 0                 | 0               | 0               | 0               | 0         |
|        | <b>Total Capital Outlay</b>    | 499           | 672           | 0                 | 0               | 0               | 0               | 0         |
|        | <b>TOTAL DEPARTMENT</b>        | 2,796,370     | 2,908,346     | 2,940,211         | 3,103,629       | 3,032,365       | 3,112,727       | 3,112,727 |

CITY OF ALEXANDRIA

2008-2009 ANNUAL BUDGET

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VIII. MISCELLANEOUS STATISTICS





## **CITY OF ALEXANDRIA**

### **HISTORY**

The City of Alexandria was founded in 1785, incorporated in 1819 and chartered in 1932. Spanish Franciscan missionaries arrived about 1690. Tradition has it that the mission they built was located within the boundaries of what is today the Rapides Cemetery in Pineville. In the early 1700's St. Denis ascended the Red River with the French and ordered the Spanish priests to leave Louisiana. The French then stationed a small detachment at the rapids in 1723. The beginning of today's crossroads was secured by "Post du Rapide".

Nature and geography played important roles in establishing twin communities on opposite banks of the Red River. In those early days, a ledge of limestone crossed the Red River forming a rapids just above what is now the site of Alexandria and Pineville. The first travelers stopped at this point rather than make the portage around the rapids - over which even a canoe could not pass for 4 or 5 months of each year during low water periods.

### **GENERAL**

The City of Alexandria serves as the Parish Seat and is located near the geographic center of Louisiana along the west bank of the Red River. Alexandria is central Louisiana's largest populated and commercial activity center with an estimated S.M.A. population of 155,000 plus. The Alexandria area, the "Crossroads of Louisiana", is a center for electronic media and commercial trade. The official trade area served by Alexandria contains a population in excess of 350,000. Alexandria is the eighth largest city in the state.

Alexandria adopted a City Charter which became effective in 1977 and which provides for 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 Council members elect their president, appoint the City Clerk, adopt ordinances and perform the duties outlined in the Charter. The Charter also sets forth the duties of the Mayor, who is the Chief Executive Officer of the City. The City Administration includes a Public Works Division, a Utility Division, a Finance Division, a Planning Division, a Personnel Division, a Legal Division, Community Services Division, and Police and Fire Departments.

The Charter also sets forth certain procedures relating to financial operations of the City, including but not limited to, the preparation, adoption and administration of the City budget, the adoption of supplemental and emergency appropriations, the reduction of and transfer of appropriations, (with the limitation that no appropriation for debt service on bonds of the city may be reduced or transferred) and the provision of a five year capital outlay program. The City is empowered to incur debt in accordance with the City Charter and the constitution and statutes of the State of Louisiana.

The City owns and operates its own Utilities System consisting of a combined electric power and a light plan and system, waterworks plant and system, gas system and wastewater plant and system. The City also owns and operates its own Municipal Transit and Sanitation systems.

## ECONOMY

Alexandria's economy is based upon agriculture and timber production, wholesale and retail trade, services and public sector activity. Unlike some other areas of Louisiana, it is not dependent on the oil and gas industries. Located in the fertile Red River Valley, the Alexandria area is considered as some of the best farm and timberland in the country.

Alexandria's importance in the trade sector has been enhanced by the addition of the two new regional shopping malls within the City limits. The City's per capital retail sales rate continues to reflect that Alexandria is the principal location to do business in Central Louisiana.

The vitality of Alexandria's service sector is evidenced by six major medical facilities, two four year colleges, two T.V. stations, two newspapers and 10 radio stations. The conversion of the Rapides Regional Medical Center from a public to a private facility caused a significant increase in the taxable assessed valuation of the City in 1995.

Capitalizing on Alexandria's historic and central location, a healthy tourism sector has been established with almost 2,000 guest rooms available in the City and Convention Center combined seating capacity of approximately 9,000. Hotel occupancy in Alexandria rose from 65.1% in 1994 to 66.5% in 1995 according to PKF Consulting.

The City has had underway since 1979 a major downtown redevelopment effort. Instigated by a \$1,250,000 pledge from the City of Alexandria, private and public sector investment in projects has exceeded \$100 million in the downtown area. Growth of the City outside of the central business district continues to be strong with the addition of new retail space, apartment development, residential and commercial development. There are currently three new assisted living apartment complexes currently under construction in Alexandria.

Construction of the \$1 billion I-49 project was completed in 1996. I-49 includes 4.19 miles of interstate highways, an interchange at U.S. Highway 71, highway ramps, downtown street underpass (related to the relocation of the Missouri-Pacific Railroad from Lee Street to Elliott Street), the Sugar House Road overpass, and the rebuilding of Fulton and Casson Streets. In addition, the Corps of Engineers completed the \$1.7 billion Red River Navigation Project which connected Shreveport with the Mississippi River. This completion of this project and the development at the England Economic and Industrial Park has been a boost to development at the England Economic and Industrial Park has been a boost to development at the Port of Alexandria.



The December, 1992 closure of England Air Force Base prompted the creation of the England Economic and Industrial Development District (England Authority). The England Authority is responsible for the commercial and industrial development of the base through the reuse of the land infrastructure improvements. Commercial aviation was moved during the Summer of 1996 from Esler Regional Airport to England International Airport. They provide transportation through the use of commuter airlines who furnish regularly scheduled flights from/ to Dallas/Ft. Worth, Houston, New Orleans, Monroe, Shreveport and Memphis.

## **CULTURE, RECREATION AND TOURISM**

In October of 1996 the City of Alexandria opened the Alexandria Riverfront Center. This facility offers 6,200 theater style seating capacity, space for 380 indoor booths, over 93,000 square feet of indoor exhibition space and an additional 12,150 square feet of covered outdoor exhibition area. A three story parking garage adjacent to the new center was constructed in the Fall of 1997. The City of Alexandria provided \$1.25 million dollars toward the construction of a \$2.6 million River Oaks Artists Studio. Construction began during the Fall of 1997. The Rapides Foundation has committed to providing \$4 million toward the construction of a new Performing Arts Complex to be located adjacent to the new River Oaks Artists Studio. Renovation of the Alexandria Museum of Art located directly behind City Hall and just down the street from the Riverfront Center will be completed during the Fall of 1997.

The City is in the process of constructing a sports complex, consisting of 12 lighted ball fields, 19 soccer fields, a jogging trail, tennis courts, and parking for over 1,000 cars. Completion is expected in the Fall of 2003.

In the Alexandria area, tourists visit historical sites such as the Kent Plantation House, built in 1776; the renovated Hotel Bentley, which opened in 1908, and was the place where Generals Eisenhower, Clark and Patton planned battle strategies; the Alexandria Visual Arts Museum; the Alexandria Historical and Genealogical Library and Museum; the Louisiana Seminary Site, first home of Louisiana State University, opened in 1860 with William Tecumseh Sherman as headmaster. Other attractions included but are not limited, the Alexandria Zoological Park; recreational areas in the vicinity such as Valentine Lake, Cotile, Kincaide, Indian Creek, and Kees Parks; the Azalea Trail; Hot Wells Health Resort; Rapides Parish Coliseum; churches such as St. Francis Xavier Cathedral, Mount Olivet Church, Trinity Episcopal Church built in 1953. River Oaks Square is the site of painters, weavers, sculptors and stained glass artists creating and exhibiting their works of art.

Recreational opportunities abound in the Alexandria area with over 100 civic clubs and organizations, 26 ball fields, 14 local parks, including the Alexandria Zoological Park, theaters at Louisiana College, LSU-A and the City Park Players, and semi-professional baseball at Bringham Stadium. Alexandria also hosts several "celebrations" including Cenlbration, Christmas lighting attractions and parades, Mardi Gras parades, ... There are wonderful opportunities for visitors to our area to have a memorable experience.

2008-2009 ANNUAL BUDGET

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## 2008-2009 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 1998 THROUGH 2007**
**GENERAL FUND**

| <b>4-30-02<br/>(Actual)</b> | <b>4-30-03<br/>(Actual)</b> | <b>4-30-04<br/>(Actual)</b> | <b>4-30-05<br/>(Actual)</b> | <b>4-30-06<br/>(Actual)</b> | <b>4-30-07<br/>(Actual)</b> | <b>TOTAL</b>  |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------|
| 7,813,363                   | 7,884,330                   | 8,195,362                   | 2,226,595                   | 2,168,319                   | 2,440,420                   | 59,487,511    |
| 2,086,634                   | 1,984,016                   | 1,991,329                   | 2,587,074                   | 2,659,726                   | 2,962,401                   | 21,303,829    |
| 1,961,743                   | 1,934,103                   | 1,940,880                   | 8,467,859                   | 9,176,531                   | 9,818,700                   | 44,078,923    |
| 638,345                     | 935,518                     | 1,126,528                   | 247,829                     | 285,844                     | 321,865                     | 5,230,749     |
| 666,741                     | 591,221                     | 548,385                     | 587,222                     | 724,346                     | 869,481                     | 6,002,358     |
| 226,907                     | 118,058                     | 52,452                      | 41,578                      | 106,566                     | 260,175                     | 2,457,042     |
| 269,053                     | 192,868                     | 248,041                     | 774,020                     | 574,087                     | 550,363                     | 3,435,599     |
| 13,662,786                  | 13,640,114                  | 14,102,977                  | 14,932,177                  | 15,695,419                  | 17,223,405                  | 141,996,011   |
| 291,225                     | 389,297                     | 520,222                     | 371,398                     | 429,643                     | 513,224                     | 3,607,550     |
| 4,369,400                   | 5,630,689                   | 5,244,331                   | 5,602,696                   | 6,913,603                   | 3,157,484                   | 48,498,974    |
| 452,985                     | 470,027                     | 481,837                     | 516,367                     | 670,267                     | 728,067                     | 4,651,332     |
| 1,022,978                   | 1,030,126                   | 996,919                     | 1,118,095                   | 1,367,146                   | 4,054,877                   | 13,298,465    |
| 242,628                     | 1,245,855                   | 1,294,425                   | 1,433,911                   | 1,709,516                   | 1,828,062                   | 8,774,635     |
| 17,223,041                  | 15,623,172                  | 18,770,046                  | 17,679,448                  | 22,135,247                  | 23,454,340                  | 176,409,203   |
| 8,748,736                   | 8,137,581                   | 8,891,401                   | 6,450,801                   | 8,700,508                   | 8,849,161                   | 80,328,512    |
| 1,846,551                   | 1,848,659                   | 1,848,197                   | 1,850,049                   | 1,849,061                   | 1,844,980                   | 18,558,459    |
| 34,197,544                  | 34,375,406                  | 38,047,378                  | 35,022,765                  | 43,774,991                  | 44,430,195                  | 354,127,130   |
| (20,534,758)                | (20,735,292)                | (23,944,401)                | (20,090,588)                | (28,079,572)                | (27,206,790)                | (212,131,119) |
| 21,224,540                  | 21,766,670                  | 22,270,348                  | 25,250,594                  | 34,990,664                  | 36,084,963                  | 263,617,053   |
| (2,441,755)                 | (1,665,950)                 | (1,207,672)                 | (2,204,642)                 | (2,613,039)                 | (5,862,370)                 | (41,548,783)  |
| 18,782,785                  | 20,100,720                  | 21,062,676                  | 23,045,952                  | 32,377,625                  | 30,222,593                  | 222,068,270   |
| (1,751,973)                 | (634,572)                   | (2,881,725)                 | 2,955,364                   | 4,298,053                   | 3,015,803                   | 9,937,151     |
| 11,755,482                  | 11,635,255                  | 11,000,683                  | 8,118,958                   | 11,074,322                  | 15,372,375                  | 6,819,281     |
| 1,631,746                   | 0                           | 0                           | 0                           | 0                           | 0                           | 1,631,746     |
| 11,635,255                  | 11,000,683                  | 8,118,958                   | 11,074,322                  | 15,372,375                  | 18,388,178                  | 18,388,178    |

CITY OF ALEXANDRIA

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 1998 THROUGH 2007**

**SPECIAL REVENUE FUNDS**

| DESCRIPTIONS                                                           | 4-30-98<br>(Actual) | 4-30-99<br>(Actual) | 4-30-00<br>(Actual) | 4-30-01<br>(Actual) |
|------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES:</b>                                                       |                     |                     |                     |                     |
| Taxes                                                                  | 18,350,001          | 19,107,323          | 19,995,963          | 20,580,615          |
| Intergovernmental                                                      | 2,273,549           | 1,682,076           | 1,491,676           | 1,554,976           |
| Investment Income                                                      | 53,741              | 65,154              | 74,186              | 103,760             |
| Other                                                                  | 264,237             | 374,295             | 322,054             | 313,892             |
| <b>Total Revenues</b>                                                  | <b>20,941,528</b>   | <b>21,228,848</b>   | <b>21,883,879</b>   | <b>22,553,243</b>   |
| <b>EXPENDITURES:</b>                                                   |                     |                     |                     |                     |
| General Administration                                                 | 170,305             | 75,473              | 0                   | 0                   |
| Special Programs                                                       | 2,058,276           | 2,057,635           | 1,816,220           | 1,740,712           |
| Capital Outlay                                                         | 818,949             | 176,386             | 277,368             | 378,633             |
| <b>Total Expenditures</b>                                              | <b>3,047,530</b>    | <b>2,309,494</b>    | <b>2,093,588</b>    | <b>2,119,345</b>    |
| Excess/(Deficiency) of Revenues<br>Over Expenditures                   | 17,893,998          | 18,919,354          | 19,790,291          | 20,433,898          |
| <b>OTHER FINANCING SOURCES:</b>                                        |                     |                     |                     |                     |
| Operating Transfers In                                                 | 287,481             | 100,381             | 31,686              | 97,647              |
| Operating Transfers Out                                                | (18,221,672)        | (18,905,810)        | (19,858,503)        | (20,466,847)        |
| <b>Total Other Sources/(Uses)</b>                                      | <b>(17,934,191)</b> | <b>(18,805,429)</b> | <b>(19,826,817)</b> | <b>(20,369,200)</b> |
| Excess/(Deficiency) of Revenues and<br>Other Sources over Expenditures | (40,193)            | 113,925             | (36,526)            | 64,698              |
| Fund Balance, Beginning of the Year                                    | 1,222,474           | 1,182,281           | 1,296,206           | 1,259,680           |
| Fund Balance Adjustments                                               | 0                   | 0                   | 0                   | 0                   |
| <b>Fund Balance/(Deficit), End of Year</b>                             | <b>1,182,281</b>    | <b>1,296,206</b>    | <b>1,259,680</b>    | <b>1,324,378</b>    |

Note: Special Revenue Funds are Funds that are required by law, ordinance, etc. to be accounted for separately. The individual funds included in this history are the Sales Tax Fund, the Hotel/Motel Tax Fund, the 1987 Drainage Tax Fund, the Community Development Block Grant Fund, the Rental Rehab Fund, the Youth Baseball Recreation Fund and the Cenlabration Fund.

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 1998 THROUGH 2007**

**SPECIAL REVENUE FUNDS**

| <b>4-30-02<br/>(Actual)</b> | <b>4-30-03<br/>(Actual)</b> | <b>4-30-04<br/>(Actual)</b> | <b>4-30-05<br/>(Actual)</b> | <b>4-30-06<br/>(Actual)</b> | <b>4-30-07<br/>(Actual)</b> | <b>TOTAL</b>  |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|---------------|
| 21,052,886                  | 21,390,287                  | 21,820,303                  | 23,601,445                  | 32,664,698                  | 33,766,272                  | 232,329,793   |
| 1,616,199                   | 1,331,494                   | 1,269,048                   | 1,289,703                   | 1,222,118                   | 1,342,230                   | 15,073,069    |
| 54,728                      | 19,076                      | 9,078                       | 7,455                       | 10,738                      | 21,502                      | 419,418       |
| 326,480                     | 240,259                     | 187,350                     | 212,414                     | 205,816                     | 228,141                     | 2,674,938     |
| 23,050,293                  | 22,981,116                  | 23,285,779                  | 25,111,017                  | 34,103,370                  | 35,358,145                  | 250,497,218   |
| 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 245,778       |
| 1,657,684                   | 1,175,656                   | 1,235,039                   | 1,085,607                   | 1,377,534                   | 1,366,859                   | 15,571,222    |
| 546,650                     | 406,579                     | 450,281                     | 586,197                     | 148,442                     | 215,515                     | 4,005,000     |
| 2,204,334                   | 1,582,235                   | 1,685,320                   | 1,671,804                   | 1,525,976                   | 1,582,374                   | 19,822,000    |
| 20,845,959                  | 21,398,881                  | 21,600,459                  | 23,439,213                  | 32,577,394                  | 33,775,771                  | 230,675,218   |
| 83,049                      | 26,343                      | 39,428                      | 63,160                      | 57,442                      | 48,625                      | 835,242       |
| (20,872,948)                | (21,395,699)                | (21,829,116)                | (23,449,207)                | (32,664,698)                | (33,884,046)                | (231,548,546) |
| (20,789,899)                | (21,369,356)                | (21,789,688)                | (23,386,047)                | (32,607,256)                | (33,835,421)                | (230,713,304) |
| 56,060                      | 29,525                      | (189,229)                   | 53,166                      | (29,862)                    | (59,650)                    | (38,086)      |
| 1,324,378                   | 1,380,438                   | 1,409,961                   | 1,220,732                   | 1,273,898                   | 1,244,036                   | 1,222,474     |
| 0                           | 0                           | 0                           | 0                           | 0                           | 0                           | 0             |
| 1,380,438                   | 1,409,963                   | 1,220,732                   | 1,273,898                   | 1,244,036                   | 1,184,386                   | 1,184,388     |



**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 1998 THROUGH 2007**

**GENERAL DEBT SERVICE FUNDS**

| DESCRIPTIONS                                                           | 4-30-98<br>(Actual) | 4-30-99<br>(Actual) | 4-30-00<br>(Actual) | 4-30-01<br>(Actual) |
|------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES:</b>                                                       |                     |                     |                     |                     |
| Taxes                                                                  | 744,206             | 758,389             | 791,238             | 529,332             |
| Investment Income                                                      | 153,831             | 166,418             | 178,432             | 206,942             |
| Total Revenues                                                         | 898,037             | 924,807             | 969,670             | 736,274             |
| <b>EXPENDITURES:</b>                                                   |                     |                     |                     |                     |
| Principal Retirement                                                   | 1,696,000           | 2,456,000           | 2,933,000           | 2,475,000           |
| Interest                                                               | 1,043,127           | 1,190,614           | 1,063,201           | 917,659             |
| Paying Agent Fees                                                      | 15,771              | 2,962               | 3,003               | 2,985               |
| Other                                                                  | 0                   | 0                   | 0                   | 0                   |
| Total Expenditures                                                     | 2,754,898           | 3,649,576           | 3,999,204           | 3,395,644           |
| Excess/(Deficiency) of Revenues<br>Over Expenditures                   | (1,856,861)         | (2,724,769)         | (3,029,534)         | (2,659,370)         |
| <b>OTHER FINANCING SOURCES:</b>                                        |                     |                     |                     |                     |
| COI Proceeds/Bond Refunding Proceeds                                   | 4,655,000           | 0                   | 0                   | 0                   |
| Operating Transfers In                                                 | 2,042,623           | 3,238,157           | 3,216,248           | 2,669,144           |
| Operating Transfers Out                                                | (5,027,856)         | 0                   | 0                   | 0                   |
| Total Other Sources/(Uses)                                             | 1,669,767           | 3,238,157           | 3,216,248           | 2,669,144           |
| Excess/(Deficiency) of Revenues and<br>Other Sources over Expenditures | (187,094)           | 513,388             | 186,714             | 9,774               |
| Fund Balance, Beg of the Year                                          | 3,175,111           | 2,988,017           | 3,501,405           | 3,688,119           |
| Fund Balance Adjustments                                               | 0                   | 0                   | 0                   | 0                   |
| Fund Balance, End of Year                                              | 2,988,017           | 3,501,405           | 3,688,119           | 3,697,893           |

Note: These funds account for general obligation public improvement bonds, certificates of indebtedness and sales tax bonds as they mature.



|                                                                                     |
|-------------------------------------------------------------------------------------|
| <b>REVENUE AND EXPENDITURE HISTORY</b><br><b>FOR FISCAL YEARS 1998 THROUGH 2007</b> |
|-------------------------------------------------------------------------------------|

|                                   |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|
| <b>GENERAL DEBT SERVICE FUNDS</b> |  |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|--|

| 4-30-02<br>(Actual) | 4-30-03<br>(Actual) | 4-30-04<br>(Actual) | 4-30-05<br>(Actual) | 4-30-06<br>(Actual) | 4-30-07<br>(Actual) | TOTAL        |
|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| 516,011             | 560,379             | 555,766             | 576,612             | 626,261             | 647,760             | 6,305,954    |
| 119,721             | 52,836              | 64,058              | 44,792              | 82,159              | 70,816              | 1,140,005    |
| 635,732             | 613,215             | 619,824             | 621,404             | 708,420             | 718,576             | 7,445,959    |
| 2,585,000           | 1,620,000           | 1,725,000           | 1,810,000           | 1,475,000           | 1,535,000           | 20,310,000   |
| 793,816             | 582,745             | 415,725             | 817,355             | 782,507             | 730,530             | 8,337,279    |
| 2,954               | 128,533             | 2,435               | 1,203               | 2,520               | 1,648               | 164,014      |
| 0                   | 0                   | 0                   | 5,139,303           | 0                   | 0                   | 5,139,303    |
| 3,381,770           | 2,331,278           | 2,143,160           | 7,767,861           | 2,260,027           | 2,267,178           | 33,950,596   |
| (2,746,038)         | (1,718,063)         | (1,523,336)         | (7,146,457)         | (1,551,607)         | (1,548,602)         | (26,504,637) |
| 0                   | 3,325,000           | 0                   | 5,139,923           | 1,060               | 0                   | 13,120,983   |
| 2,655,070           | 1,657,194           | 904,061             | 1,657,050           | 2,092,095           | 981,333             | 21,112,975   |
| 0                   | (3,455,000)         | 0                   | (3,575)             | (403,306)           | (6,872)             | (8,896,609)  |
| 2,655,070           | 1,527,194           | 904,061             | 6,793,398           | 1,689,849           | 974,461             | 25,337,349   |
| (90,968)            | (190,869)           | (619,275)           | (353,059)           | 138,242             | (574,141)           | (1,167,288)  |
| 3,697,893           | 3,744,896           | 3,554,027           | 2,934,752           | 2,581,693           | 2,719,935           | 3,175,111    |
| 137,971             | 0                   | 0                   | 0                   | 0                   | 0                   | 137,971      |
| 3,744,896           | 3,554,027           | 2,934,752           | 2,581,693           | 2,719,935           | 2,145,794           | 2,145,794    |

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 1998 THROUGH 2007**

**COMBINED CAPITAL PROJECTS**

| DESCRIPTIONS                                                           | 4-30-98<br>(Actual) | 4-30-99<br>(Actual) | 4-30-00<br>(Actual) | 4-30-01<br>(Actual) |
|------------------------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>REVENUES:</b>                                                       |                     |                     |                     |                     |
| Intergovernmental                                                      | 1,314,228           | 394,539             | 294,966             | 68,029              |
| Investment Income                                                      | 1,505,515           | 1,561,154           | 1,040,356           | 1,126,748           |
| Other                                                                  | 3,669,014           | 3,468,419           | 2,576,503           | 2,796,059           |
| Total Revenues                                                         | 6,488,757           | 5,424,112           | 3,911,825           | 3,990,836           |
| <b>EXPENDITURES:</b>                                                   |                     |                     |                     |                     |
| General Government                                                     | 0                   | 0                   | 0                   | 0                   |
| Public Safety                                                          | 663,698             | 5,252,187           | 1,761,855           | 8,429,654           |
| Public Works                                                           | 10,575,335          | 8,923,456           | 6,515,379           | 209,869             |
| Parks and Recreation                                                   | 0                   | 0                   | 0                   | 0                   |
| Public Facilities                                                      | 0                   | 0                   | 0                   | 0                   |
| Municipal Bus System                                                   | 0                   | 0                   | 0                   | 37,164              |
| Utility System                                                         | 0                   | 0                   | 0                   | 0                   |
| Sanitation Fund                                                        | 0                   | 0                   | 0                   | 0                   |
| Other                                                                  | 0                   | 0                   | 0                   | 0                   |
| Total Expenditures                                                     | 11,239,033          | 14,175,643          | 8,277,234           | 8,676,687           |
| Excess/(Deficiency) of Revenues<br>Over Expenditures                   | (4,750,276)         | (8,751,531)         | (4,365,409)         | (4,685,851)         |
| <b>OTHER FINANCING SOURCES/(USES):</b>                                 |                     |                     |                     |                     |
| Bond Proceeds (Net)                                                    | 4,971,104           | 0                   | 0                   | 0                   |
| COI Proceeds                                                           | 0                   | 0                   | 0                   | 0                   |
| Land Sales                                                             | 0                   | 0                   | 0                   | 0                   |
| Operating Transfers In                                                 | 2,876,347           | 2,753,656           | 2,990,497           | 3,648,651           |
| Operating Transfers Out                                                | 0                   | (1,230,978)         | (1,136,817)         | (1,143,687)         |
| Total Other Sources/(Uses)                                             | 7,847,451           | 1,522,678           | 1,853,680           | 2,504,964           |
| Excess/(Deficiency) of Revenues and<br>Other sources over Expenditures | 3,097,175           | (7,228,853)         | (2,511,729)         | (2,180,887)         |
| Fund Balance, Beg of the Year                                          | 23,954,693          | 27,051,868          | 19,823,015          | 17,311,286          |
| Change in Designated Fund Balance                                      |                     |                     |                     |                     |
| Audit Adjustments to Beg Fund Balance                                  | 0                   | 0                   | 0                   |                     |
| Fund Balance, End of the Year                                          | 27,051,868          | 19,823,015          | 17,311,286          | 15,130,399          |

Note: This schedule combines the activities of all General Capital Projects Funds.

2008-2009 ANNUAL BUDGET

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**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 1998 THROUGH 2007**

**COMBINED ENTERPRISE FUNDS**

| DESCRIPTIONS                                       | 4-30-98<br>(Actual) | 4-30-99<br>(Actual) | 4-30-00<br>(Actual) | 4-30-01<br>(Actual) |
|----------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
| <b>OPERATING REVENUES:</b>                         |                     |                     |                     |                     |
| Charges for Services                               | 61,013,242          | 61,718,780          | 65,728,973          | 80,957,680          |
| Other                                              | 396,703             | 1,597,620           | 299,043             | 404,744             |
| Total Operating Revenues                           | 61,409,945          | 63,316,400          | 66,028,016          | 81,362,424          |
| <b>OPERATING EXPENSES:</b>                         |                     |                     |                     |                     |
| Production/Distribution/Treatment                  | 39,504,882          | 40,608,761          | 41,506,910          | 60,976,326          |
| Cost of Service                                    | 4,334,890           | 4,482,959           | 4,321,175           | 4,551,867           |
| General and Administrative                         | 5,899,600           | 5,851,108           | 5,464,299           | 6,406,943           |
| Depreciation                                       | 5,111,770           | 5,139,681           | 5,120,130           | 5,884,527           |
| Total Operating Expenses                           | 54,851,142          | 56,082,509          | 56,412,514          | 77,819,663          |
| Operating Income (Loss)                            | 6,558,803           | 7,233,891           | 9,615,502           | 3,542,761           |
| <b>NONOPERATING REVENUES/(EXPENSES):</b>           |                     |                     |                     |                     |
| Grant Revenue                                      | 495,728             | 647,520             | 699,159             | 710,729             |
| Investment Income                                  | 2,695,258           | 2,667,104           | 2,222,266           | 2,681,622           |
| Non-operating Expenses                             | (3,306,886)         | (3,043,494)         | (2,783,532)         | (2,839,733)         |
| Total Nonoperating                                 | (115,900)           | 271,130             | 137,893             | 552,618             |
| Income/(Loss) Before Transfers                     | 6,442,903           | 7,505,021           | 9,753,395           | 4,095,379           |
| Operating Transfers In/(Out)                       | (5,923,714)         | (4,193,196)         | (5,004,326)         | (5,763,532)         |
| Extraordinary Loss-Early<br>extinguishment of debt | 0                   | 0                   | 0                   | 0                   |
| Special Item - Abandon Project                     |                     |                     |                     |                     |
| Capital Contributions                              | 0                   | 0                   | 0                   | 0                   |
| Net Income/(Loss)                                  | 519,189             | 3,311,825           | 4,749,069           | (1,668,153)         |
| Retained Earnings, Beg of Year                     | 42,766,557          | 43,285,746          | 46,597,571          | 51,346,640          |
| Retained Earnings Adjustments                      | 0                   | 0                   | 0                   | 0                   |
| Retained Earnings, End of Year                     | 43,285,746          | 46,597,571          | 51,346,640          | 49,678,487          |

Note: These funds account for the activities of the Utility System, the Sanitation Fund, the Zoo Fund, the Golf Course Fund, and the Municipal Transit Fund.



**FINANCIAL AND STATISTICAL DATA**  
**AS OF APRIL 30, 2008**

**LEADING PROPERTY TAXPAYERS**

The ten largest property taxpayers of Alexandria and their 2007 assessed valuation is as follows:

| <b>Taxpayer</b>                     | <b>Type of Business</b> | <b>Assessed Valuation</b> |
|-------------------------------------|-------------------------|---------------------------|
| 1. Bell South Communications        | Utility                 | 6,854,170                 |
| 2. Central LA Healthcare System, LP | Hospital                | 6,540,375                 |
| 3. Red River Bank                   | Bank                    | 5,199,349                 |
| 4. Union Pacific System             | Railroad                | 5,170,110                 |
| 5. Louisiana Machinery              | Equipment Dealer        | 5,008,642                 |
| 6. Rapides Regional Medical Center  | Medical Facilities      | 4,756,788                 |
| 7. Hibernia National Bank           | Bank                    | 4,302,537                 |
| 8. Alexandria Mall LLC              | Retail                  | 3,090,000                 |
| 9. Alexandria Lincoln Road LLC      | Auto Dealer             | 2,916,040                 |
| 10. Hixson Autoplex                 | Auto Dealer             | 2,128,024                 |
|                                     | <b>Total</b>            | <b>* 45,966,035</b>       |

\* Equals approximately 14.19% of the total assessed valuation of Alexandria for 2007.

**ASSESSED VALUATION**

The assessed valuation of property in Alexandria, all of which is taxable for municipal purposes is as follows:

| <b>Tax Year</b> | <b>Fiscal Year</b> | <b>Assessed Valuation</b> | <b>Increase/(Decrease)</b> |                   |
|-----------------|--------------------|---------------------------|----------------------------|-------------------|
|                 |                    |                           | <b>Amount</b>              | <b>Percentage</b> |
| 1999            | 2000               | 232,602,116               | 10,186,508                 | 4.6%              |
| 2000            | 2001               | 243,903,013               | 11,300,897                 | 4.9%              |
| 2001            | 2002               | 249,906,042               | 6,003,029                  | 2.5%              |
| 2002            | 2003               | 251,243,392               | 1,337,350                  | 0.5%              |
| 2003            | 2004               | 259,025,709               | 7,782,317                  | 3.1%              |
| 2004            | 2005               | 271,806,191               | 12,780,482                 | 4.9%              |
| 2005            | 2006               | 286,678,337               | 14,872,146                 | 5.5%              |
| 2006            | 2007               | 301,283,723               | 14,605,386                 | 5.1%              |
| 2007            | 2008               | 323,937,050               | 22,653,327                 | 7.5%              |

A breakdown of the 2007 assessed valuation of property classification is as follows:

|                         |                    |
|-------------------------|--------------------|
| Real Estate             | 217,454,752        |
| Personal Property       | 91,632,506         |
| Public Service Property | 14,849,792         |
|                         | <u>323,937,050</u> |

**FINANCIAL AND STATISTICAL DATA**  
**AS OF APRIL 30, 2008**

**SALES TAX COLLECTIONS**

The following table reflects the 1976 sales tax collections for the past ten years.

| Fiscal |            | Percentage<br>Inc/Dec |
|--------|------------|-----------------------|
| Year   | Amount     |                       |
| 1998   | 9,038,199  | 6.7%                  |
| 1999   | 9,407,919  | 4.1%                  |
| 2000   | 9,856,305  | 4.8%                  |
| 2001   | 10,147,216 | 3.0%                  |
| 2002   | 10,390,460 | 2.4%                  |
| 2003   | 10,686,466 | 2.8%                  |
| 2004   | 10,910,581 | 2.1%                  |
| 2005   | 11,584,525 | 6.2%                  |
| 2006   | 13,113,434 | 13.2%                 |
| 2007   | 13,552,199 | 3.3%                  |

**MILLAGE RATES**

The following is the ten year history of millage rates from 1999 to 2008

| FYE<br>April 30 | General<br>Purpose | Debt<br>Service | Streets/<br>Drainage | Total |
|-----------------|--------------------|-----------------|----------------------|-------|
| 1999            | 6.83               | 3.50            | 11.25                | 21.58 |
| 2000            | 6.83               | 3.50            | 11.25                | 21.58 |
| 2001            | 6.83               | 2.15            | 11.24                | 20.22 |
| 2002            | 6.83               | 2.15            | 11.24                | 20.22 |
| 2003            | 6.83               | 2.15            | 11.24                | 20.22 |
| 2004            | 6.83               | 2.15            | 11.25                | 20.23 |
| 2005            | 6.83               | 2.15            | 11.25                | 20.23 |
| 2006            | 6.83               | 2.15            | 11.25                | 20.23 |
| 2007            | 6.83               | 2.15            | 11.25                | 20.23 |
| 2008            | 6.83               | 2.15            | 11.25                | 20.23 |
| Ten Year Avg    | 6.83               | 2.42            | 11.25                | 20.50 |

SOURCE: City Business Office



# The City of Alexandria, Louisiana

## STATEMENT OF CASH MANAGEMENT POLICY

*Cash Management Policies, Rules and Regulations* governing the City's activities, and to institute and administer such specific procedures and criteria as may be necessary to ensure compliance with the City's cash management policy. Specifically, this policy mandates the pursuit of the following overall goals and objectives:

1. All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the City's financial assets.
2. Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by such professional organizations as the American Institute of Certified Public Accountants (AICPA), the Governmental Accounting Standards Board (GASB), the Government Finance Officers Association (GFOA), etc.
3. Operating within appropriately-established administrative and procedural parameters, the City shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions which engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the City. In pursuit of these interests, the City will utilize competitive bidding practices wherever practicable, affording no special financial advantage to any individual or corporate members of the financial or investment community.
4. The City shall design and enforce written standards and guidelines relating to a variety of cash management issues, such as the eligibility and/or selection of various financial intermediaries; documentation and safekeeping requirements; philosophical and operational aspects of the investment function; and such other functional and administrative aspects of the cash management program which necessitate standard-setting in pursuit of appropriate prudence, enhanced protection of assets or procedural improvements.
5. Investments of the City, or of certain funds held in its possession in a fiduciary capacity, shall be made with the exercise of that judgment and care, under circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The Finance Director is directed to appropriately amend and/or revise the City's rules and regulations as conditions warrant, subject to administrative and legislative oversight.



# The City of Alexandria, Louisiana

## CASH MANAGEMENT POLICIES, RULES & REGULATIONS

### I. INTRODUCTION

The City of Alexandria, Louisiana, operating within the parameters imposed by Louisiana Revised Statutes, provides a variety of public services to its citizenry. In keeping with its diverse responsibilities, the City provides full-scale utility services, sanitation pickup (garbage and recyclables), bus service, street and drainage services and maintains many recreational facilities for public use.

Financial support for the City's approximately 860 employees, regularly recurring expenditures to provide the aforementioned services and necessary expenditures to build and maintain the capital infrastructure within the City stems from local sales and ad valorem taxes, utility charges, federal and state grants, as well as other revenue sources, including rentals, fines and interest earnings.

There are generally significant timing differentials between the receipt and subsequent expenditure of financial resources, resulting in temporary cash balances which may be invested under the authority granted by Louisiana Revised Statutes. As of 1994, these temporary cash balances totaled nearly \$70 million.

Given the magnitude of this investment portfolio, the City must concern itself with three basic issues, namely:

1. The absolute safety of the City's portfolio is paramount.
2. The portfolio's liquidity must be adequate to respond to all expenditure requirements in a timely manner.
3. Within the foregoing constraints, interest earnings must be maximized.

In order to address these issues, the City has established a permanent Cash Management Task Force, charged with identifying and examining all aspects of the City's cash management environment, and formulating appropriate guidelines and procedures to be applied within the City's day-to-day operations. As part of the Task Force's initial mission, it fashioned a prospective cash management policy which was presented to the Mayor and City Council for formal consideration. The Task Force then met with the Mayor and Council to explain and discuss both the prospective policy and the administrative rules and regulations which would prospectively guide City operations.

Ultimately, the City Council formally approved the cash management policy, which is reiterated at the conclusion of this section.

In keeping with the mission mandated by this formal policy, the Finance Director, in concert with members of the Cash Management Task Force, has promulgated a *Statement of Cash Management Policies, Rules & Regulations*, which provides for the specific administrative treatment of a broad range of cash management activities. In several instances, the *Statement* refers to specialized subsidiary documents which must be incorporated into daily operating procedures and/or which provide illustrative detail with regard to the City's guidelines. With the participation of Task Force members, the Finance Director will amend, revise, update and purge both the *Statement of Cash Management Policies, Rules & Regulations* and its various operationally related subsidiary documents as conditions require; informing the Mayor of any such changes, and subject to the City Council's review. The current subsidiary documents (which are available upon request) are:

- The City's required *Master Repurchase Agreement*
- The City's required *Master Collateral Agreement*
- The City's *Lead Bank Custodial Agent Agreement*



## CASH MANAGEMENT POLICIES, RULES &amp; REGULATIONS

- The City's *Third-Party Custodial Agent Agreement*
- The City's *Broker/Dealer Questionnaire & Certification*
- The City's *Investment Advisor Questionnaire & Certification*
- The City's *List of Eligible Investments*

The documents listed above are designed for distribution to (and sometimes execution by) outside financial intermediaries, and serve to provide both legal and administrative protections to the City. In addition to such documents, the Task Force has formulated other materials for internal use, including:

- A competitive *Bid Quotation Sheet*, upon which the details of the City's daily investment activities are permanently recorded.
- An illustrative operational outline of *The Federal Reserve's Cash & Securities Safe-keeping Mechanism*, which serves as a useful reference guide to City staff in regard to wire transfer and safekeeping activities, as well as illustrating the operational inter-relationship between the City and its various financial intermediaries.
- An illustrative operational outline of the mandated *Reporting Requirements of GASB Statement no. 3*, which provides City staff with a quick-reference guide to the required footnote disclosure and classification of both "owned" securities and securities pledged as "collateral" (by commercial banks) to protect deposits (both "time" and "demand") of the City.

The foregoing documents reflect the operational and philosophical approach which the City applies to its overall cash management environment. The City has made a significant commitment of both time and financial resources to this effort, and will continue to avail itself of whatever technical and educational tools which are now or shall become necessary to ensure its continued protection, operational integrity and financial success.

It is anticipated that the Cash Management Task Force will make periodic reports to the Mayor and Council, outlining the status of the City's cash management operations and updating City officials with regard to any events which may require significant administrative and/or legislative attention.

The following cash management policy has been designed by the Cash Management Task Force of the City of Alexandria, Louisiana, under the direction of the Finance Director; reviewed by the Mayor; and formally approved by the City Council in October, 1994.

### STATEMENT OF CASH MANAGEMENT POLICY

Subject to oversight by the Mayor and City Council, the Finance Director is both authorized and required to promulgate a written *Statement of Cash Management Policies, Rules and Regulations* governing the City's activities, and to institute and administer such specific procedures and criteria as may be necessary to ensure compliance with the City's cash management policy. Specifically, this policy mandates the pursuit of the following overall goals and objectives:

1. All aspects of cash management operations shall be designed to ensure the absolute safety and integrity of the City's financial assets.
2. Cash management activities shall be conducted in full compliance with prevailing local, state and federal regulations. Furthermore, such activities shall be designed to adhere to guidelines and standards promulgated by such professional organizations as the American Institute of Certified Public Accountants (AICPA), the Governmental Accounting Standards Board (GASB), the Government Finance Officers Association (GFOA), etc.



3. Operating within appropriately-established administrative and procedural parameters, the City shall aggressively pursue optimum financial rewards, while simultaneously controlling its related expenditures. Therefore, cash management functions which engender interaction with outside financial intermediaries shall be conducted in the best financial and administrative interests of the City. In pursuit of these interests, the City will utilize competitive bidding practices wherever practicable, affording no special financial advantage to any individual or corporate members of the financial or investment community.
4. The City shall design and enforce written standards and guidelines relating to a variety of cash management issues, such as the eligibility and/or selection of various financial intermediaries; documentation and safekeeping requirements; philosophical and operational aspects of the investment function; and such other functional and administrative aspects of the cash management program which necessitate standard-setting in pursuit of appropriate prudence, enhanced protection of assets or procedural improvements.
5. Investments of the City, or of certain funds held in its possession in a fiduciary capacity, shall be made with the exercise of that judgment and care, under circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.

The Finance Director is directed to appropriately amend and/or revise the City's rules and regulations as conditions warrant, subject to administrative and legislative oversight.

## II. GENERAL POLICIES

- A. In general, the cash management and investment activities of the City shall be conducted in a manner which is consistent with prevailing prudent business practices which may be applied by other organizations of similar size and financial resources, in strict compliance with Louisiana Revised Statutes.
- B. Investments of the City, or of funds held in its possession in a fiduciary capacity, shall be made with the exercise of that judgment and care, under circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived.
- C. Rules and policies promulgated by the Finance Director shall be designed in the best interest of the City, and shall not afford special financial advantage to any individual or corporate member of the financial or investment community.
- D. Expenses incurred for banking or financial services shall be treated in a competitive manner, as are other expenditures of City funds.
- E. Financial institutions which serve as depositories of City funds shall comply with all prevailing provisions of Louisiana Revised Statutes, and shall meet the City's established criteria (as herein described) for overall financial strength, adequate capitalization and appropriate liquidity.
- F. Securities dealers with whom the City conducts business shall be subject to established guidelines and criteria (as herein described).
- G. Independent financial advisors with whom the City may establish working relationships shall be subject to established guidelines and criteria (as herein described).



**CASH MANAGEMENT POLICIES, RULES & REGULATIONS**

H. The City will limit its purchase of investment securities to those which are of the highest quality (as herein described), including, but not limited to, fully-insured or fully-collateralized time deposits in commercial banks which are chartered and headquartered within the State of Louisiana, certain direct obligations of the United States government, certain obligations of United States government agencies, certain obligations of United States government instrumentalities or the purchase of such U. S. government or agency securities under the terms of repurchase agreements. (See the City's *List of Eligible Investments*.)

I. In all circumstances, all of the City's documentation criteria (as herein described) shall be strictly applied.

**III. CASH MANAGEMENT PROGRAMS AND ACTIVITIES**

The Finance Director is committed to the overall success of the City's cash management programs. These programs address a variety of cash management issues, including:

A. The design and implementation of reliable and effective cash-flow forecasting methodologies which will assist the City's accounting personnel in the determination of the amounts of cash available for investment; the time period for which the funds may be invested with a reasonable level of confidence; and a measure of the volatility of specific forecasts, which will allow viable determination of the required liquidity which must characterize the specific investments.

B. The design and implementation of appropriate "revenue acceleration" programs, aimed at enhancing the speed at which monies are collected and deposited.

C. The design and implementation of suitable "controlled disbursement" programs, which will ensure that City expenses are met in a timely manner, but not in such a way as to jeopardize the earning capacity of the City's cash management portfolio.

D. The utilization of modern and efficient techniques for the physical movement of money, taking advantage of the technological and operational procedures which have evolved in recent years.

E. The design of investment policies which will allow the City to maximize its interest earnings, while at the same time establishing policies and procedures which will ensure the total safety of all funds entrusted to the care and control of City personnel.

F. The cost-effective utilization of investment advisory support services.

G. The design and implementation of banking relationships which are both favorable to the City and responsive to the day-to-day requirements of the City's complex financial operations.

H. The design and implementation of appropriate policies and procedures with regard to the proper and effective use of the City's municipal credit authority.

**IV. CASH INVESTMENT POLICIES AND PROCEDURES**

The statement, "Investments . . . shall be made with the exercise of that judgment and care, under circumstances then prevailing, which men of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital, as well as the probable income to be derived," imposes a wide variety of responsibilities upon City personnel. These responsibilities include, but are not limited to: the need for prudence and care in the selection of appropriate investment securities; the need for rational criteria for the selection of financial institutions, securities dealers and investment advisors with whom the City conducts business; and a distinct concentration upon the maximization of investment yield within the parameters of the other listed responsibilities. To meet these responsibilities, the Finance Director (in concert with the input of an internal "Cash Management Task Force") has established the following policies and procedures for cash investments.



## CASH MANAGEMENT POLICIES, RULES &amp; REGULATIONS

**A. Investment Instruments:**

The City maintains a *List of Eligible Investments* in its City Procedures Manual, which specifically enumerates and describes those investment securities in which the City may currently invest. This document is available for inspection upon request. Subject to the specific terms of the aforementioned document, the Finance Director and/or his designee(s) shall invest the City's investable funds in those instruments which are listed below:

1. Fully-insured or fully-collateralized Certificates of Deposit issued by qualified commercial banks and savings and loan associations located within the State of Louisiana. The term "qualified" is explained more fully in part "B" of this section.

2. Direct obligations of the United States Treasury, including such instruments as Treasury Bills, Treasury Notes and Treasury Bonds.

3. Obligations of certain United States government agencies which are backed by the "full faith and credit" of the United States government. Such agency obligations include Farmers Home Administration Insured Notes (FHAs), certain "scaled" discount notes and certain (relatively short-term) securities issued by the Government National Mortgage Association (GNMAs).

Other "direct obligations," while fully guaranteed by the "full faith and credit" of the United States government, enjoy less active secondary markets than the more traditional Bills, Notes and Bonds, or the broad and orderly markets enjoyed by certain GNMA issues.

Therefore, the City will refrain from purchasing such instruments as "SBA" loans, "AID" bonds, certain "stripped" Treasury securities (often referred to generically as CATS, TIGRS, STRIPS, etc.), "pass-through" or "derivative" securities, etc.

4. Obligations of certain U. S. Government instrumentalities, including (but not limited to) such instruments as Federal Home Loan Bank debt (FHLBs), Federal National Mortgage Association debt (FNMA's), certain "scaled" discount notes or certain (very short term) "Federal Farm Credit" debt (FFCBs).

Other U. S. Government instrumentality issues, such as Asian Development Bank Notes, Inter-American Development Bank bonds, World Bank bonds, Postal Service bonds, Tennessee Valley Authority bonds or intermediate- or long-term "Federal Farm Credit" instruments do not enjoy widespread, orderly marketplaces, and are therefore inappropriate for the City portfolio.

5. Purchases of the approved "direct," "agency" or "instrumentality" securities mentioned in paragraphs 2, 3 and 4 above, under the terms of a repurchase agreement (or in support of the City's "Sweep Account") which meet the procedures established in part "C" of this section.

The City's standards for such purchases (under terms of repurchase agreements) are somewhat different than the standards applied to actual "hold to maturity" or "long" purchases within the City's portfolio itself. For example, the City might never purchase 10-year GNMA securities for its permanent portfolio; but such securities should be perfectly acceptable as the securities purchased under the terms of a repurchase agreement. (See paragraph 8 of this section.)

6. Current policy limits cash investments to those listed in paragraphs 1 through 5 above. However, there are numerous other money market instruments which are prudent vehicles for effective cash management, even though they may not be currently utilized by the City. Such money market investments include "eligible" bankers' acceptances (BAs); "A-1/P-1" commercial paper (CP); negotiable and variable rate certificates of deposit (CDs); the Louisiana Asset Management Pool; etc.

As the City develops appropriate investment sophistication, it may carefully examine such alternatives, assuming, of course, that such alternatives are then legally authorized by Louisiana Revised Statutes. However, City personnel



**CASH MANAGEMENT POLICIES, RULES & REGULATIONS**

will not execute such transactions without discussion with (and notification of) the appropriate administrative and legislative representatives of the City.

7. In no event will any investment vehicle be selected and utilized until the Finance Director is fully convinced that City personnel have full familiarity with the nature and nuances of the specific investment vehicle. Furthermore, the Finance Director will endeavor to make available whatever professional training is necessary to assist City personnel in the performance of their cash management duties and responsibilities.

8. Generally, the City will invest in "money market instruments," which are defined as very creditworthy, highly liquid investments with maturities of one year or less. Although there may be certain circumstances in which intermediate-term securities are utilized, such as investments of long-term sinking fund contributions, maturity-matched construction funds or securities purchased under the terms of short-term repurchase agreements, the general use of long-term securities shall be avoided.

Such long-term instruments are generally inappropriate to the City's cash management operations, since the purchase of such securities infers a certain level of "speculation," given the significant "market risk" and/or "interest-rate risk" which characterizes long-term investments. The exception to this rule involves securities purchased under the terms of short-term repurchase agreements, as discussed in paragraph 5 of this section.)

**B. Criteria for Selection of Financial Intermediaries:**

Although the City's policies for the purchase of investment securities are designed to ensure complete safety, accompanied by appropriate liquidity and competitive yields, the "providers" of such securities must also meet specific financial and operational standards.

Deposits in commercial banks and savings and loan associations (S&Ls), whether they be time deposits, demand deposits or deposits in special interest-bearing accounts ("NOW," "Super-NOW," "Sweep," etc.), shall only be made in banks (and S&Ls) which qualify to accept public-sector deposits which are protected under the terms of prevailing Louisiana Revised Statutes.

However, certain "sweep" or "automatic repo" accounts, and certain funds held under the terms of a "repurchase agreement" arrangement may not be protected under the provisions of prevailing Louisiana Revised Statutes, since "Regulation D" specifically excludes such balances from its definition of "deposits." Therefore, such balances shall be protected through the judicious application of securities safekeeping procedures, which will insure the safety and integrity of all City monies.

Financial intermediaries which conduct business with the City shall be subject to the following types of selection criteria:

**1. Commercial Banks:**

The creditworthiness, liquidity and overall financial strength of financial institutions into which the City deposits money, as that can be measured through recognized industry rating services, shall be a factor in the City's decisions.

Deposits of City monies in commercial banks may only be made with institutions which possess the overall financial strength, capitalization and liquidity to reasonably ensure the safety and availability of such monies. To assess the overall financial strength of potential depositories, the City will utilize third-party rating agencies to perform periodic reviews of various commercial banks, relying upon their reports to determine the appropriateness of the depository.

Currently, the City uses the services of Prudent Man Analysis, Inc. (PMA) to rate the strength of the commercial banks with which the City does business. Inasmuch as PMA utilizes overall ratings of 1 through 5, (1 being strongest . . . 5 being weakest), the City's current policy is to seek depositories with a PMA rating of 1 or 2.

Banks with ratings of 3 shall also be eligible to serve as a depository, but must be periodically and substantively reviewed. If a bank's rating should fall below 3, the bank's eligibility as a depository shall be subject to established



**CASH MANAGEMENT POLICIES, RULES & REGULATIONS**

criteria applied to categories 4 and 5, and the City will take whatever practicable steps it deems necessary to reduce or eliminate any actual or implied risks which may stem from such rating reductions.

Banks rated in the 4 or 5 category will not generally qualify to receive City monies, except in certain special circumstances, as specifically described below:

- a. Banks rated in category 4 may (but only with the written approval of the Finance Director) accept deposits subject to all of the following restrictions:

The total of all deposits (either "time" or "demand") shall not exceed ten percent (10%) of the capital stock, declared surplus and undivided profits of the bank so rated; and the rate paid on interest-bearing deposits must be at least as high as the highest alternative competitive rate available to the City; and

Securities pledged to collateralize such deposits shall have a market value equal to at least 110% of the City's total deposit in such a bank; and

Time deposits shall not bear maturity dates of longer than six (6) months.

- b. Banks rated in category 5 may only accept deposits which not only meet all restrictions applied to banks rated in category 4, but which also are fully insured (including accrued interest) by the Federal Deposit Insurance Corporation (FDIC).

In addition to its use of PMA services, the City may use the rating services of other organizations, including, but not limited to, Sheshunoff Information Services, IDC Financial Publishing, LACE Financial Corporation, etc., and may exercise prudent discretion (with regard to eligibility criteria), based upon such third-party analyses.

## **2. Savings and Loan Associations:**

Deposits of City monies in Louisiana savings and loan associations shall be subject to the same kinds of rating criteria which are applied to commercial banks. Therefore, their acceptability as depositories will be based on the third-party ratings of such organizations as PMA or its counterparts.

Prevailing policy prohibits the City from depositing (in savings and loan associations) any amount (including accrued interest) which exceeds prevailing federal insurance limits.

## **3. Securities Dealers:**

There are approximately 40 major investment banking firms which are listed by the Market Reports Division of the Federal Reserve Bank of New York as the "primary" securities dealers. These dealers are unique within the United States government securities industry in that they both "report" and are "regulated" in an industry which is typically "non-reporting" and "unregulated."

Included on this "blue chip" list are major securities firms (Prudential, Kidder-Peabody, Fuji, Dean Witter Reynolds, Merrill Lynch, Smith Barney, etc.) and some of the world's largest banks (Chase, Citicorp, First Chicago, Chemical, Barclays, DeutscheBank, etc.).

Current City policy is to restrict transactions relating to the purchase and sale of U. S. Government securities to this list of "primary" securities dealers. Such policy, therefore, will preclude the City from doing business with other brokers and dealers whose financial strength and operational capabilities cannot be confidently determined, given the absence of "reporting" and "regulation" requirements.

Furthermore, the fact that an individual broker/dealer seeks to conduct securities business with the City simply because he/she is employed by one of the aforementioned "primary" dealers is, in and of itself, an insufficient reason to assume that the City will approve such a broker/dealer for purposes of selling (or buying) securities to (or from) the City. Therefore, the City has designed a form entitled *Broker/Dealer Questionnaire & Certification* which must be submitted to the City for its approval prior to designation of the individual as a broker/dealer who is eligible to conduct securities business with the City. A copy of this document is contained in the City's



Procedures Manual, and is available for inspection upon request.

Ultimately, the City must satisfy itself that the individual broker/dealer with whom the City has direct day-to-day contact can demonstrate the prerequisite skill, experience and reputation to deservedly conduct business with the City. Therefore, only individuals who can clearly demonstrate this professionalism and business integrity will qualify as financial intermediaries with regard to the City's investment portfolio.

This policy may seem unduly restrictive. However, the City's policy is to "err on the side of prudence," rather than accept even the smallest risk of loss of principal or interest.

#### **4. Investment Advisors:**

The City may elect to seek professional investment advisory support services. Such services should allow the City to improve its investment capabilities in several areas, including enhanced competitive market access, reliable estimates of interest-rate trends, isolation and realization of portfolio trading profits, advanced investment accounting technology and access to computer-based evaluation models.

The City has established strict guidelines regarding the selection of such investment advisors, to ensure that such support services are consistent with the City's established policies and procedures. These guidelines include, but are not limited to, the following:

- a. Any investment advisor wishing to advise the City shall be a "Registered Investment Advisor" as defined and regulated by the Securities & Exchange Commission (SEC).
- b. Any such investment advisor shall be completely independent of any financial institution or securities brokerage firm, and shall not participate in any commissions, bonuses or soft-dollar payments as a result of his/her relationship to the City.
- c. Any such investment advisor shall not take possession of any City monies or investment securities, nor have access to or control over such monies and/or securities. Procedures for delivery, possession and safekeeping are described in Section IV.C of this statement. Such procedures shall remain the same, regardless of the City's relationship with an investment advisor.
- d. Any such investment advisor shall not be empowered to execute investment or liquidation transactions on behalf of the City. All such transactions shall be executed by City personnel.
- e. Any such investment advisor shall provide the City with periodic reports (at least monthly) regarding the accounting treatment and performance level of the City's investment portfolio. Such reports shall be verifiable within the definition of generally accepted accounting principles (GAAP).
- f. Fees for investment advisory services shall be fixed monthly charges, as opposed to "performance-based" fees, which are very difficult to audit on an objective basis.

It is imperative that any investment advisor who provides support services to the City be both highly qualified and demonstrably independent. Furthermore, a prospective advisor should be able to provide clear evidence of his/her capabilities on behalf of clients similar to the City. The City has designed a form entitled *Investment Advisor Questionnaire & Certification* which must be submitted to the City for its approval before such an investment advisor will be considered by the City to be qualified to serve in an advisory capacity. A copy of this document is available for inspection upon request.

#### **C. Procedures for the Delivery, Possession and Safekeeping of Investment Securities:**

It provides insufficient protection for the City to simply limit its cash investments to those listed in part "A" of this section. To ensure total protection, the City has established precise delivery, possession and safekeeping procedures to be followed in all cases. Specifically:



## CASH MANAGEMENT POLICIES, RULES &amp; REGULATIONS

1. All ownership of securities shall be evidenced by an acceptable safekeeping receipt issued by a third-party financial institution which is acceptable to the City (or by a safekeeping receipt from the Federal Reserve Bank, should such services become available).

In most cases, the City will accept a safekeeping receipt issued by its "lead bank" which clearly indicates that the securities are being held by the City's "lead bank" in the City's name, accompanied by a copy of the "lead bank's" safekeeping receipt from the Federal Reserve Bank. (The latter receipt will indicate that the securities are held in the "lead bank's" name on behalf of a "customer," as indicated by an "02" classification.)

However, the "lead bank" may not provide securities safekeeping services in cases in which the "lead bank" is a "principal" or "counterparty" in the investment transaction itself, as specifically addressed in the City's *Lead Bank Custodial Agent Agreement*.

In such cases, safekeeping documentation similar to that described in the preceding paragraph must be provided by a "third-party bank" which is acceptable to the City. Furthermore, such "third-party bank" safekeeping may not be provided by a "parent" or "holding company" bank which is financially related to any bank which is a "principal" in a specific securities transaction. The City has designed a form entitled *Third-Party Custodial Agent Agreement*, which specifically delineates the role and responsibilities of such "third-party banks." A copy of this document is contained in the City's Procedures Manual, and is available for inspection upon request.

[Note: In cases in which the City's "lead bank" merely "executes" the necessary wire-transfer services to support the City's investment transactions, and is not a "principal" in the transaction, the bank's role is defined as that of a "Settlement Agent," rather than a "counterparty," as described by the Governmental Accounting Standards Board (GASB).]

In addition to the securities which are "owned" by the City, Louisiana Revised Statutes provide that all "deposits" of the City in commercial banks be "fully collateralized" by "acceptable securities."

The Federal Reserve Bank (the "Fed") has specifically designed a system by which the Fed itself may act as the safekeeping agent of both the City and the bank which is "pledging" the collateral (to secure City deposits). Upon proper transfer by the "pledging" bank into a "joint custody account" (classification "07"), the Fed will issue a "joint custody receipt" to both the "pledging bank" and the City. Thereafter, the Fed will not release the securities prior to their maturity (for purposes of reassignment or liquidation) without the express consent of both parties.

The City has established its own joint custody account at the New Orleans Branch of the Federal Reserve Bank, represented by a "psuedo" ABA number (account number 9650-8029-1, entitled "City of Alexandria, Louisiana"). All joint custody receipts issued by the New Orleans Fed shall note the City's ABA number. (The City has "signature cards" on file with the Fed, and has established telephonic and written documentation procedures for the release of securities so held.)

The City has designed a *Master Collateral Agreement* which must be executed by a commercial bank prior to its receipt of City monies. A copy of this document is contained in the City's Procedures Manual, and is available for inspection upon request.

In general, there are four types of transactions which require securities safekeeping. The City anticipates that all four transaction types can be satisfactorily consummated by the receipt of either a safekeeping receipt issued by one of its "custodial agent" banks (as described above) or a Federal Reserve "Joint Custody Receipt" (classification "07"). These four "transaction types" and the related safekeeping requirements are discussed below:

- a. Purchases of "book entry" securities from acceptable primary securities dealers shall typically be evidenced by a safekeeping receipt issued by the City's "lead bank," naming the City as "owner" of the securities, and accompanied by a copy of the "lead bank's" safekeeping receipt from the Fed (classification "02").



## CASH MANAGEMENT POLICIES, RULES &amp; REGULATIONS

- b. Purchases of "book entry" securities under the terms of a qualified "repurchase agreement" shall be held in the same manner as described in part IV.C[1][a] if the transaction is executed with a "primary dealer." (These terms are more fully described in the City's *Master Repurchase Agreement*.)

However, the safekeeping of such securities with regard to "repurchase agreements" or "sweep accounts" with commercial banks shall be held only by a third-party bank other than the selling bank. (Such a "third-party bank" shall be acceptable to the City, and shall accompany its own safekeeping receipt with a copy of its classification "02" safekeeping receipt issued by the Fed.)

- c. Purchases of other types of "non-book entry" securities shall be evidenced by a "third-party bank's" safekeeping receipt, subject to precise requirements which shall be dictated at the City's discretion. (Generally, the City only purchases "wirable" securities.)
- d. Securities (both "wirable" and "physical") which are held as "collateral" on bank deposits in Louisiana banks (whether "time" or "demand" deposits) shall be held at the Federal Reserve Bank, and evidenced by (classification "07") "Joint Custody Receipts."

2. All investment (or divestment) transactions will be implemented on a "delivery vs. payment" (or "payment vs. delivery") basis. In the absence of acceptable delivery (or payment), the City will refuse to enter the transaction.

3. Repurchase agreements will meet the aforementioned delivery criteria, and will be accompanied by an acceptable "haircut" (i.e., excess of market value of securities over principal amount of investment).

The required "haircut" will be established by the City, and shall be specifically addressed in the City's written *Master Repurchase Agreement* which supports the repurchase transaction. In general, the extent of the haircut requirement will increase in direct proportion to the length of maturity of securities purchased under the terms of the written *Master Repurchase Agreement*.

Furthermore, securities purchased under the terms of repurchase agreements shall generally have maturity dates of ten years or less, and shall be "wirable" instruments through the U. S. Federal Reserve system. Any departure from these "maturity" or "wirability" standards shall require the specific, written authorization of the Finance Director.

In the absence of authorization to the contrary, the City will require the following minimum ratios of market value of securities purchased (under the terms of the repurchase agreement) to the principal dollar amount of such investments:

U.S. Treasury Bills, Notes & Bonds which mature in 1 year or less: 101%

U.S. Treasury Notes & Bonds which mature in 1 to 10 years: 102%

U.S. Government agency securities which mature in up to 10 years: 102%

Naturally, the "haircut ratios" listed above must be examined on a daily basis, to ensure that the "haircut" or "margin" does not drop below minimum acceptable levels. In cases of securities which require "physical" rather than "book entry" delivery and safekeeping, the City will require a higher "haircut ratio," and must approve the acceptability of such securities. Similarly, if securities have maturities in excess of ten years, the City may require higher "haircut ratios," and must approve the acceptability of the securities.

[Whenever possible, the City will only accept "wirable" securities with maturities of 10 years or less. However, the City may accept (at its discretion) certain physical delivery and safekeeping of non-wirable and/or longer-term securities.]

4. On very rare occasions, the City may choose to "reverse" certain securities within its portfolio under the terms of a "reverse repurchase agreement." However, this authority shall be severely restricted, requiring written authority



from the Finance Director.

The City's only rationale for "reversing" is to provide short-term liquidity which is less costly than permanent liquidation of a portfolio security. This method can be utilized to "temporarily liquidate" many types of securities, including CDs, U. S. government obligations, U. S. government agency obligations, etc.

(The City does not currently utilize "reversing" procedures. However, in the case of local CDs, a "temporary reverse" or "reverse to maturity" may allow the City to avoid "early withdrawal penalties," thereby preserving the City's investment capital. In the case of government or agency securities, a "temporary reverse" may allow the City to avoid liquidation of a desirable instrument in a "disadvantageous" marketplace.)

However, the City will not utilize "reverses" as a tool to effect "margined purchases" of investment securities, nor as an action which will essentially "disguise" or "cover up" unrecognized portfolio losses. Finally, the City will not utilize "reverses" to engage in any types of "speculative" investment transactions.

5. All wire transactions required to implement the aforementioned purchase and sale transactions shall be supported by written instructions to the City's bank, unless the timely preparation of such written instructions would hinder the orderly completion of the transaction itself. In such cases, the City will prepare follow-up letters confirming the oral (typically telephonic) instructions, and forward such written instructions to the bank without undue delay.

## **V. UTILIZATION OF OUTSIDE PROFESSIONAL SUPPORT SERVICES**

The City may, from time to time, engage the support services of outside professionals, so long as it can be clearly demonstrated that such engagements produce "net financial advantage" or necessary financial protection of the City's resources.

Such services may include engagement of financial advisors in conjunction with debt issuance; portfolio management advisory support services; specialized professional consulting support; special legal representation; appropriate independent rating services; third-party custodial services; and other supportive services which cannot be efficiently addressed through "in-house" treatments.

All such engagements shall require the written authorization of the Finance Director, who will provide written justification for the engagement to the Mayor and City Council.

## **VI. UTILIZATION OF MUNICIPAL CREDIT AUTHORITY**

The City, like other governmental and quasi-governmental entities throughout the United States, is empowered to issue various forms of tax-exempt debt. The interest on such debt is exempt from federal (and sometimes, state) taxation. While the unrestrained use of this authority is inappropriate, there are many circumstances in which the application of specific borrowing techniques is in the financial interest of the City.

Such borrowing is closely regulated by federal law, Internal Revenue Service regulations, specific provisions of the Tax Equity and Fiscal Responsibility Act (TEFRA) and various elements of Louisiana Revised Statutes. Within the established regulations and guidelines, however, the City has a great deal of latitude with regard to the timing and general nature of its financing activities.

The City will utilize those financing alternatives and techniques which produce positive financial advantages.

The Finance Director will, from time to time, recommend to the Mayor and City Council various financing opportunities which should be of ultimate financial and operational benefit to the City. City personnel will constantly monitor the City's existing and potential financing alternatives to ensure that full advantage is being taken of the special tax-exempt financing alternatives which are available to the City.

## CASH MANAGEMENT POLICIES, RULES &amp; REGULATIONS

Formulated by: The Cash Management Task Force  
Submitted by: Mr. Mark Thibaux, Finance Director  
Reviewed by: Mr. Edward G. Randolph, Jr., Mayor  
Approved by: The City Council (in October, 1994)

The City maintains a Cash Management Procedures Manual which, among other things, contains the City's currently-approved format for such documents as:

1. The City's *Master Repurchase Agreement*
2. The City's *Master Collateral Agreement*
3. The City's *Lead Bank Custodial Agent Agreement*
4. The City's *Third-Party Custodial Agent Agreement*
5. The City's *Broker/Dealer Questionnaire & Certification*
6. The City's *Investment Advisor Questionnaire & Certification*
7. The City's *List of Eligible Investments*

Those financial institutions, securities dealers, investment advisors, financial consultants and other firms (or individuals) having a special interest in such documents can request copies from:

The City of Alexandria, Louisiana  
Office of the Director of Finance  
Post Office Box 71  
Alexandria, Louisiana 71309-0071  
Telephone: (318) 449-5039  
Facsimile: (318) 449-5231



# The City of Alexandria, Louisiana

## LIST OF ELIGIBLE INVESTMENTS

This document has been designed to specifically define those investment securities which are "eligible" for inclusion in the City's investment portfolio. In addition, this document lists certain investment securities which are definitely "ineligible" for inclusion. Next, the list delineates the City's "maximum maturity" criteria, both as to individual investments and the portfolio's "maximum weighted average maturity." Finally, since the City's eligibility criteria for "permanent" investments ("long" purchases) differs from the eligibility criteria applied to "temporary" investments (under the terms of approved repurchase agreements), the differences in such eligibility criteria are clearly defined.

Under normal circumstances, no variation from the listed criteria shall be allowed. However, the City may elect, at its discretion, to amend and/or refine its *List of Eligible Investments* as conditions warrant; a process which will be initiated by the City's permanent Cash Management Task Force, with input and oversight by the Finance Director, the Mayor and the City Council. In any event, no variances from the following list will be allowed in the absence of specific, written approval from the Finance Director.

### A. Eligible Investments (in permanent portfolio):

- United States Treasury Bills (any maturity).
- United States Treasury Notes (up to 5-year maturities).
- United States Treasury Bonds (up to 5-year maturities).
- United States Treasury STRIPS (up to 2-year maturities).
- Securities issued by the Government National Mortgage Association (GNMA) which have final stated maturity dates of 5 years or less.
- Securities issued by the Federal National Mortgage Association (FNMA), the Federal Home Loan Mortgage Corporation (FHLMC), the Federal Farm Credit Bank (FFCB) and the Federal Home Loan Bank (FHLB), **subject to the following limitations:**
  - All coupon issues shall have defined final maturities of 5 years or less.
  - All discount notes (primary or secondary) shall have defined maturities of 1 year or less.
  - All securities defined by the instrumentalities listed above (generally defined as "medium-term notes") shall have final maturities of 5 years or less.
  - "Callable" issues will generally be avoided unless, in the opinion of the Finance Director, the earnings potential of such investments significantly overshadows the inherent "callability risk" of any such issues.

[NOTE: All broker/dealers offering to sell any of the above-mentioned securities to the City are urged to specifically disclose (at the time of the offering) any "single-, double- or triple-bad-day" maturity dates, as well as relevant "callability" features, in order that prospective yields-to-maturity will not be overstated.]



**B. Ineligible Investments (in permanent portfolio)**

- All United States Treasury securities with maturity dates in excess of 5 years.
- All United States Government Agency or Instrumentality securities which are defined as "mortgage-backed" securities. (Since such securities are inherently "callable," regardless of their final stated maturity date, they are ineligible as permanent City investments.)
- Certain United States Government Agency securities, including those issued by the Small Business Administration (SBA), the Agency for International Development (AID) and any other U. S. Government Agency securities which do not enjoy a widespread, competitive marketplace.
- Certain United States Government Instrumentality securities, including those issued by the Asian Development Bank, the Inter-American Development Bank, the World Bank, the U. S. Postal Service, the Tennessee Valley Authority, the Student Loan Marketing Association, and any other U. S. Government Instrumentality securities which do not enjoy a widespread, competitive marketplace.
- Any investment securities which have been "securitized," constructed or otherwise "invented" by the investment banking community, and subsequently represented (either by commission or omission) as being some form of "U. S. Government securities." Examples of such instruments include "pass-through" or "derivative" securities, CATS (Certificates of Accrual on Treasury Securities), TIGRs (Treasury Investment Growth Receipts), CMOs (Collateralized Mortgage Obligations), or even stranger "invented securities," such as CARs and REMICs.

**C. Maturity Criteria (for permanent portfolio)**

The City will not purchase any investment security which has a stated final maturity date over 5 years from the date of purchase. Moreover, the weighted average of the City's aggregate portfolio shall at no time exceed 2 years.

However, these maturity limits should not be construed as "targets." It is anticipated that individual and aggregate maturities will generally be much shorter than these defined "outer limits," thereby reflecting the City's general commitment to investing in "money market instruments."

**D. Eligibility Criteria for "Temporary" Investments (under the specific terms of approved repurchase agreements and/or "sweep" accounts)**

All securities defined as "Eligible" in Part A of this list are also eligible as "temporary" investments. Furthermore, since the short-term nature of repurchase agreements and "sweep" accounts mitigates against material interest-rate risk, the ultimate maturity dates of such securities may extend to 10 years. Moreover, proscriptions against "bad-day" and "callability" features may be overlooked, assuming that the securities fall within the eligibility and "haircut" requirements outlined in the City's *Master Repurchase Agreement*. Also, the *Master Repurchase Agreement* provides a mechanism through which the City may, at its discretion, further relax its requirements as to both type and maturity of eligible securities; but such variations will require the specific, written authorization of the Finance Director. (Typically, such variations will engender increased "haircut" margins with regard to the "purchased securities." In any event, each instance of variation requires the aforesaid written authorization.)

## 2008-2009 ANNUAL BUDGET

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