



City of Alexandria  
Annual Budget  
2017-2018



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Alexandria  
Louisiana**

For the Fiscal Year Beginning

**May 1, 2016**

*Jeffrey R. Egan*

Executive Director

2017-2018 ANNUAL BUDGET

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

***CITY OF ALEXANDRIA  
ELECTED OFFICIALS  
2017 - 2018***

**EXECUTIVE**

Jacques M. Roy

Mayor

**LEGISLATIVE**

Edward Larvadain, III

Roosevelt Johnson

Jules Green

Harry Silver

Chuck Fowler

Jim Villard

Joseph Fuller

District One

District Two

District Three

District Four

District Five

At-Large

At-Large

**JUDICIAL**

Richard Starling, Jr.

Terrence Grines

City Judge

City Marshal

***CITY OF ALEXANDRIA  
EXECUTIVE OFFICERS  
2017 - 2018***

David Gill	Chief of Staff
Robert Weeks	Acting Director of Community Services
Loren Lampert	Police Chief
Charles Buckhalter	Commissioner of AFD
Michael Marcotte	Director of Utilities
Lisa Harris	Director of Human Resources
Charles Johnson	City Attorney
David Crutchfield	Director of Finance
Delores Brewer	Director of Planning
David Gill	Director of Public Works

## 2017-2018 ANNUAL BUDGET

## TABLE OF CONTENTS

	<u>PAGE</u>
Distinguished Budget Presentation Award .....	1
Elected Officials .....	3
Executive Officials .....	4
Table of Contents .....	5
Mayor's Budget Message .....	9
City Organization Chart .....	10
Structure and Budgetary Organization .....	11
Legal Requirements .....	13
Methods of Financing Infrastructure .....	14
Statement of Budgetary Policies .....	15
Budgetary Process .....	16
Budget Calendar .....	18
Glossary of Budget Terms .....	19
Ordinance Adopting the Budget .....	21
Executive Recap .....	24
<b><u>I. BUDGET SUMMARIES</u></b>	
Combined Summary of Budget by Fund Groups .....	1.1
Summaries - General Fund .....	1.4
Summaries - Pre Trial Intervention Fund .....	1.6
Summaries - General Debt Service Fund .....	1.7
Summaries - Risk Management Fund .....	1.8
Summaries - Employee Benefits Fund .....	1.9
Summaries - Unemployment Benefits Fund .....	1.10
Summaries - Utility Fund .....	1.12
Summaries - Sanitation Fund .....	1.14
Summaries - Zoological Park Fund .....	1.16
Summaries - Golf Course Fund .....	1.17
Summaries - Municipal Transit Fund .....	1.18
Recap of Personnel .....	1.20
Fund Balance Analysis .....	1.38
Summary of Sources, Uses, Changes in Fund Balance .....	1.40

## 2017-2018 ANNUAL BUDGET

## TABLE OF CONTENTS

II. GENERAL FUND	<u>PAGE</u>
Revenue .....	II.1
Legislative - City Council .....	II.3
Legislative - City Clerk .....	II.6
Executive - Office of the Mayor .....	II.9
Executive - General Government .....	II.12
Executive - Intergovernmental .....	II.15
Judicial - City Court .....	II.19
Judicial - City Marshal .....	II.22
Finance - Administrative .....	II.25
Finance - Director of Finance .....	II.27
Finance - Business Office .....	II.30
Finance - Accounting .....	II.33
Finance - Purchasing .....	II.36
Finance - Printing .....	II.39
Finance - Central Warehouse .....	II.42
Finance - Parts Warehouse .....	II.45
Public Works - Divison Director .....	II.49
Public Works - Code Enforcement .....	II.52
Public Works - Engineering .....	II.55
Public Works - Urban Forestry .....	II.58
Public Works - Streets .....	II.61
Public Works - Traffic .....	II.64
Public Works - Building Services .....	II.68
Public Works - Broadway Resource Ctr .....	II.71
Public Works - Martin Community Center .....	II.74
Public Works - Motor Pool .....	II.77
Public Works - Animal Shelter .....	II.80
Planning - Admistration .....	II.83
Planning - Community Development .....	II.86
Planning - Construction Development .....	II.89
Public Safety - Police .....	II.93
Public Safety - Police & Fire Civil Service .....	II.97
Public Safety - Fire .....	II.100
Human Resources/Civil Service .....	II.105
Human Resources .....	II.108
Legal .....	II.111
Community Services - Parks & Recreation .....	II.115
Community Services - Division Director .....	II.119
Community Services- Recreation Enhancement .....	II.121

## 2017-2018 ANNUAL BUDGET

## TABLE OF CONTENTS

	<u>PAGE</u>
<b>III. SPECIAL REVENUE FUNDS</b>	
Pre Trial Intervention Fund	
Revenue & Expenditures .....	III.1
<b>IV. DEBT SERVICE FUNDS</b>	
General Debt Service Combined Summary .....	IV.2
General Debt Service Amortization Schedule .....	IV.4
General Debt Service by Issue - Revenue & Exp. ....	IV.7
<b>V. INTERNAL SERVICE FUNDS</b>	
<b>Risk Mangement Fund</b>	
Revenues .....	V.1
Risk Manager .....	V.2
Premiums and Claims .....	V.5
<b>Employee Benefits Fund</b>	
Revenue .....	V.7
Premiums and Claims .....	V.8
<b>Unemployment Benefits Fund</b>	
Revenue .....	V.11
Premiums and Claims .....	V.12
<b>VI. CAPITAL PROJECTS FUND</b>	
Annual Capital Budget and Five Year Plan .....	VI.1

## 2017-2018 ANNUAL BUDGET

## TABLE OF CONTENTS

	<u>PAGE</u>
<b>VII. ENTERPRISE FUNDS</b>	
Revenue .....	VII.1
Finance - Administration .....	VII.3
Finance - Budget Office .....	VII.5
Finance - Customer Service .....	VII.8
Finance - Customer Field Service .....	VII.12
Finance - Management Information Systems .....	VII.15
Utilities - Director of Utilities .....	VII.19
Utilities - Electric Production .....	VII.22
Utilities - Electric Production - Bayou Cove .....	VII.26
Utilities - Electric Distribution .....	VII.29
Utilities - Water Distribution & Production .....	VII.33
Utilities - Gas .....	VII.39
Utilities - Wastewater Treatment & Collection .....	VII.43
Utilities - Environmental Services .....	VII.48
Utilities - Environmental Compliance .....	VII.51
Utilities - Utility Services .....	VII.54
<b>Utility Debt Service</b>	
Revenue & Expenses .....	VII.59
Utility Debt Amortization Schedule .....	VII.62
<b>Sanitation Fund</b>	
Revenue & Expenditures .....	VII.65
<b>Zoological Park Fund</b>	
Revenue & Expenditures .....	VII.71
<b>Golf Course Fund</b>	
Revenue & Expenditures .....	VII.77
<b>Municipal Transit Fund</b>	
Revenue & Expenditures .....	VII.85
 <b>VIII. MISCELLANEOUS STATISTICS</b>	



March 15, 2017

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

Dear Mr. Johnson and Members of the City Council:

This constitutes my required Budget Message for Fiscal Year 2018 (2017-2018), regarding the operating and capital budgets proposed for the new fiscal year. Retained earnings (fund balance holdings) were used in formulation of these budgets. With this letter, including a detailed budget ordinance (and any legislation needed to effectuate revenue changes), provided in accordance with Section 5-03 of the Home Rule Charter, Local Act 504 of the State of Louisiana, and other policy provisions; the operating and capital budgets and required ordinance(s) to effectuate the entire Budget for fiscal year 2017-2018 (FY 18) are hereby submitted.

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

In order to maintain morale, reward great service, and given the financial position of the City, we are recommending an across-the-board pay adjustment (of 2%), to be applied permanently for qualified classified and unclassified employees following established and new policies. Operating capital needs are addressed in conservative but meaningful measure.

The capital budget for FY 18 addresses the important Community College Initiative and related R.I.V.E.R. Act capital projects, and focuses on completing recreation infrastructure, commitments to utility infrastructure, and resolution of related utility issues.

Sincerely,

Jacques Roy  
Mayor, City of Alexandria



Jacques M. Roy  
Mayor

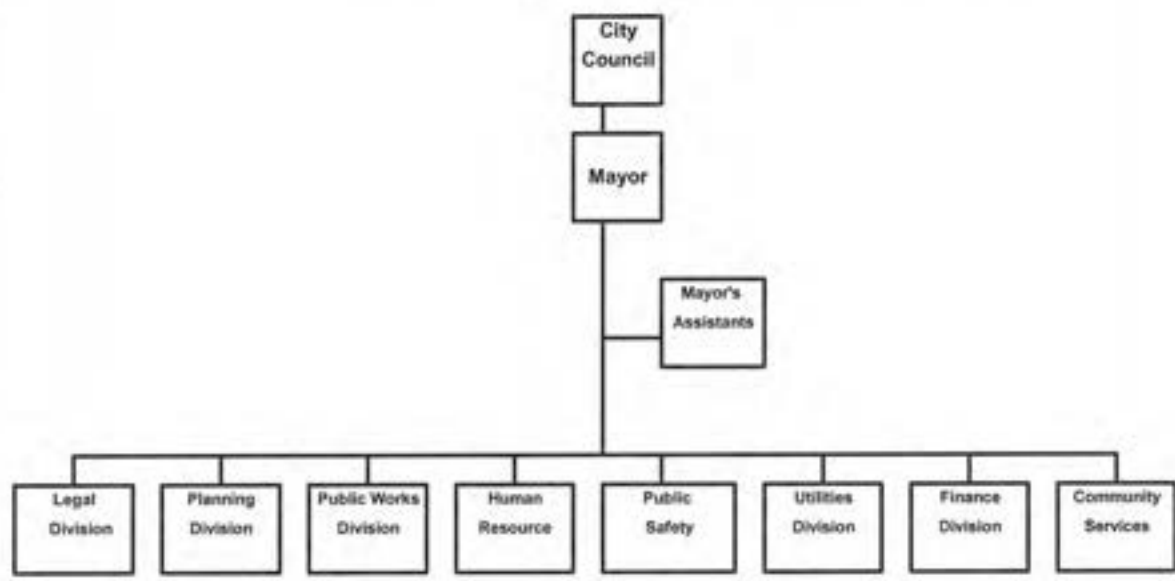
Office of the Mayor  
Post Office Box 71  
Alexandria, Louisiana 71309-0071  
Tel (318) 449-5000 · Fax (318) 449-5229  
e-mail: aboddie@cityofalex.com

***CITY OF ALEXANDRIA***  
***Budget Preparation Manual***  
***Operating Budget***  
***For Fiscal Year 2017-2018***  
***BUDGET CALENDAR***

<u>DATE</u>	<u>ACTIVITY</u>
December 9, 2016	Budget Preparation Manual Distributed
January 3, 2017	Completed budget requests must be received in the Budget Office
January 2017	Budget requests reviewed and compiled by Budget Officer
February 2017	Administrative Budget Review Committee met with Department Managers to discuss new additions or request.
March 15, 2017	Administration's Recommend 2017-2018 Operating & Five Year Capital Budget submitted to the Mayor and City Council.
April 4, 2017	Public Hearing held on Budget
April 4, 2017	Budget is adopted by City Council

# CITY OF ALEXANDRIA

## Organizational Chart



## CITY OF ALEXANDRIA STRUCTURE AND BUDGETARY ORGANIZATION

### ORGANIZATION

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

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

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

### BUDGETARY STRUCTURE

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

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

#### 1.) GENERAL FUND

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

#### 2.) SPECIAL REVENUE FUNDS

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

Special Revenue funds contained in the budget are:

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

### 3.) DEBT SERVICE FUNDS

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

### 4.) CAPITAL PROJECTS FUNDS

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

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

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

#### 1.) ENTERPRISE FUNDS

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

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

#### 2. INTERNAL SERVICE FUNDS

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

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

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

## CITY OF ALEXANDRIA LEGAL REQUIREMENTS

### BUDGET SUBMISSION

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

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

### BUDGET ADMINISTRATION

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

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

### BUDGET AMENDMENTS

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

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

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

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

### LAPSE OF APPROPRIATIONS

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

(Sec. 5-06)

## **CITY OF ALEXANDRIA METHODS OF FINANCING INFRASTRUCTURE**

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

### **GENERAL OBLIGATION BONDS**

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

### **REVENUE BONDS**

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

#### **Sales Tax Bonds**

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

#### **Utility Revenue Bonds**

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

#### **Certificate of Indebtedness (COI)**

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

**CITY OF ALEXANDRIA  
STATEMENT OF BUDGETARY POLICIES**

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

**FUND BALANCE:**

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

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

**REVENUES:**

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

The City's cash flow is normally lowest during the first four months of the fiscal year due to seasonal revenue and expenditure adjustments. In order to address possible cash flow crunches, the Administration has established a policy that limits filing 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  
GLOSSARY OF BUDGET TERMS**

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

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

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

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

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

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

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

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

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

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

**DEPARTMENT** - The smallest organizational unit in the budget.

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

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

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

**CITY OF ALEXANDRIA  
GLOSSARY OF BUDGET TERMS**

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

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

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

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

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

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

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

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

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

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

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

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

**ORDINANCE NO. 39-2017**

**AN ORDINANCE ADOPTING THE OPERATING BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2017/2018; 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 2017/2018; APPROPRIATING FUNDS FOR THE CAPITAL BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2017/2018 AND PROVIDING FOR CAPITAL EXPENDITURES; AND OTHER MATTERS WITH RESPECT TO APPROPRIATIONS AND THE EXPENDITURE OF FUNDS PERTAINING THERETO.**

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

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

**WHEREAS**, in order to maintain morale, reward great service, and given the financial position of the City, an across-the-board pay increase applied permanently for qualified and eligible employees is provided but should be carefully evaluated given the poor performance of local sales tax; and, finally

**NOW THEREFORE:**

**SECTION I. BE IT ORDAINED BY THE** Council of the City of Alexandria, Louisiana, in legal session convened, that the Council adopts and fully appropriates the 2017/2018 Operating and Capital Budgets for the City as evidenced by the proposed "City of Alexandria Annual Budget 2017-2018," to make appropriations for the ordinary and capital expenses of all city divisions, departments, offices and agencies, pensions and otherwise, provided by the individual appropriation items as detailed therein and the respective budgets included therein, a copy of which is referred to and attached hereto for greater accuracy and clarity and which line

items as set out in the proposed "City of Alexandria Annual Budget 2017-2018" are incorporated by reference herein as if each is fully stated verbatim and appropriated line for line in this section in its entirety.

**SECTION II. BE IT FURTHER ORDAINED, etc.** that the 2017/2018 budget (FY 2018) authorized number of employees for each division, department, office and agency of the City of Alexandria is hereby indicated, in detail, in this ordinance; and, provided further, that the number of authorized positions approved for each division, department, office and agency may be individually changed by the Mayor by transfer or in conjunction with an administrative reorganization under Section 4-11 of the Home Rule Charter of the City of Alexandria.

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

**SECTION IV. BE IT FURTHER ORDAINED, etc.** that for FY 2018 the rate for electricity and natural gas sold by the City of Alexandria Utility System to the City of Alexandria shall be equal to the fuel cost only; and further that any transfers of funds settled, recouped, or realized through litigation or the implementation of the Alexandria Utility Sustainability Project, its sales, transmission, or otherwise, shall be remain in the appropriate restricted fund until such time as it is appropriated for proper public purpose according to the adopted legislative plan of the Council in the three (3) pertaining ordinances adopted in calendar year 2016; provided, however, that said restricted fund shall not exceed the generally accepted exposure, as detailed by the Mayor in certification of the findings and work of the independent process administered by the administrative law judge.

**SECTION V. BE IT FURTHER ORDAINED, etc.** that for FY 2018, pensions and other fringe benefits are funded as detailed in the Budget for each respective division, department, office and agency, except as otherwise modified herein by specific provision.

**SECTION VI. BE IT FURTHER ORDAINED, etc.** that the salaries of all positions shall continue under the salary plan of the Alexandria Civil Service Commission previously approved by the City Council, and further salaries and fringe benefits of all positions shall be as designated in the 2017-2018 (FY 2018) Annual Budget, or as amended, except that no across-the-board per cent salary increase for a position in the classified service pay plan shall be awarded, without the Mayor's authorization, to any position held under a probationary rule or for any special assigned position; provided, however, that the Police Department and Fire Department personnel, in the past or future, who may be covered by collective bargaining agreements with the City, the Chief of Fire and all Assistant Chiefs of the Fire Department and the First Assistants, and the Chief of the Police Department, if personnel are excepted from recognition by collective bargaining agreements, shall be paid in accordance with the schedules and designations set out in the respective department appropriation and, subject to any Priority as provided by

Section VIII; and except for promotions, no classified service wage increases shall be granted to any employees unless funds are appropriated for that purpose, the General Fund being required to use both Prior Year Revenues and transfers from the Utility System Fund to balance revenue with expense, if in the opinion of the mayor such funds are necessary; provided, however, that each member of the fire department who has three years continuous service and otherwise who qualifies for a statutory wage increase as mandated by R.S. 33:1992(B) shall be deemed to have received such longevity pay increase by the wage increase granted by the Salary increase received in this appropriation, because salary increases in the fire department meet or exceed the appropriation for the statutory requirement.

**SECTION VII. BE IT FURTHER ORDAINED, etc.** the implementation of this budget shall be May 1, 2017, except as otherwise provided herein or in the opinion of the Mayor when implementation of line items hereunder are deemed for such purposes necessary to administer salaries and other fringe benefits, including determining the ability of the City to administer additional salaries and other fringe benefits contained in collective bargaining; and further otherwise that this ordinance shall become effective upon signature by the Mayor, or, if not signed or vetoed by the Mayor, upon expiration of the time for ordinances to become law without a signature by the Mayor, subject to retroactive application as provided by this section and accepted by Generally Accepted Accounting Practices (GAAP).

**SECTION VIII. BE IT FURTHERMORE ORDAINED, etc.** by the City Council of the City of Alexandria for the purpose of prioritizing general fund expenditures that if any across-the-board pay increases shall be made (by permanent raises or one-time supplement), priority categories shall be to provide for an across-the-board pay raise or one-time supplement (at no greater than 2% for permanent raises and its equivalent, or less, if paid as a one-time supplement) to the designated, qualified, and appropriate employees of the City of Alexandria as outlined in the Budget Message and Supplemental Budget Message who, in the discretion of the Administration, shall be eligible therefor, as follows and after completing the necessary documentation and agreements with Human Resources: (i) the employee is not a division head and is a permanent employee of the classified service; (ii) the employee is a non-division head, unclassified employee within the approved categories and departments set forth by the Director of Human Resources; (iii) the employee is credited with having received any longevity increases provided by other law against any contemplated across-the-board increases contemplated by Section VIII; and (iv) the employee has not received serious discipline since April 30, 2017, defined as and limited to discipline of a suspension of 30 or more days, involuntary demotion, in either case of which is final and non-appealable. Section VIII shall become eligible for implementation if, in the opinion of the Finance Director and certification thereof by the Budget Director, such across-the-board increases are appropriate when compared to the continued employer contributions to employee benefits and considering any collective bargaining and pay and class adjustments or other diminutions which, in the discretion of the Administration, are necessary as a result of such employer

contributions and employment incentives. Unclassified employees shall be eligible for these outlined increases in Section VIII as approved by the Finance Director in consultation with the Mayor and considering previous pay adjustments to those employees, all in the sole discretion of the Administration.

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

#### PRIORITY ONE (I)

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

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

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

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

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

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

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

P-IIs, however, should be funded and prioritized simultaneously with P-Is since P-IIs they are readily feasible may be of high value as economic development projects and not otherwise on a P-I track.

#### PRIORITY TWO (II)

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

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

PRIORITY THREE (III)

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

PRIORITY Indeterminate (P-Ind)

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

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

THIS ORDINANCE was introduced on the 21st day of March, 2017.

NOTICE PUBLISHED ON THE 24<sup>th</sup> day of March, 2017.

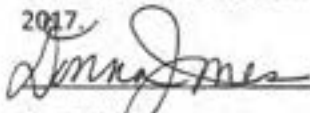
THIS ORDINANCE having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:


YEAS: Fowler, Silver, Johnson, Villard.

NAYS: Green, Larvadain, Fuller.

ABSENT: None

AND THE ORDINANCE was declared adopted on this 4<sup>th</sup> day of April, 2017 and final publication was made in the Alexandria Daily Town Talk on the 7<sup>th</sup> day of April, 2017.

  
CITY CLERK

  
PRESIDENT

  
MAYOR'S APPROVAL

DELIVERED: DATE: 4/5/17 TIME: \_\_\_\_\_

RECEIVED: DATE: 4/6/17 TIME: 3:30



April 30, 2017

Honorable Mayor and  
Members of the Alexandria City Council

The operating budget requests for fiscal year ending April 30, 2018 were compiled and presented to the Alexandria City Council. The following is an executive recap summarizing the most significant factors in the adopted budget including revenue assumptions, major initiatives and expenditure breakdowns. Figures are rounded to the nearest thousand or the nearest tenth of a million where appropriate for ease of understanding.

***Changes affecting all funds:***

The Board of Trustees of the City of Alexandria's Employees' Retirement System adopted and set the actuarial contribution rate for the City, as recommended by the actuary, at 24.15 % effective May 1, 2017, an increase of 1.05% from the existing rate of 23.10%. The decrease in cost by fund at existing staff levels follows:

General Fund	\$ 90,000
CDBG Fund	3,000
Utility Fund	111,000
Sanitation Fund	15,000
Zoo Fund	7,000
Municipal Transit	<u>13,000</u>
Total	<u>\$ 239,000</u>

The increases in costs from pension contribution are joined by increases in healthcare costs. The increase in cost by fund for existing coverages follows:

General Fund	\$ 455,000
CDBG Fund	4,000
Utility Fund	221,000
Sanitation Fund	30,000
Zoo Fund	14,000
Municipal Transit	<u>25,000</u>
Total	<u>\$ 749,000</u>

Jacques M. Roy  
Mayor



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

Additionally, the City elected to transfer \$2.1 million in additional deficit support from the General Fund and the Utilities System Fund to provide adequate resources to the Employees' Benefit Fund. A raise of 2% was approved for most full time regular employees. The approximate cost of the raise by fund as follows:

General Fund	\$403,000
CDBG Fund	5,000
Transit Fund	12,000
Utility Fund	222,000
Sanitation Fund	23,000
Zoo Fund	<u>15,000</u>
Total	\$ <u>680,000</u>

Operating capital is more constrained in the 2017-2018 Budget; reflecting a decrease of roughly \$2.3 million compared to the prior year. Operating capital totals by fund are as follows:

General Fund	\$2,402,000
CDBG Fund	-0-
Risk Management Fund	-0-
Utility Fund	4,799,000
Sanitation Fund	286,000
Bus Fund	191,000
Zoo Fund	<u>65,000</u>
Total	\$ <u>7,743,000</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 65% of total revenues in the General Fund. Sales Taxes have shown increases for 7 of the last 10 years, although 1 of the 2 most recently completed years has been decreasing. Sales Taxes are by nature highly volatile in relation to the economy. Sales taxes for the 2017-2018 Fiscal Year are budgeted near actual levels of Fiscal 2014-2015; or \$.3 million less than the final budgeted revenues of the 2016-2017 Fiscal Year in an effort to hedge the risk of a down year, this being partially out of concern that the State has increased its sales tax rate by 1% and may adversely affect sales.

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

The Utilities System Fund contributes to the operation of other funds, including roughly 5% of its gross revenues to the General Fund and deficit support to the Municipal Transit Fund. Charges for the four services (electric, water, gas, and wastewater) account for virtually all of the revenue of the system. Of the four services, electric charges alone account for 73% of the total.

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

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

The City has significant revenues in most of its operating funds that have allowed the City to operate without having to borrow short-term funds. The 2017-2018 Budget was prepared to utilize some of those prior year revenues as follows:

The **General Fund** is budgeted to use \$5.0 million in fund balance in Fiscal 2017-2018.

The **Utilities System Fund** is budgeted to use \$10.0 million in retained earnings in Fiscal 2017-2018.

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

The General Fund budget reflects decrease of \$.8 million; or 1.28%, compared to the adopted budget of the previous year. As stated earlier, combined sales taxes account for 64% of all General Fund revenues. The summary below details major changes compared to 2016-2017 adopted budget:

#### Revenues

**Taxes** were adopted decrease of \$.4 million; or 1.11%, compared with the prior year budget. This consists of decreases in Ad Valorem taxes of \$276,000 and City Sales Taxes of \$100,000.

**Internal Services/Interfunds** decreased \$.5 million; or 4.54%, due mostly to the sum of net decreases in Cost Allocation transfers from other funds.

**Fines and Forfeitures** decreased \$.1 million, or 13.21%, as adjustments were made to better reflect recent history.

**Other Revenues** decreased \$.1 million; or 1.67%, from the previous year's adopted budget. Here the increase of roughly \$231,000 in the **Use of Prior Years Revenues** is partially offset by a decrease in Rent of \$144,000. It has been the Alexandria City Council's policy to allow the use of prior years revenues, Fund Balance, to purchase non-recurring capital outlay items such as; vehicles, machinery and equipment, office furniture and fixtures, etc. Due to increasing adverse financial conditions, the City has in recent years budgetarily funded recurring expenditures with the use of fund balance.

In an effort to curtail that practice, the 2010-2011 Adopted Budget used no fund balance, while the 2011-2012 was adopted with a use of Fund Balance of \$.9 million. The Administration and Council felt that in order to continue necessary City services, additional use of fund balance was needed, leading to the \$3.6 million use in the 2012-2013 Adopted Budget. This trend continued with the 2013-2014 Adopted Budget with a Use of Fund Balance of over \$4.7 million; the 2014-2015 Adopted Budget had a Use of Fund Balance of \$4.8 million, the 2015-2016 Adopted Budget has a Use of Fund Balance of \$5.3 million; and the 2016-2017 Adopted Budget had a Use of Fund Balance of \$4.8 million.

### Expenditures

**Salaries and Fringe Benefits** overall increased \$.6 million, or 1.43%, due primarily to the increases in health care costs, pension, and the previously mentioned across the board raises.

**Capital Outlay** decreased \$.9 million; or 27.48%, compared to the prior year.

### Legislative Division

The Legislative Division increased \$45,000; or 9.45%, due to the raises and increases in pension and health care.

### Executive Division

The Executive Division decreased \$76,000; or 7.21%, as decreases in operating line items such as Office and Travel more than offset increases in salaries and fringes.

### Judicial Division

An increase of \$62,000; or 6.04%, was approved for the Judicial Division, due to the previously mentioned raises and increase in pension and healthcare.

### Finance Division

A decrease of \$171,000, or 1.59%, was approved for the Finance Division. Transfers to other funds such as Employee Benefits decreased by a net of \$255,000, more than offsetting increases in operating capital of \$55,000. Previously mentioned increases due to the raise and fringe benefits account for the remainder.

### Public Works Division

An increase of \$693,000; or 5.49% was approved for Public Works. Capital Outlay is down \$811,000 from the prior year. Raises and increases in fringes partially offset the decrease and account for the remainder.

### Planning Division

An increase of \$52,000; or 3.97%, was approved for Planning Division. Here, net decreases in Operating/Contractual line items such as Contract Labor and Professional Fees are more than offset by net increases from the raise and fringe costs.

### Public Safety Division

A decrease of \$120,000; or .41%, was approved for the Public Safety Division. Here decreases in Capital Outlay of \$309,000 and Operating/Contractual of \$15,000 more than offset the raise and increases in fringe cost.

### Human Resources Division

A decrease of \$87,000; or 8.54%, was approved for this division. The elimination of 2 Assistant Director positions along with reductions in Services-Drug Testing of \$16,000 more than offset the raise and increases in fringe cost.

### Legal Division

A decrease \$86,000; or 4.16%, was approved for the Legal Division, mostly due to an decrease of \$100,000 in Professional Fees to better reflect recent actual expenditures. This decrease is partially offset by other changes such as the raises and fringe increases.

### Community Services

An increase of \$260,000; or 7.68%, was approved for this division. Increases in this division include the addition of 4 Recreational Specialists in the Recreational Enhancement Department for \$65,000, while increases in various programming total \$76,000 and increases in Operating/Contractual add another \$13,000. The raises and health care costs accounting for most of the remainder.

### ***Special Revenue Funds:***

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

### ***Internal Service Funds:***

The Risk Management Fund's overall budget increased \$271,000; or 6.30%, from the prior year. The sole change in revenue is an increase in Transfers from the other funds totaling \$271,000. On the expense side, the only major change is an increase in Claims of \$218,000. Net increases in Premiums and Administrative Fees account for the remainder.

The Employee Benefits Fund increased \$475,000; or 3.73% compared to the prior year. On the revenue side, Charges for Services were adjusted up \$2.9 million; while Transfers from Other Funds were adjusted down \$464,000. The anticipated increases in claims are the major change on the expense side accounting for \$442,000, while net increases in Administrative Expenses and Life Insurance Premiums account for the remainder.

### General Capital Projects

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

Category	No. of Projects	Total
Public Enterprise	13	2,227,574
Drainage	4	1,349,382
Streets	9	3,485,000
Police	1	30,000
Fire	1	695,000
Parks/Recreation	2	650,000
Zoological Parks	4	850,000
CDBG	0	-0-
Total	<u>34</u>	<u>9,286,956</u>

The General Capital Projects are funded by Sales Tax Revenues, Sales Tax Revenue Bond proceeds, Property Tax Revenues, Community Development Block Grant Funds, State and Federal Funds and Other Revenues. A five year 11.25 millage property tax dedicated to specific street and drainage projects has been approved by the voters in 1988, , 1998, and 2003. This property tax renewed in 2008 for ten 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 25 projects in this category. The 2017/2018 Budget will create 2 new projects and adjust funding for 14 others.

The Street, Drainage, and Sidewalk Repair Project received substantial funding for 2017/2018, and will make improvements throughout the City. Work also continues on the Hudson Road Bridge Replacement, Masonic Corridor Phase 2, North 16<sup>th</sup> Street Bridge Replacement, and the Tiger Building Replacement at the Zoo.

The Ditch Closure Project involves the replacement of open ditches with below grade drainage pipe, giving a safer and more attractive border to the street while increasing the drainage capacity to prevent flooding. Other major projects under construction include AUMP Third Street, adding attractive streetscapes to this busy corridor, along with the Waterproofing and Roofing of the Riverfront Center. Fire Station Relocation continues in which the City will relocate 2 of its 6 fire stations to more strategic locations, while remodeling 2 of the remaining stations.

The Reserve for Relocation Project, operates as “holding” account for the other projects. Expenditures from these accounts require Council action. The Reserve for Relocation Projects is used to “hold” Utility Funds transferred to the General Capital Projects fund for use with street or drainage projects. The reconstruction of streets or drainage systems often requires the movement or relocation of utility systems. A minimum appropriation of \$100,000 per year is typically made by the Utility Funds to the General Capital Projects Fund. Budget Amendments will be used to transfer the Utility 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.

### Enterprise Capital Projects

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

Category	No. of Projects	Total
Electric	11	4,340,000
Water	5	2,625,000
Gas	2	600,000
Wastewater	3	945,000
Other	2	275,000
Municipal Transit	<u>1</u>	<u>1,000,000</u>
Total	<u>24</u>	<u>\$9,785,000</u>

The Enterprise Capital Projects are funded by revenues generated by the City’s Utilities System, Utility Revenue Bonds, revolving loans from the State Department of Health and Hospitals, 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. To this end, the City has begun replacing electrical transmission transformers at the Willow Glen and Twin Bridges Substations, the Painting and Repair of the Rosalino Water Tank, and the replacement of aging Water and Wastewater mains.

### *Utilities System Fund:*

The **Utilities System Fund’s** 2017-2018 adopted budget decreased by \$729,000, or .62% compared to the prior year, a virtual standstill overall. However, some individual changes were significant, and they are explored below.

### Revenues

The major change here is the reduction of nearly \$3 million in electric revenue as adjustments were made to better reflect recent history relating to rate changes and wholesale energy sales.

This is partially offset by increases in Wastewater Services of \$345,000 due to rate changes. The last significant change is an increase in Use of Retained Earnings of \$2.0 million. Other minor adjustments account for the remainder of the change.

### Expenses

Capital Outlay is down \$1.4 million; Professional Fees are down \$252,000; Fuel Purchases for Bayou Cove are down \$200,000; Bad Debt is down \$150,000; Maintenance accounts are down a combined \$190,000; Vehicle Fuel is down \$51,000 and Leases are down \$65,000 from the prior year. This is partially offset by increases in salaries and fringes of \$451,000; Transfers to other funds of \$1.1 million. Other relatively small adjustments in the Operating and Contractual category complete the changes.

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

Sanitation's budget \$42,000; or .83% compared to the prior year.

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

In expenses, salaries and fringes are up \$121,000 reflecting the raise, pension, and health care costs; while Transfers to Other Funds are up \$47,000. Operating capital is down \$71,000; while Vehicle Fuel & Maintenance are down \$52,000. Other relatively small adjustments in the Operating and Contractual category complete the changes.

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

The Zoo's budget increased .8%, or \$21,000.

In revenues, Taxes increased 54,000, while gate receipts were decreased \$32,000.

In expenses, Salaries and Fringes are up \$31,000 due to the raise, pension, and health care costs; while Transfer to General Fund is up \$49,000; These increases are partially offset by decreases in Capital Outlay of \$32,000; Operating of \$15,000; Veterinarian Fees of \$5,000 and Utilities of \$5,000. Other relatively minor adjustments in the Operating and Contractual category complete the changes.

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

The Golf Course's budget increased \$6,000; or .73%, compared to the previous year.

In revenues, Transfers from General Fund were increased by \$20,000; while Charges for Green Fees were decreased by \$14,000.

In expenses, Cost Allocation to General Fund was decreased by 4,000; while Capital Outlay increased by \$10,000.

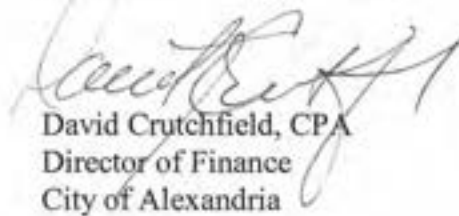
***Municipal Transit Fund:***

Municipal Transit Fund's budget increased \$282,000, or 8%, over the previous year.

In revenues, Transfers from the Utilities System Fund increased by \$164,000 while Intergovernmental Grant Revenue increased \$118,000.

In expenses, Salaries & Fringes are up \$133,000 due to the raises, pension, and health care; Capital Outlay is up \$154,000; and Transfers to Other Funds are up \$45,000. These increases are partially offset by a decrease in Diesel Fuel of \$50,000.

Sincerely,



David Crutchfield, CPA  
Director of Finance  
City of Alexandria

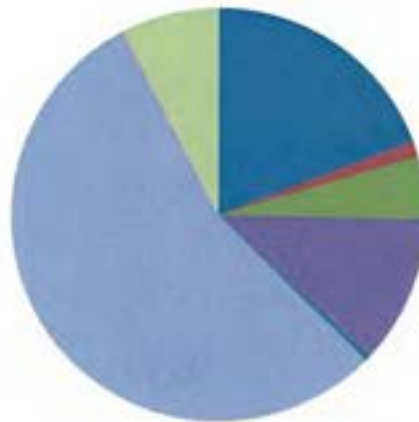
## I. BUDGET SUMMARIES



2017-2018 ANNUAL BUDGET

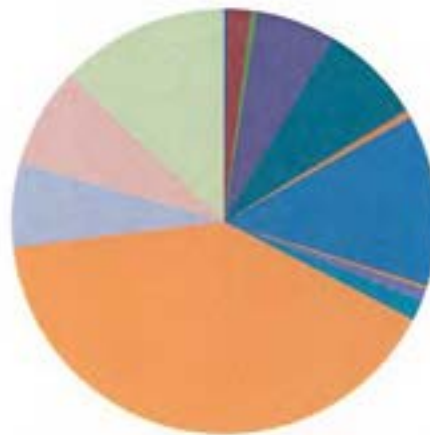
COMBINED ANNUAL BUDGET SUMMARY

Sources



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

Uses



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

## 2017-2018 ANNUAL BUDGET

## COMBINED SUMMARY OF BUDGET BY FUND GROUPS

DESCRIPTION	GOVERNMENTAL FUND TYPES			
	GENERAL FUND	SPECIAL REVENUE FUNDS	GENERAL DEBT SERVICE	GENERAL CAPITAL PROJECTS
<b>SOURCES OF FUNDS</b>				
Taxes	33,501,000		2,772,000	7,458,800
Licenses and Permits	2,890,000			
Intergovernmental	9,890,000			
Internal Services and Interfunds	10,236,000		1,945,200	100,000
Fines and Forfeits	519,000	184,500		
Investment Income	0			
Charges for Services	220,000			
Other	266,000			
Debt Proceeds	0			
Use of Fund Balance/Retained Earnings	5,029,756			2,582,081
<b>TOTAL SOURCES OF FUNDS</b>	<b>62,551,756</b>	<b>184,500</b>	<b>4,717,200</b>	<b>10,140,881</b>
<b>USES OF FUNDS</b>				
Legislative	515,945			
Executive	974,880	76,500	1,600	2,227,574
Judicial	1,087,099			
Finance	5,797,485			
Public Works	11,932,574			6,334,382
Planning and Development	1,371,427			
Public Safety	29,534,817			725,000
Civil Service	417,872			
Human Resources	512,005			
Legal	1,980,102			
Community Services	3,641,550			
Enterprise Operations				
Debt Principal & Interest			4,715,600	
Claims/Fees Paid				
Other - Interfund Transfers	4,786,000	108,000		411,000
Excess Revenue over Expenditures				442,925
<b>TOTAL USES OF FUNDS</b>	<b>62,551,756</b>	<b>184,500</b>	<b>4,717,200</b>	<b>10,140,881</b>

CITY OF ALEXANDRIA

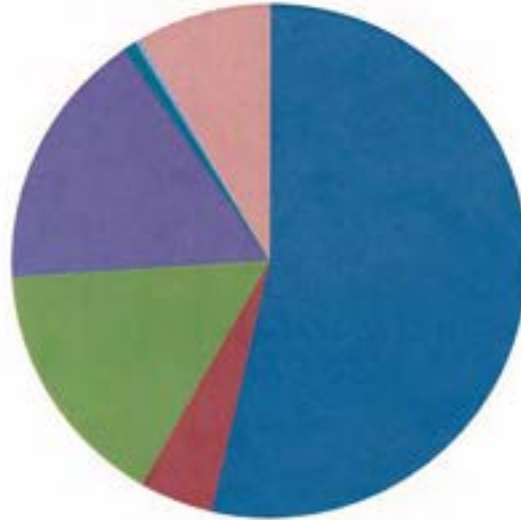
2017-2018 ANNUAL BUDGET

COMBINED SUMMARY OF BUDGET BY FUND GROUPS

PROPRIETARY FUND TYPES							COMBINED TOTAL
INTERNAL SERVICE FUNDS	UTILITY SYSTEM	SANITATION	MUNICIPAL TRANSIT SYSTEM	ZOO FUND	GOLF COURSE FUND	ENTERPRISE CAPITAL PROJECTS	
				1,169,000			44,920,800
							2,890,000
			604,000			850,000	11,344,000
2,136,000	155,000		2,792,012	964,000	239,000	8,918,700	27,485,912
							703,500
							0
15,561,000	105,968,000	5,117,000	409,000	528,000	589,000		128,392,000
85,600	40,000		6,000				397,600
							0
	9,980,182					16,300	17,808,319
17,782,600	116,143,182	5,117,000	3,811,012	2,681,000	828,000	9,785,000	233,742,131
-----							515,945
	767,960						4,048,514
							1,087,099
	8,316,786						14,114,271
							18,266,956
							1,371,427
							30,259,817
							417,872
							512,005
63,523							2,043,625
							3,641,550
	74,741,655	4,164,000	2,982,012	2,041,000	797,000	9,785,000	94,510,667
	10,180,069						14,895,669
17,719,077							17,719,077
	22,136,712	953,000	829,000	640,000	31,000		29,894,712
							442,925
17,782,600	116,143,182	5,117,000	3,811,012	2,681,000	828,000	9,785,000	233,742,131
-----							

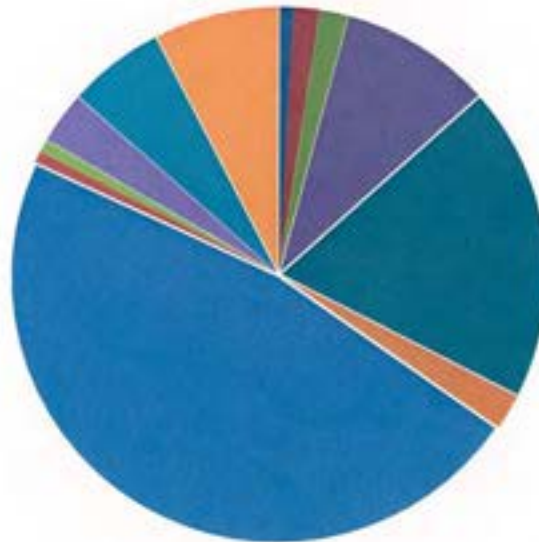
2017-2018 ANNUAL BUDGET  
GENERAL FUND  
ADOPTED BUDGET SUMMARY

Revenues



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

Expenditures



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

## 2017-2018 ANNUAL BUDGET

## SUMMARY OF FUNDS

## GENERAL FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	Adopted
Taxes	33,357,377	34,802,549	33,877,000	33,808,000	33,501,000	33,501,000	-1.11%
Licenses & Permits	3,174,057	3,140,840	2,790,000	3,020,000	2,890,000	2,890,000	3.58%
Intergovernmental	10,572,580	10,722,559	9,944,000	10,412,674	9,890,000	9,890,000	-0.54%
Internal Transfers/Interfunds	9,623,947	10,147,511	10,723,000	10,463,000	10,236,000	10,236,000	-4.54%
Fines & Forfeitures	515,753	517,779	598,000	519,000	519,000	519,000	-13.21%
Investment Income	21,885	53,204	0	45,000	0	0	0.00%
Charges for Services	313,160	272,294	225,000	252,000	220,000	220,000	-2.22%
Other	846,794	862,542	5,208,753	6,012,029	5,295,756	5,295,756	1.67%
Total Revenues	58,425,553	60,519,278	63,365,753	64,531,703	62,551,756	62,551,756	-1.28%

## EXPENDITURE SUMMARY BY DIVISION

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Legislative	343,803	364,355	471,385	471,385	515,945	515,945	9.45%
Executive	945,502	797,462	1,050,683	955,683	974,880	974,880	-7.21%
Judicial	983,235	939,971	1,025,159	1,033,159	1,087,099	1,087,099	6.04%
Finance	5,414,512	5,356,975	5,712,505	5,935,363	5,797,485	5,797,485	1.49%
Public Works	10,788,587	12,137,541	12,625,584	12,936,265	11,932,574	11,932,574	-5.49%
Planning	1,156,257	1,075,844	1,319,110	1,310,110	1,371,427	1,371,427	3.97%
Public Safety	27,219,421	27,407,811	29,655,100	29,610,561	29,534,817	29,534,817	-0.41%
Civil Service	333,670	324,998	432,340	404,340	417,872	417,872	-3.35%
Human Resources	573,501	528,026	584,372	582,372	512,005	512,005	-12.38%
Legal	2,191,248	1,841,803	2,066,074	2,116,074	1,980,102	1,980,102	-4.16%
Community Services	2,680,328	3,390,393	3,381,836	3,987,336	3,641,550	3,641,550	7.68%
Interfund Transfers	4,570,946	7,437,685	5,041,605	5,189,055	4,786,000	4,786,000	-5.07%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenditures	57,201,010	61,602,864	63,365,753	64,531,703	62,551,756	62,551,756	-1.28%

## EXPENDITURE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries	25,038,282	25,135,221	26,518,959	26,389,959	26,514,664	26,514,664	-0.02%
Fringe Benefits	10,200,867	10,290,300	12,564,154	12,089,154	13,127,459	13,127,459	4.48%
Operating & Contractual	10,988,572	10,484,754	10,604,000	11,571,798	10,263,500	10,263,500	-3.21%
Other	9,547,445	12,530,061	10,366,338	10,761,288	10,244,098	10,244,098	-1.18%
Capital Outlay	1,425,844	3,162,528	3,312,302	3,719,504	2,402,035	2,402,035	-27.48%
Total Expenditures	57,201,010	61,602,864	63,365,753	64,531,703	62,551,756	62,551,756	-1.28%

CITY OF ALEXANDRIA

## 2017-2018 ANNUAL BUDGET

SUMMARY OF FUNDS  
PRE TRIAL INTERVENTION FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Taxes	0	0	0	0	0	0	0.00%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	0	0	0	0	0	0	0.00%
Investment Income	0	0	0	0	0	0	0.00%
Fines & Forfeitures	841,176	388,448	184,500	184,500	184,500	184,500	0.00%
Use of Property	0	0	0	0	0	0	0.00%
Other	0	0	0	152,500	0	0	0.00%
Total Revenue	841,176	388,448	184,500	337,000	184,500	184,500	0.00%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries	0	0	0	0	0	0	0.00%
Fringe	0	0	0	0	0	0	0.00%
Operating & Contractual	76,500	102,000	76,500	102,000	76,500	76,500	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
Interfund Transfers	108,000	120,000	108,000	235,000	108,000	108,000	0.00%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenses	184,500	222,000	184,500	337,000	184,500	184,500	0.00%

## 2017-2018 ANNUAL BUDGET

SUMMARY OF FUNDS  
GENERAL DEBT SERVICE FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	
Taxes	2,855,721	2,960,255	2,716,425	2,716,425	2,772,000	2,772,000	2.05%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	4,875,211	2,196,478	1,942,000	1,942,000	1,945,200	1,945,200	0.16%
Investment Income	3,796	2,278	325	325	0	0	-100.00%
Charges for Services	0	0	0	0	0	0	0.00%
Use of Property	0	0	0	0	0	0	0.00%
Other	7,596,268	17,402,576	0	0	0	0	100.00%
Total Revenue	15,330,998	22,561,587	4,658,750	4,658,750	4,717,200	4,717,200	1.25%

## EXPENDITURE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries	0	0	0	0	0	0	0.00%
Fringe	0	0	0	0	0	0	0.00%
Operating & Contractual	1,000	1,400	1,600	1,600	1,600	1,600	0.00%
Other	17,915,015	22,998,970	4,657,150	4,657,150	4,715,600	4,715,600	1.26%
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	17,916,015	23,000,370	4,658,750	4,658,750	4,717,200	4,717,200	1.25%

## 2017-2018 ANNUAL BUDGET

SUMMARY OF FUNDS  
RISK MANAGEMENT FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	
Taxes	0	0	0	0	0	0	0.00%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	0	0	0	0	0	0	0.00%
Investment Income	19,117	27,118	0	20,000	0	0	0.00%
Charges for Services	5,293,665	4,878,000	4,226,000	4,289,000	4,497,000	4,497,000	6.41%
Use of Property	0	0	0	0	0	0	0.00%
Other	618,555	291,002	75,000	125,000	75,000	75,000	0.00%
Total Revenue	5,931,337	5,196,120	4,301,000	4,434,000	4,572,000	4,572,000	6.30%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries	51,825	69,571	52,660	52,660	50,000	50,000	-5.05%
Fringe	15,578	10,830	12,970	12,970	13,523	13,523	4.26%
Operating & Contractual	1,195,200	1,269,636	1,224,370	1,224,370	1,279,477	1,279,477	4.50%
Other	4,458,279	3,686,380	3,011,000	3,144,000	3,229,000	3,229,000	7.24%
Capital Outlay	0	0	0	0	0	0	100.00%
Interfund Transfers	0	0	0	0	0	0	0.00%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenses	5,720,882	5,036,397	4,301,000	4,434,000	4,572,000	4,572,000	6.30%

**2017-2018 ANNUAL BUDGET**

**SUMMARY OF FUNDS  
EMPLOYEE BENEFITS FUND**

**REVENUE SUMMARY**

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	
Taxes	0	0	0	0	0	0	0.00%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	1,274,000	3,728,000	2,600,000	2,600,000	2,136,000	2,136,000	-17.85%
Investment Income	2,268	1,243	0	1,000	0	0	0.00%
Charges for Services	7,959,229	8,606,554	10,125,000	10,252,000	11,064,000	11,064,000	9.27%
Use of Property	0	0	0	0	0	0	0.00%
Other	0	0	0	0	0	0	0.00%
<b>Total Revenue</b>	<b>9,235,497</b>	<b>12,335,797</b>	<b>12,725,000</b>	<b>12,853,000</b>	<b>13,200,000</b>	<b>13,200,000</b>	<b>3.73%</b>

**EXPENSE SUMMARY BY CATEGORY**

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries	0	0	0	0	0	0	0.00%
Fringe	0	0	0	0	0	0	0.00%
Operating & Contractual	2,213,375	2,252,833	2,217,000	2,250,000	2,250,000	2,250,000	1.49%
Other	7,947,310	9,179,412	10,508,000	10,603,000	10,950,000	10,950,000	4.21%
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%
<b>Total Expenses</b>	<b>10,160,685</b>	<b>11,432,245</b>	<b>12,725,000</b>	<b>12,853,000</b>	<b>13,200,000</b>	<b>13,200,000</b>	<b>3.73%</b>

## 2017-2018 ANNUAL BUDGET

SUMMARY OF FUNDS  
UNEMPLOYMENT BENEFITS FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	
Taxes	0	0	0	0	0	0	0.00%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	0	0	0	0	0	0	0.00%
Investment Income	973	1,346	0	1,000	0	0	0.00%
Charges for Services	0	0	0	0	0	0	0.00%
Use of Property	0	0	0	0	0	0	0.00%
Other	0	0	10,600	9,600	10,600	10,600	0.00%
Total Revenue	973	1,346	10,600	10,600	10,600	10,600	0.00%

## EXPENSE SUMMARY BY CATEGORY

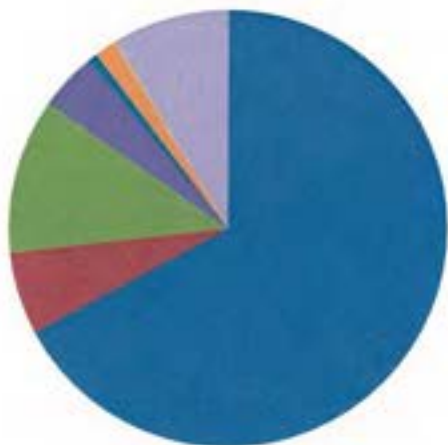
DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries	0	0	0	0	0	0	0.00%
Fringe	0	0	0	0	0	0	0.00%
Operating & Contractual	0	0	0	0	0	0	0.00%
Other	2,554	6,297	10,600	10,600	10,600	10,600	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
Interfund Transfers	0	0	0	0	0	0	0.00%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenses	2,554	6,297	10,600	10,600	10,600	10,600	0.00%

2017-2018 ANNUAL BUDGET

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

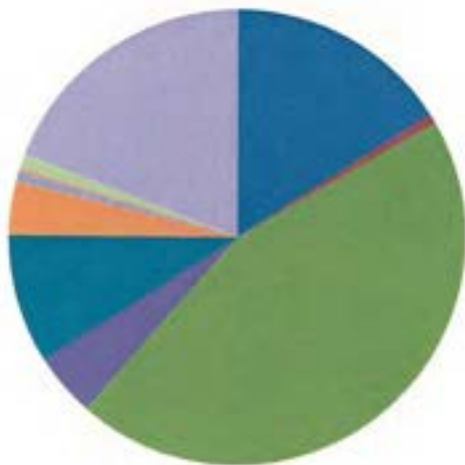
2017-2018 ANNUAL BUDGET  
UTILITY SYSTEM FUND  
ADOPTED BUDGET SUMMARY

### Revenues



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

### Expenses



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

## 2017-2018 ANNUAL BUDGET

## SUMMARY OF FUNDS

## UTILITY FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Electric	75,712,845	84,490,760	80,914,000	72,014,000	77,916,000	77,916,000	-3.71%
Water	7,180,228	6,951,317	7,110,000	7,200,000	7,110,000	7,110,000	0.00%
Gas	13,403,977	8,073,875	13,317,000	10,487,000	13,317,000	13,317,000	0.00%
Wastewater	4,650,672	4,448,956	4,675,000	5,230,000	5,020,000	5,020,000	7.38%
Environmental Compliance	766,296	762,388	755,000	755,000	755,000	755,000	0.00%
Other Charges	2,010,440	1,879,582	1,975,000	1,825,000	1,850,000	1,850,000	-6.33%
Investment Income	46,191	59,600	0	50,000	0	0	0.00%
Intergovernmental	69,470	0	0	0	0	0	0.00%
Interfund Transfers	171,803	154,878	172,000	155,000	155,000	155,000	-9.88%
Other	50,498	(2,890,256)	7,954,667	10,855,307	10,020,182	10,020,182	25.97%
Total Revenue	104,062,420	103,931,100	116,872,667	108,571,307	116,143,182	116,143,182	-0.62%

## EXPENSE SUMMARY BY DIVISION

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Finance	11,458,562	16,313,350	18,426,041	18,452,041	18,496,855	18,496,855	0.38%
Administration	527,103	644,035	879,677	924,677	767,960	767,960	-12.70%
Electric	54,096,488	41,405,596	53,111,991	46,937,941	52,143,065	52,143,065	-1.82%
Water	4,235,078	3,419,792	5,222,827	5,086,827	5,215,153	5,215,153	-0.15%
Gas	10,739,244	8,675,086	10,639,932	9,570,932	10,654,726	10,654,726	0.14%
Wastewater	3,933,016	4,173,713	4,782,576	4,973,266	4,446,540	4,446,540	-7.03%
Environmental Services	492,430	494,563	802,425	791,425	637,233	637,233	-20.59%
Environmental Compliance	120,486	164,897	408,000	408,000	408,000	408,000	0.00%
Utility Services	1,187,549	1,248,923	1,624,174	1,585,174	1,236,938	1,236,938	-23.84%
Interfund Transfers	16,888,360	17,094,175	21,000,024	19,866,024	22,136,712	22,136,712	5.41%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenses	103,678,316	93,634,130	116,897,667	108,596,307	116,143,182	116,143,182	-0.65%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries	9,031,125	9,340,118	10,636,049	10,390,049	10,804,521	10,804,521	1.58%
Fringe Benefits	4,287,743	4,786,360	5,217,668	5,031,668	5,500,334	5,500,334	5.42%
Operating & Contractual	63,827,895	47,621,263	62,320,000	55,327,000	61,523,000	61,523,000	-1.28%
Other	22,819,263	26,925,480	32,520,681	31,136,681	33,516,781	33,516,781	3.06%
Capital Outlay	3,712,290	4,960,909	6,203,269	6,710,909	4,798,546	4,798,546	-22.64%
Total Expenses	103,678,316	93,634,130	116,897,667	108,596,307	116,143,182	116,143,182	-0.65%

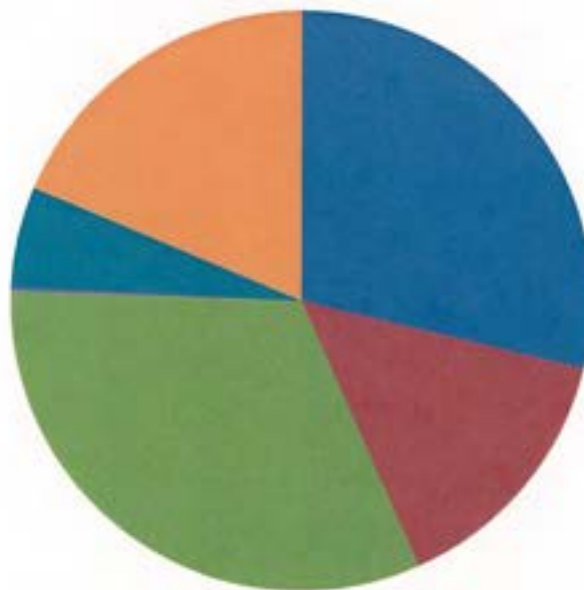
2017-2018 ANNUAL BUDGET  
SANITATION FUND  
ADOPTED BUDGET SUMMARY

### Revenues



■ Internal Service/Interfunds ■ Other ■ Charges for Services

### Expenses



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

## 2017-2018 ANNUAL BUDGET

SUMMARY OF FUNDS  
SANITATION FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Taxes	0	0	0	0	0	0	
Intergovernmental	36,912	0	0	0	0	0	0.00%
Interfund Transfers	0	0	0	0	0	0	0.00%
Investment Income	4,566	8,289	0	10,000	0	0	0.00%
Charges for Services	4,973,365	4,883,884	5,075,000	5,104,500	5,117,000	5,117,000	0.83%
Use of Property	0	0	0	0	0	0	0.00%
Other	13,872	3,655	0	0	0	0	0.00%
Total Revenue	5,028,715	4,895,828	5,075,000	5,114,500	5,117,000	5,117,000	0.83%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries	1,197,998	1,157,577	1,429,507	1,344,507	1,472,159	1,472,159	2.98%
Fringe	570,590	597,768	666,159	631,159	744,761	744,761	11.80%
Operating & Contractual	1,628,954	1,572,785	1,704,686	1,767,686	1,649,000	1,649,000	-3.27%
Other	11,645	12,000	12,000	12,000	12,000	12,000	0.00%
Capital Outlay	424,152	235,661	356,648	414,148	286,080	286,080	-19.79%
Interfund Transfers	898,658	942,585	906,000	945,000	953,000	953,000	5.19%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenses	4,731,997	4,518,376	5,075,000	5,114,500	5,117,000	5,117,000	0.83%

**2017-2018 ANNUAL BUDGET**

**SUMMARY OF FUNDS  
ZOOLOGICAL PARK FUND**

**REVENUE SUMMARY**

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Taxes	1,127,494	1,146,571	1,135,000	1,179,000	1,189,000	1,189,000	4.76%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	1,088,159	1,266,328	964,605	1,028,055	964,000	964,000	-0.06%
Investment Income	10,505	5,755	0	5,000	0	0	0.00%
Charges for Services	549,034	629,537	560,000	528,000	528,000	528,000	-5.71%
Use of Property	0	0	0	0	0	0	0.00%
Other	338	512	0	30,350	0	0	0.00%
<b>Total Revenue</b>	<b>2,775,530</b>	<b>3,048,703</b>	<b>2,659,605</b>	<b>2,770,405</b>	<b>2,681,000</b>	<b>2,681,000</b>	<b>0.80%</b>

**EXPENSE SUMMARY BY CATEGORY**

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries	506,371	503,719	670,677	607,677	677,701	677,701	1.05%
Fringe	232,099	248,481	326,332	280,332	350,204	350,204	7.32%
Operating & Contractual	1,062,240	1,125,366	928,000	1,060,000	899,000	899,000	-2.92%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	141,371	115,562	96,596	133,396	65,095	65,095	-32.61%
Interfund Transfers	640,360	688,804	640,000	689,000	689,000	689,000	7.66%
Operating Reserve	0	0	0	0	0	0	0.00%
<b>Total Expenses</b>	<b>2,582,441</b>	<b>2,681,932</b>	<b>2,659,605</b>	<b>2,770,405</b>	<b>2,681,000</b>	<b>2,681,000</b>	<b>0.80%</b>

**2017-2018 ANNUAL BUDGET**

**SUMMARY OF FUNDS  
GOLF COURSE FUND**

**REVENUE SUMMARY**

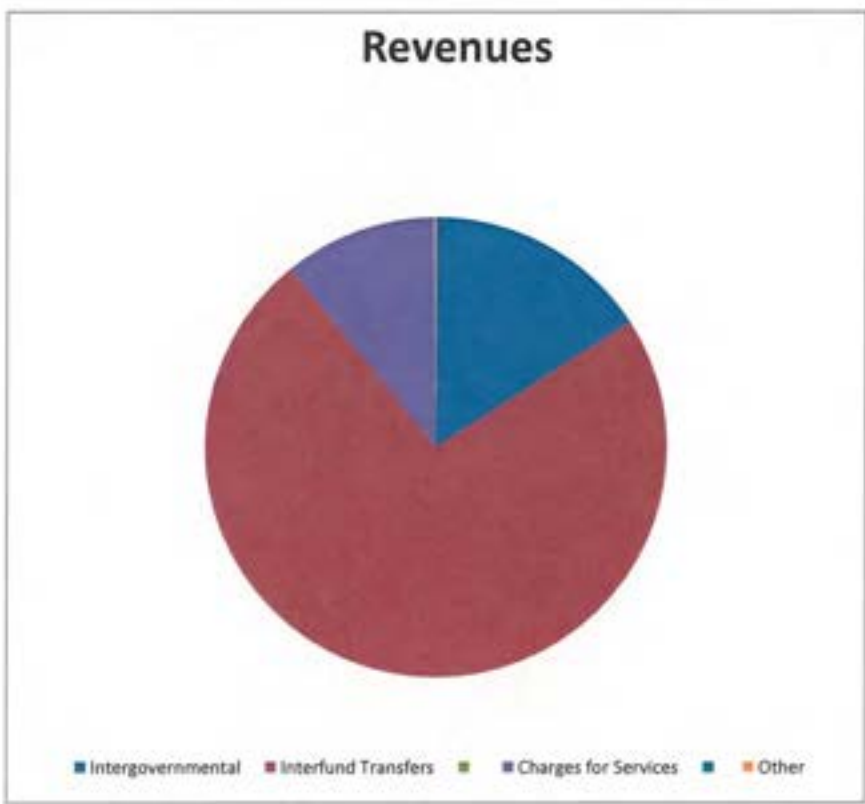
DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	
Taxes	0	0	0	0	0	0	0.00%
Intergovernmental	0	0	0	0	0	0	0.00%
Interfund Transfers	260,525	214,000	219,000	232,000	239,000	239,000	9.13%
Investment Income	1,635	1,208	0	0	0	0	0.00%
Charges for Services	615,912	636,995	603,000	579,000	589,000	589,000	-2.32%
Use of Property	0	0	0	0	0	0	0.00%
Other	0	0	0	0	0	0	0.00%
<b>Total Revenue</b>	<b>878,072</b>	<b>852,203</b>	<b>822,000</b>	<b>811,000</b>	<b>828,000</b>	<b>828,000</b>	<b>0.73%</b>

**EXPENSE SUMMARY BY CATEGORY**

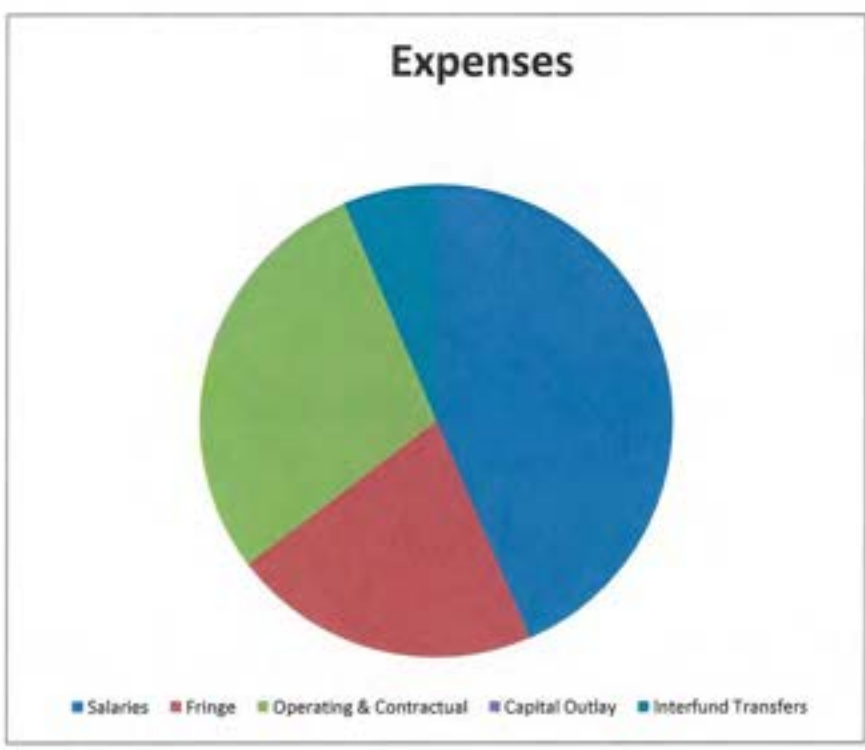
DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries	0	0	0	0	0	0	0.00%
Fringe	0	0	0	0	0	0	0.00%
Operating & Contractual	732,825	748,387	787,000	780,000	787,000	787,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	10,755	0	0	0	10,000	10,000	0.00%
Interfund Transfers	34,584	30,678	35,000	31,000	31,000	31,000	-11.43%
Operating Reserve	0	0	0	0	0	0	0.00%
<b>Total Expenses</b>	<b>778,164</b>	<b>779,065</b>	<b>822,000</b>	<b>811,000</b>	<b>828,000</b>	<b>828,000</b>	<b>0.73%</b>

2017-2018 ANNUAL BUDGET  
MUNICIPAL TRANSIT FUND  
ADOPTED BUDGET SUMMARY

Revenues



Expenses



## 2017-2018 ANNUAL BUDGET

SUMMARY OF FUNDS  
MUNICIPAL TRANSIT FUND

## REVENUE SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Received	Actual Received	Adopted Budget	Final Budget	Admin Approved	Adopted	Adopted
Taxes	0	0	0	0	0	0	0.00%
Intergovernmental	752,464	1,003,405	486,000	893,000	604,000	604,000	24.28%
Interfund Transfers	2,080,579	2,242,385	2,627,690	2,024,690	2,792,012	2,792,012	6.25%
Investment Income	1,631	2,158	0	1,000	0	0	0.00%
Charges for Services	402,873	409,844	409,000	409,000	409,000	409,000	0.00%
Use of Property	0	0	0	0	0	0	0.00%
Other	52,984	13,926	6,000	6,000	6,000	6,000	0.00%
Total Revenue	3,290,511	3,671,718	3,528,690	3,333,690	3,811,012	3,811,012	8.00%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries	1,090,655	1,073,570	1,214,051	1,183,051	1,296,324	1,296,324	6.78%
Fringe	530,530	535,994	579,639	562,639	630,848	630,848	8.83%
Operating & Contractual	821,408	696,833	914,000	732,000	864,000	864,000	-5.47%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	37,000	37,000	190,840	190,840	100.00%
Interfund Transfers	771,525	816,866	784,000	819,000	829,000	829,000	5.74%
Operating Reserve	0	0	0	0	0	0	0.00%
Total Expenses	3,214,118	3,123,263	3,528,690	3,333,690	3,811,012	3,811,012	8.00%

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	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
Administrative Assistant	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
Executive Secretary	1	1	1	1	1	1
<b>Total Office of the Mayor</b>	2	2	2	2	2	2
<b>General Government</b>						
Mayor's Assistant	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
<b>Total General Government</b>	3	3	3	3	3	3
<b>Intergovernmental Agency</b>						
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	1	1	1	1	1	1
<b>Total Intergovt'l Agency</b>	7	7	7	7	7	7
<b>City Court</b>						
City Judge	1	1	1	1	1	1
Deputy Clerk	7	7	7	7	7	7
Clerk of Court	1	1	1	1	1	1
Secretary	1	1	1	1	1	1
<b>Total City Court</b>	10	10	10	10	10	10
<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

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL  
GENERAL FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Business Office</b>						
Business Office Manager	1	1	1	1	1	1
Customer Accounts Representative	2	2	2	2	2	2
Customer Accounts Team Leader	1	1	1	1	1	1
Student Worker	1	1	1	1	1	1
<b>Total Business Office</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Accounting</b>						
Accounting Manager	1	1	1	1	1	1
Accountant	3	3	3	3	3	3
Accounting Technician	3	3	3	3	3	3
<b>Total Accounting</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Purchasing</b>						
Purchasing Manager	1	1	1	1	1	1
Purchasing Technician	2	2	2	2	2	2
Senior Buyer	2	2	2	2	2	2
Buyer	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
<b>Total Purchasing</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Printing</b>						
Print Shop Coordinator	2	2	2	2	2	2
<b>Total Printing</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<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>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<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>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Public Works</b>						
Director of Public Works	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Administrative Secretary	0	1	1	1	1	1
Asst Director Public Works	2	2	2	2	2	2
<b>Total Public Works</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL  
GENERAL FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Code Enforcement</b>						
Superintendent	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	1
Code Enforcement Officer	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Equipment Operator II	1	1	1	1	1	1
Maintenance Worker	1	1	1	1	1	1
Code Enforcement Officer Senior	2	2	2	2	2	2
<b>Total Code Enforcement</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Engineering</b>						
Assistant City Engineer	2	2	2	2	2	2
City Engineer	1	1	1	1	1	1
Lead Engineering Technician	1	1	1	1	1	1
Land Surveyor	1	1	1	1	1	1
Survey Technician	1	1	1	1	1	1
Engineering Tech III	1	1	1	1	1	1
Construction Inspector	1	1	1	1	1	1
Survey Party Chief	1	1	1	1	1	1
Survey Instrument Operator	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
<b>Total Engineering</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>
<b>Urban Forestry</b>						
Landscape Architect	1	1	1	1	1	1
<b>Total Urban Forestry</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Streets &amp; Parks</b>						
Superintendent-Streets	1	1	1	1	1	1
Crew Supervisor Street Maint	2	2	2	2	2	2
Crew Leader Street Maintenance	3	3	3	3	3	3
Maintenance Worker Senior	3	3	3	3	3	3
Administrative Secretary	1	1	1	1	1	1
Inventory Coordinator	1	1	1	1	1	1
Equipment Operator III	4	4	4	4	4	4
Equipment Operator II	7	7	7	7	7	7
Fleet Maintenance Tech	1	1	1	1	1	1
Equipment Operator I	4	4	4	4	4	4
Maintenance Worker	3	3	3	3	3	3
Supervisor - Streets	1	1	1	1	1	1
<b>Total Streets &amp; Parks</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

DEPARTMENT	GENERAL FUND					
	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<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>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>6</b>	<b>8</b>
<b>Maintenance Public Buildings</b>						
Crew Leader	0	0	1	1	0	0
Custodial Worker	5	5	6	6	6	6
Supervisor Custodial	1	1	1	1	1	1
Supervisor Building Maintenance	2	2	2	2	2	2
Superintendent - Building Maint	1	1	1	1	1	1
Community Center Attendant	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Electrician	1	1	1	1	1	1
Painter	3	3	3	3	3	3
Carpenter	3	3	3	3	3	3
Trades Worker	1	1	0	0	0	0
Lead Custodial Worker	2	2	3	3	3	3
Building Maintenance Specialist	2	2	2	2	2	2
Mechanical Systems Technician	3	3	3	3	3	3
Crew Leader- Carpentry	0	0	0	0	1	1
<b>Total Maint.Public Bldgs.</b>	<b>27</b>	<b>27</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>
<b>Motor Pool</b>						
Superintendent	1	1	1	1	1	1
Supervisor -Fleet Maintenance	3	3	3	3	3	3
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Fleet Maintenance Tech Senior	5	5	11	11	11	11
Fleet Maintenance Tech	5	5	0	0	0	0
Fleet Collision Repair Tech	2	2	2	2	2	2
Fleet Service Tech	6	6	8	6	6	6
<b>Total Motor Pool</b>	<b>24</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Animal Shelter</b>						
Crew Leader	1	1	1	1	1	1
Kennel Technician	2	3	3	3	3	3
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Superintendent-Animal Control	1	1	1	1	1	1
Animal Control Officer	2	2	2	2	2	2
<b>Total Animal Shelter</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Planning</b>						
Director of Planning	1	1	1	1	1	1
Historic Preservation Asst PT	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Planner	1	1	0	0	0	0
Zoning Enforcement Analyst	1	1	2	2	2	2
<b>Total Planning</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Construction Development</b>						
Permit Technician	2	2	2	2	2	2
Electrical Inspector	2	0	0	0	0	0
Multi Trades Inspector	5	7	7	7	6	6
Superintendent Construction Dev	1	1	1	1	1	1
Plans Reviewer	1	1	1	1	1	1
<b>Total Construction Develop</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>10</b>
<b>Public Safety Police</b>						
Chief	1	1	1	1	1	1
Assistant Chief	1	1	1	1	1	1
Deputy Chief	1	1	1	1	1	1
Captain	4	4	4	4	4	4
Lieutenant	12	12	12	12	12	12
Sergeant	32	32	32	32	32	32
Communications Officer	17	17	17	17	17	17
Corporal	80	61	64	58	58	58
Police Officer	30	49	46	52	52	52
Jailer	2	2	2	2	2	2
School Patrol	15	15	15	15	15	15
Reserve Police Officer	20	20	20	20	20	20
Records Clerk	13	13	13	13	13	13
Secretary-Police Chief	1	1	1	1	1	1
Accounting Technician	1	1	1	1	1	1
<b>Total Police Department</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL  
GENERAL FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<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
Chief of Fire Prevention	1	1	1	1	1	1
Chief of Fire Communications	1	1	1	1	1	1
Captain	27	27	27	27	27	27
Fire Communications Officer	7	7	7	7	7	7
Fire Training Officer	1	1	1	1	1	1
Fire Prevention Officer	3	3	3	3	3	3
Director of EMS	1	1	1	1	1	1
Fire Equipment Operator	33	33	33	33	33	33
Firefighter 1st Class	39	39	39	39	39	39
Secretary - Fire Chief	1	1	1	1	1	1
Records Clerk	2	2	2	2	2	2
Mechanic	1	1	0	0	0	0
<b>Total Fire Department</b>	<b>128</b>	<b>128</b>	<b>127</b>	<b>127</b>	<b>127</b>	<b>127</b>
<b>Civil Service</b>						
Director of Civil Service	1	1	1	1	1	1
Compensation Analyst	1	1	1	1	1	1
Examination Analyst	1	1	1	1	1	1
Asst Director Civil Service	0	1	2	1	1	1
Personnel Analyst	1	1	1	1	1	1
<b>Total Civil Service</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Human Resources</b>						
Director of Human Resources	1	1	1	1	1	1
Administrative Assistant	1	1	1	1	1	1
Asst Director of Human Resources	1	1	1	0	0	0
Personnel Analyst	5	4	4	4	4	4
<b>Total Human Resources</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Legal</b>						
City Attorney	1	1	1	1	1	1
Assistant City Attorney	5	5	5	5	5	5
Safe Alex Tech PT	6	6	6	6	6	6
Assistant City Attorney PT	3	3	3	3	3	3
Legal Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
<b>Total Legal</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<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	0	1	1	1	1	1
Community Outreach Coordinator	1	0	0	0	0	0
Student Worker	9	9	9	9	9	9
<b>Total Community Services</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</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	5	5	5	5	5	5
Equipment Operator I (Seasonal)	4	4	4	4	4	4
Maintenance Worker	4	4	4	4	4	4
Maintenance Worker (Seasonal)	3	3	3	3	3	3
Building Maintenance Specialist	1	1	1	1	1	1
<b>Total Rectn Facilities Maint.</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>Recreational Enhancement</b>						
Mayor's Asst	0	1	1	1	1	1
Recreation Specialist PT	0	0	0	4	4	4
Student Worker	0	0	11	11	11	11
<b>Total Recreational Enhcmnt</b>	<b>0</b>	<b>1</b>	<b>12</b>	<b>16</b>	<b>16</b>	<b>16</b>
<b>TOTAL GENERAL FUND</b>	<b>623</b>	<b>626</b>	<b>640</b>	<b>642</b>	<b>641</b>	<b>641</b>

**2017-2018 ANNUAL BUDGET  
 RECAP OF PERSONNEL**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
Community Development						
Administrator	1	1	1	1	1	1
Permit Technician	1	1	0	0	0	0
Program Manager	1	1	2	2	2	2
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Multi Trades Inspector	0	0	0	0	1	1
<b>Total Community Develop</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>
<b>TOTAL CDBG FUND</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>

2017-2018 ANNUAL BUDGET

RECAP OF PERSONNEL

RISK MANAGEMENT FUND

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
Office of Risk Manager						
Risk Manager	1	1	1	1	1	1
Total Office of Risk Manager	1	1	1	1	1	1
TOTAL RISK MGMT FUND	1	1	1	1	1	1

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Budget Office</b>						
Mayor's Asst - Budget Officer	1	1	1	1	1	1
Mayor's Asst - Chief Info Officer	1	1	1	1	1	1
Assistant Director Finance	1	1	1	1	1	1
Information Systems Analyst	1	1	0	0	0	0
Accountant	1	1	1	1	1	1
<b>Total Budget Office</b>	<b>5</b>	<b>5</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Customer Service</b>						
Customer Service Manager	1	1	1	1	1	1
Mail Clerk	1	1	1	1	1	1
Customer Service Supervisor	1	1	1	1	1	1
Accountant	2	2	2	2	2	2
Administrative Secretary	1	1	1	1	1	1
Customer Accounts Representative	12	12	12	12	12	12
Customer Accounts Team Leader	5	5	5	5	5	5
Customer Services Representative	9	9	9	9	9	9
Student Worker	1	1	1	1	1	1
<b>Total Cust.Service Dep.</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>	<b>33</b>
<b>Customer Field Services</b>						
Supervisor Utility Field Services	1	1	1	1	1	1
Crew Leader	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Meter Reader	11	11	11	11	11	11
Utility Service Worker	7	7	7	7	7	7
<b>Total Customer Field Service</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>Management Infor. Systems</b>						
Information Systems Manager	1	1	1	1	1	1
Information Systems Analyst	3	3	4	4	4	4
PC / Network Technician	3	3	3	3	3	3
Computer Operator I	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
<b>Total Mgt Info Systems</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Utility Director</b>						
Director of Utilities	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Enviro Compliance Manager	1	1	1	1	1	1
Professional Engineer	0	1	1	1	1	1
Assistant Director Utilities	2	1	1	1	1	1
<b>Total Utility Director</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Electric Production</b>						
Superintendent - Electric Prod	1	1	1	1	1	1
Custodial Worker	1	1	1	1	1	1
Supervisor Electric Production	1	1	1	1	1	1
Plant Maintenance Supervisor	1	1	1	1	1	1
Enviromental Tech II	0	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Electric Plant Shift Supervisor	4	5	5	5	5	5
Maintenance Mechanic II	1	1	1	1	1	1
Electric Plant Operator II	4	4	4	4	4	4
Maintenance Mechanic I	0	1	1	1	1	1
Electric Plant Operator I	4	5	5	5	5	5
Trades Worker	1	1	1	1	1	1
Industrial Electrician-Electric Pr	1	1	1	1	1	1
Electronic & Instr Tech-Electric	1	1	1	1	1	1
<b>Total Electric Production</b>	<b>21</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>
<b>Electric Distribution</b>						
Maintenance Worker Senior	1	1	1	1	1	1
Crew Supervisor Electric Distribution	2	2	3	3	3	3
Supervisor Electric Distribution	1	1	1	1	1	1
Engineering Tech II	0	1	1	1	1	1
SCADA Operator - Electric Dist	4	4	4	4	4	4
Administrative Assistant	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Electric Substation Supervisor	1	1	1	1	1	1
Electric Line Worker Senior	9	10	9	9	9	9
Electric Service Worker	1	0	0	0	0	0
Electric Meter Technician	2	2	2	2	2	2
Electric Line Worker	3	3	3	3	3	3
Electric Substation Tech II	1	1	1	1	1	1
Electric Substation Tech I	2	2	2	2	2	2
Trades Worker	5	5	5	5	5	5
Supervisor Meter & Service	1	1	1	1	1	1
Electric Distribution Tech	1	1	1	1	1	1
<b>Total Electric Distrib.Dept.</b>	<b>36</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>	<b>37</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Water Distribution</b>						
Superintendent	1	1	1	1	0	0
Maintenance Worker Senior	2	2	2	2	2	2
Crew Supervisor Water Distribution	5	6	6	6	6	6
Supervisor Water Distribution	1	1	1	1	1	1
Assistant Superintendent	1	1	1	1	1	1
Meter Technician	2	2	2	2	2	2
Construction Inspector	1	1	1	1	1	1
Administrative Secretary	2	2	1	1	1	1
Clerical Specialist	0	0	1	1	1	1
Inventory Coordinator	1	0	0	0	0	0
Pipe Layer	3	4	4	4	4	4
Equipment Operator III	1	1	1	1	1	1
Maintenance Worker	5	5	5	5	5	5
Industrial Painter	1	1	1	1	1	1
Superintendent - Water Operations	0	0	0	0	1	1
<b>Total Water Distribution</b>	<b>26</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>Water Production</b>						
Maintenance Worker Senior	1	1	1	1	1	1
Crew Supervisor Water Distribution	1	1	1	1	1	1
Supervisor Water Treatment	1	1	1	1	1	1
Water Production Operator	3	3	7	7	7	7
Water Production Operator Sr	4	4	0	0	0	0
Equipment Operator III	2	2	2	2	2	2
Industrial Painter	1	1	1	1	1	1
Electronic & Instr Tech	1	1	1	1	1	1
<b>Total Water Production Dept.</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Gas Distribution</b>						
Superintendent	1	1	1	1	1	1
Crew Supervisor Gas Distribution	4	4	4	4	4	4
Gas General Supervisor	1	1	1	1	1	1
Meter Technician	1	1	1	1	1	1
Gas System Technician	1	2	2	2	2	2
Cathodic Protection Technician	1	1	1	1	1	1
Leak Survey Technician	2	2	2	2	2	2
SCADA Operator - Gas	5	5	5	5	5	5
Administrative Secretary	1	1	1	1	1	1
Inventory Coordinator	0	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Gas Service Technician	2	1	1	1	1	1
Pipe Layer	5	5	5	5	5	5
Pipeline Welder	2	2	2	2	2	2
Equipment Operator III	1	1	1	1	1	1
Trades Worker	4	4	4	4	4	4
Crew Supervisor Cathodic Protect	1	1	1	1	1	1
Electronic & Instr Tech	1	1	1	1	1	1
<b>Total Gas Distributin Dept.</b>	<b>34</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>35</b>
<b>Wastewater Treatment</b>						
Superintendent	1	1	1	1	0	0
Supervisor Wastewater Treatment	1	1	1	1	1	1
Wastewater Plant Operator	8	8	8	8	8	8
Wastewater Treatment/SCADA	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Asst Superintendent	0	0	0	0	1	1
Electronic & Instr Tech	1	1	1	1	1	1
<b>Total Wastewater Treat Dept.</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>Wastewater Collection</b>						
Maintenance Worker Senior	0	1	1	1	1	1
Supervisor Wastewater Collection	1	1	1	1	1	1
Crew Supervisor WW Line Maint	6	6	6	6	6	6
Maintenance Mechanic I	3	3	3	3	3	3
Pipe Layer	2	2	2	2	2	2
Equipment Operator III	3	3	3	3	3	3
Equipment Operator II	2	3	3	3	3	3
Equipment Operator I	1	1	1	1	1	1
Maintenance Worker	2	2	2	2	2	2
<b>Total Wastewater Collection</b>	<b>20</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**UTILITY FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	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	2	2	2	2	2
Environmental Technician II	2	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
<b>Total Environmental Services</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Utility Services</b>						
Superintendent	1	1	1	1	1	1
Maintenance Worker Senior	2	2	2	2	2	2
Crew Supervisor Utility Services	2	2	2	2	2	2
Engineering Tech II	4	4	4	4	4	4
Engineering Tech III	1	1	1	1	1	1
Engineering Tech I	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Pipe Layer	1	1	1	1	1	1
Equipment Operator III	1	1	1	1	1	1
Equipment Operator II	2	2	2	2	2	2
Welder	1	1	1	1	1	1
GIS Manager	1	1	1	1	1	1
<b>Total Utility Services</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>TOTAL UTILITY FUND</b>	<b>262</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>	<b>271</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**SANITATION**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
Sanitation						
Superintendent	1	1	1	1	1	1
Crew Supervisor Sanitation	3	3	3	3	3	3
Administrative Secretary	1	1	1	1	1	1
Equipment Operator III	7	7	7	7	7	7
Equipment Operator II	10	10	10	10	10	10
Equipment Operator I	8	8	8	8	8	8
Refuse Collector	20	20	20	20	20	20
<b>Total Sanitation Department</b>	50	50	50	50	50	50
<b>TOTAL SANITATION FUND</b>	50	50	50	50	50	50

**2017-2018 ANNUAL BUDGET  
 RECAP OF PERSONNEL  
 ZOOLOGICAL PARK**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Zoo</b>						
Zoo Director	1	1	1	1	1	1
Supervisor Zoo Facilities Maint	0	1	1	1	1	1
Veterinarian	1	1	1	1	1	1
Zoo Media Specialist	1	1	1	1	1	1
Zoo Curator - Education	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Inventory Coordinator	1	1	1	1	1	1
Customer Services Representative	1	1	1	1	1	1
Trades Worker	0	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	2	2	2	2	2	2
Security Officer	1	1	1	1	1	1
Zoo Keeper II	5	5	5	5	5	5
<b>Total Zoo Department</b>	<b>17</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>
<b>TOTAL ZOO FUND</b>	<b>17</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>

**2017-2018 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**MUNICIPAL TRANSIT FUND**

DEPARTMENT	2014-2015	2015-2016	2016-2017	2017-2018		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>General Administration</b>						
Transit Manager	1	1	1	1	1	1
Transit Shift Supervisor	1	2	2	2	2	2
Asst Manager Transit	1	1	1	1	1	1
Transit Analyst	1	0	0	0	0	0
Administrative Secretary	1	1	1	1	1	1
<b>Total Department</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>Revenue Vehicle Operating</b>						
Transit Operator	18	18	21	21	21	21
Transit Operator (PT)	10	10	10	10	10	10
<b>Total Vehicle Operator</b>	<b>28</b>	<b>28</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
<b>Inspection &amp; Maintenance</b>						
Fleet Maintenance Tech Senior	4	4	4	4	4	4
Fleet Service Technician	2	2	2	2	2	2
<b>Total Inspection &amp; Maint.</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>ADA Van</b>						
Transit Operator	3	3	0	0	0	0
<b>Total Inspection &amp; Maint.</b>	<b>3</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Maintenance Administration</b>						
Supervisor Fleet Maintenance	1	1	1	1	1	1
<b>Total Maint Administration</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>TOTAL TRANSIT FUND</b>	<b>43</b>	<b>43</b>	<b>43</b>	<b>43</b>	<b>43</b>	<b>43</b>
<b>TOTAL CITY WIDE</b>	<b>1,001</b>	<b>1,015</b>	<b>1,029</b>	<b>1,031</b>	<b>1,031</b>	<b>1,031</b>

2017-2018 ANNUAL BUDGET

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

**2017-2018 ANNUAL BUDGET**  
**FUND BALANCE ANALYSIS**  
**FOR GOVERNMENTAL FUND TYPES**

FUND	2015-2016	2016-2017	2017-2018
	ACTUAL	ESTIMATED	PROPOSED
<b>GENERAL FUND</b>			
Beginning Balance	21,522,023	20,438,434	14,700,405
Revenues	60,519,278	59,243,674	57,522,000
Expenditures	(61,602,867)	(64,981,703)	(62,551,756)
Ending Balance	20,438,434	14,700,405	9,670,649
Ending Fund Balance as % of Revenues	33.77%	24.81%	16.81%
<b>SPECIAL REVENUE FUNDS</b>			
Beginning Balance	1,138,650	1,338,219	1,185,719
Revenues	1,003,922	184,500	184,500
Expenditures	(804,353)	(337,000)	(184,500)
Ending Balance	1,338,219	1,185,719	1,185,719
Ending Fund Balance as % of Revenues	133.30%	642.67%	642.67%
<b>GENERAL DEBT SERVICE FUND</b>			
Beginning Balance	3,373,443	2,934,657	2,934,657
Revenues	22,561,584	4,658,750	4,717,200
Expenditures	(23,000,370)	(4,658,750)	(4,717,200)
Ending Balance	2,934,657	2,934,657	2,934,657
Ending Fund Balance as % of Revenues	13.01%	62.99%	62.21%
<b>GENERAL CAPITAL PROJECTS FUND</b>			
Beginning Balance	22,107,551	25,816,757	421,821
Revenues	11,442,044	29,132,143	7,558,800
Expenditures	(7,732,838)	(54,527,079)	(7,515,875)
Ending Balance	25,816,757	421,821	464,746
Ending Fund Balance as % of Revenues	225.63%	1.45%	6.15%

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.

**2017-2018 ANNUAL BUDGET  
NET POSITION ANALYSIS  
FOR PROPRIETARY FUND TYPES**

FUND	2015-2016	2016-2017	2017-2018
	ACTUAL	ESTIMATED	PROPOSED
<b>INTERNAL SERVICE FUNDS</b>			
Beginning Balance	(2,384,415)	(1,412,275)	(1,421,875)
Revenues	17,533,263	17,738,000	17,772,000
Expenses	(16,581,123)	(17,747,600)	(17,782,600)
Ending Balance	(1,412,275)	(1,421,875)	(1,432,475)
Ending Net Position as % of Rev	-8.05%	-8.02%	-8.06%
<b>UTILITY FUND</b>			
Beginning Balance	102,225,215	118,543,506	107,728,199
Revenues	106,600,781	97,781,000	106,163,000
Expenses	(90,282,490)	(108,596,307)	(116,143,182)
Ending Balance	118,543,506	107,728,199	97,748,017
Ending Net Position as % of Rev	111.20%	110.17%	92.07%
<b>MUNICIPAL TRANSIT FUND</b>			
Beginning Balance	3,005,399	3,164,017	3,164,017
Revenues	3,671,717	3,333,690	3,811,012
Expenses	(3,513,099)	(3,333,690)	(3,811,012)
Ending Balance	3,164,017	3,164,017	3,164,017
Ending Net Position as % of Rev	86.17%	94.91%	83.02%
<b>SANITATION FUND</b>			
Beginning Balance	3,021,463	3,331,759	3,331,759
Revenues	4,895,827	5,114,500	5,117,000
Expenses	(4,585,531)	(5,114,500)	(5,117,000)
Ending Balance	3,331,759	3,331,759	3,331,759
Ending Net Position as % of Rev	68.05%	65.14%	65.11%

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.

## 2017-2018 ANNUAL BUDGET

<b>SUMMARY OF SOURCES, USES, AND CHANGES IN FUND BALANCE GENERAL FUND</b>
---

## Sources of Funds

Description	YTD Actual 03-31-17	Fiscal Year 2017 Projected	Fiscal Year 2018 Budget	% Change 2017 Proj TO 2018 Budget
Taxes	31,729,377	33,808,000	33,501,000	-0.91%
Licenses & Permits	2,839,540	3,020,000	2,890,000	-4.30%
Intergovernmental	8,695,273	10,412,674	9,890,000	-5.02%
Internal Transfers/Interfunds	9,591,083	10,463,000	10,236,000	-2.17%
Fines & Forfeitures	368,284	519,000	519,000	0.00%
Investment Income	81,014	45,000	0	-100.00%
Charges for Services	192,277	252,000	220,000	-12.70%
Other	763,758	724,000	266,000	-63.26%
Budgeted Use of Fund Balance	0	5,288,029	5,029,756	-4.88%
<b>Total Sources</b>	<b>54,260,606</b>	<b>64,531,703</b>	<b>62,551,756</b>	<b>-3.07%</b>

## Uses of Funds

Description	YTD Actual 03-31-17	Fiscal Year 2017 Projected	Fiscal Year 2018 Budget	% Change 2017 Proj TO 2018 Budget
Legislative	361,927	471,385	515,945	9.45%
Executive	682,956	955,683	974,880	2.01%
Judicial	967,052	1,033,159	1,087,099	5.22%
Finance	2,529,806	5,935,363	5,797,485	-2.32%
Public Works	12,859,935	12,936,265	11,932,574	-7.76%
Planning	1,103,022	1,310,110	1,371,427	4.68%
Public Safety	25,598,030	29,610,561	29,534,817	-0.26%
Civil Service	193,915	404,340	417,872	3.35%
Human Resources	483,714	582,372	512,005	-12.08%
Legal	1,803,708	2,116,074	1,980,102	-6.43%
Community Services	1,233,234	3,987,336	3,641,550	-8.67%
Interfund Transfers	5,169,322	5,189,055	4,786,000	-7.77%
<b>Total Uses</b>	<b>52,986,621</b>	<b>64,531,703</b>	<b>62,551,756</b>	<b>-3.07%</b>

Net Change in Fund Balance	1,273,985	(5,288,029)	(5,029,756)
----------------------------	-----------	-------------	-------------

Beginning Fund Balance		20,438,434	15,150,405
------------------------	--	------------	------------

Ending Fund Balance		15,150,405	10,120,649
---------------------	--	------------	------------

## 2017-2018 ANNUAL BUDGET

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

## Sources of Funds

Description	YTD Actual 03-31-17	Fiscal Year 2017 Projected	Fiscal Year 2018 Budget	% Change 2017 Proj TO 2018 Budget
Fines & Forfeitures	273,780	184,500	184,500	0.00%
Investment Income	6,335	0	0	0.00%
Budgeted Use of Fund Balance	0	152,500	0	-100.00%
TOTAL SOURCES	280,115	337,000	184,500	-45.25%

## Uses of Funds

Description	YTD Actual 03-31-17	Fiscal Year 2017 Projected	Fiscal Year 2018 Budget	% Change 2017 Proj TO 2018 Budget
Interfund Transfers	102,000	235,000	108,000	-54.04%
Legal	0	102,000	76,500	-25.00%
TOTAL USES	102,000	337,000	184,500	-45.25%

Net Change in Fund Balance	178,115	(152,500)	0
Beginning Fund Balance		923,124	770,624
Ending Fund Balance		770,624	770,624

2017-2018 ANNUAL BUDGET

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

## 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.

*City of Alexandria*  
**Annual Operating Budget**

*General Fund*



**2017-2018 ANNUAL BUDGET**

*\*\*\*\*\*This Page Left Blank\*\*\*\*\**

2017-2018 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Received	Actual Received	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Taxes:</b>								
311101	Taxes - Ad Valorem	3,209,502	3,441,927	3,757,000	3,488,000	3,481,000	3,481,000	3,481,000
311303	Taxes - Franchise	709,962	654,630	650,000	650,000	650,000	650,000	650,000
311301	Sales & Use Tax - 1976	7,353,264	7,667,934	7,350,000	7,400,000	7,325,000	7,325,000	7,325,000
311304	Sales & Use Tax - 1998	14,706,527	15,335,867	14,700,000	14,800,000	14,650,000	14,650,000	14,650,000
311308	Sales & Use Tax - 2005	7,350,858	7,667,458	7,350,000	7,400,000	7,325,000	7,325,000	7,325,000
311900	Interest - Delinquent Taxes	2,180	2,914	60,000	60,000	60,000	60,000	60,000
333103	Housing Authority-P.I.L.O.T	25,284	31,819	10,000	10,000	10,000	10,000	10,000
<b>Total Taxes</b>		<b>33,357,377</b>	<b>34,802,549</b>	<b>33,877,000</b>	<b>33,808,000</b>	<b>33,501,000</b>	<b>33,501,000</b>	<b>33,501,000</b>
<b>Licenses and Permits:</b>								
322101	Licenses - Occupational	2,866,193	2,926,711	2,600,000	2,800,000	2,700,000	2,700,000	2,700,000
322102	Licenses- Compentency Cards	7,969	5,142	10,000	10,000	10,000	10,000	10,000
322201	Permits - Building	290,534	200,462	170,000	200,000	170,000	170,000	170,000
322202	Permits - Zoning	9,361	8,525	10,000	10,000	10,000	10,000	10,000
<b>Total Licenses And Permits</b>		<b>3,174,057</b>	<b>3,140,840</b>	<b>2,790,000</b>	<b>3,020,000</b>	<b>2,890,000</b>	<b>2,890,000</b>	<b>2,890,000</b>
<b>Intergovernmental:</b>								
311302	Parish Sales Taxes	8,162,024	8,380,747	8,100,000	8,100,000	8,050,000	8,050,000	8,050,000
333104	Federal - FEMA Fire	0	0	0	283,000	0	0	0
333480	Federal - FEMA Recovery	0	0	0	0	0	0	0
333502	State - Beer Tax	79,383	78,900	75,000	75,000	75,000	75,000	75,000
333504	State - Fire Insurance Rebate	138,509	156,681	83,000	143,000	83,000	83,000	83,000
333510	State Grant - DARE Officers	23,403	17,398	0	0	0	0	0
333526	State Grant - LA Comm on Law Enf	44,292	46,339	0	20,300	0	0	0
333527	Grants - Police	85,918	87,731	0	25,300	0	0	0
333529	State - Dept of Culture, Recreation	1,330	0	0	0	0	0	0
333534	Parish - Sales Tax Rebate	266,641	266,641	108,000	108,000	108,000	108,000	108,000
333536	State - Police Supplemental Pay	877,717	888,649	878,000	887,000	887,000	887,000	887,000
333537	State - Fire Supplemental Pay	665,485	651,615	665,000	652,000	652,000	652,000	652,000
333543	Federal - US Dept of Justice	28,623	37,687	0	36,800	0	0	0
333545	Federal - Drug Confiscations	128,354	3,791	35,000	0	35,000	35,000	35,000
333549	State - Small Business Development	26,343	6,263	0	30,000	0	0	0
333554	Federal - USDA	23,437	93,125	0	0	0	0	0
399014	State - Confiscations	23,121	8,994	0	52,274	0	0	0
<b>Total Intergovernmental</b>		<b>10,572,580</b>	<b>10,722,559</b>	<b>9,944,000</b>	<b>10,412,674</b>	<b>9,890,000</b>	<b>9,890,000</b>	<b>9,890,000</b>
<b>Internal Services/Interfunds:</b>								
381401	Transfer from Utility-Other	24,000	24,000	24,000	24,000	24,000	24,000	24,000
333401	Cost Allocation-Utility Fund	3,206,074	2,472,456	3,206,000	2,472,000	2,472,000	2,472,000	2,472,000
333402	Cost Allocation-Sanitation Fund	589,209	643,516	589,000	644,000	644,000	644,000	644,000
333403	Cost Allocation-Zoo Fund	640,360	688,804	640,000	689,000	689,000	689,000	689,000
333404	Cost Allocation-Golf Course Fund	34,584	30,678	35,000	31,000	31,000	31,000	31,000
333450	Cost Allocation-Municipal Transit	577,373	624,057	577,000	624,000	624,000	624,000	624,000
388175	Transfers - PTI Fund	108,000	120,000	108,000	235,000	108,000	108,000	108,000
388300	Transfers - General Capital Projects	411,000	411,000	411,000	411,000	411,000	411,000	411,000
388401	Transfers-Utility System 5%	4,033,347	5,133,000	5,133,000	5,333,000	5,233,000	5,233,000	5,233,000
<b>Total Int Service/Interfunds</b>		<b>9,623,947</b>	<b>10,147,511</b>	<b>10,723,000</b>	<b>10,463,000</b>	<b>10,236,000</b>	<b>10,236,000</b>	<b>10,236,000</b>

2017-2018 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Received	Actual Received	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
367101	Investment Income:							
	Interest - Investments	21,885	53,204	0	45,000	0	0	0
	<b>Total Investment Income</b>	21,885	53,204	0	45,000	0	0	0
	<b>Fines and Forfeitures:</b>							
354701	City Court - Civil Fees	77,370	79,973	74,000	75,000	75,000	75,000	75,000
354702	City Court - Legal	67,150	69,161	80,000	75,000	75,000	75,000	75,000
354703	City Court - Fines	357,112	353,885	425,000	350,000	350,000	350,000	350,000
354705	Fines - Parking Tickets	175	0	1,000	1,000	1,000	1,000	1,000
354708	City Court-Police Officers Witness	9,882	10,410	12,000	12,000	12,000	12,000	12,000
354710	Fines-DWI Collections	4,064	4,350	6,000	6,000	6,000	6,000	6,000
	<b>Total Fines and Forfeitures</b>	515,753	517,779	598,000	519,000	519,000	519,000	519,000
	<b>Charges for Services:</b>							
334701	Charges - Training Academy	43,542	9,500	30,000	30,000	30,000	30,000	30,000
344001	Charges - Grass Mowing	61,637	56,150	20,000	60,000	30,000	30,000	30,000
344205	Charges - Demolition	0	34,235	0	0	0	0	0
344703	Charges - R-O-W Maintenance	60,190	60,190	60,000	60,000	60,000	60,000	60,000
344705	Charges - Animal Shelter	80,222	79,749	75,000	77,000	75,000	75,000	75,000
344708	Charges - Photo Copies	27,214	15,085	40,000	25,000	25,000	25,000	25,000
344709	Charges - Alarm Billing	40,355	17,385	0	0	0	0	0
	<b>Total Charges for Services</b>	313,160	272,294	225,000	252,000	220,000	220,000	220,000
	<b>Other:</b>							
377504	Rent - Sutherland's	144,525	144,525	144,000	144,000	144,000	0	0
377505	Rent - Incubator	163,618	110,466	110,000	130,000	110,000	110,000	110,000
377600	Rent - Bolton Avenue Center	19,257	18,799	10,000	20,000	10,000	10,000	10,000
377601	Rent - Convention Hall	83,164	70,011	55,000	70,000	55,000	55,000	55,000
377604	Rent - M.L. King Center	4,120	5,180	5,000	5,000	5,000	5,000	5,000
377605	Rent - Broadway Resource Center	11,365	10,499	12,000	10,000	12,000	12,000	12,000
377700	Rent - Harold Miles Park	11,975	9,685	5,000	10,000	5,000	5,000	5,000
377702	Rent - Farmers Market	19,362	23,344	10,000	15,000	10,000	10,000	10,000
377703	Rent - Amphitheatre	2,738	5,948	1,000	1,000	1,000	1,000	1,000
377708	Rent - Martin Center	19,372	18,005	3,000	18,000	3,000	3,000	3,000
388200	Sale of Fixed Assets	12,574	29,080	0	25,000	0	0	0
399000	Miscellaneous Revenue	157,054	275,784	45,000	231,000	45,000	45,000	45,000
399001	Misc - Return Checks	17,087	41	0	0	0	0	0
399004	Misc - Arts & Humanities	0	0	2,000	2,000	2,000	2,000	2,000
399015	Misc - Field Usage	8,083	7,150	8,000	8,000	8,000	8,000	8,000
399510	Revenue - Other	172,500	24,000	0	35,000	0	0	0
399524	Revenue - Other Winter Fets	0	110,025	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	4,798,753	5,288,029	9,207,306	5,029,756	5,029,756
	<b>Total Other</b>	846,794	862,542	5,208,753	6,012,029	9,617,306	5,295,756	5,295,756
	<b>TOTAL REVENUES</b>	58,425,553	60,519,278	63,365,753	64,531,703	66,873,306	62,551,756	62,551,756

*City of Alexandria*  
**Annual Operating Budget**

*Legislative Division*



# City of Alexandria LEGISLATIVE DIVISION ORGANIZATIONAL CHART

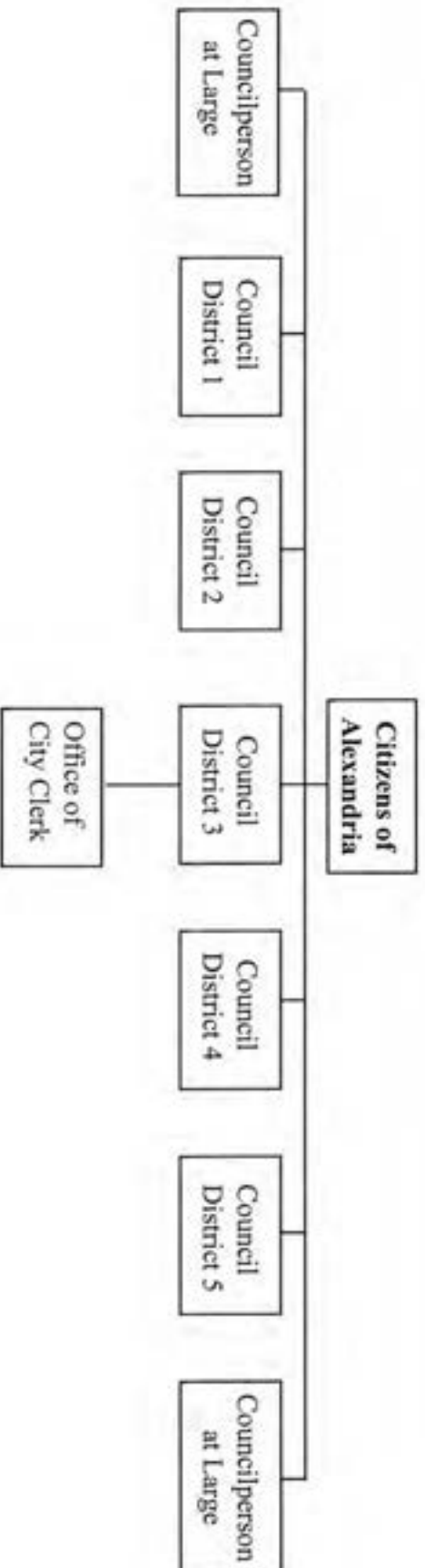


Chart depicts organizational structure of the City Council.

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 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

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	126,485	126,485	147,000	147,000	176,400	176,400	20.00%
Fringe Benefits	44,544	42,884	52,719	52,719	63,070	63,070	19.63%
Operating/Contractual	36,784	37,388	86,000	86,000	86,000	86,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>207,813</b>	<b>206,757</b>	<b>285,719</b>	<b>285,719</b>	<b>325,470</b>	<b>325,470</b>	<b>13.91%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480110	Salary - City Council Persons	7	7	7	7	7	7	0.00%
	<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
480110	<b>Salaries:</b>							
	Salary - City Council Persons	126,485	126,485	147,000	147,000	176,400	176,400	176,400
	<b>Total Salaries</b>	126,485	126,485	147,000	147,000	176,400	176,400	176,400
	<b>Fringe:</b>							
510202	Fringe - Hospital	35,748	33,826	41,169	41,169	49,600	49,600	49,600
510206	Fringe - Medicare Insurance Tax	1,643	1,694	2,132	2,132	2,492	2,492	2,492
510207	Fringe - Life Insurance	130	122	294	294	294	294	294
510208	Fringe - FICA Tax Retirement	7,023	7,242	9,124	9,124	10,684	10,684	10,684
	<b>Total Fringe</b>	44,544	42,884	52,719	52,719	63,070	63,070	63,070
	<b>Operating &amp; Contractual:</b>							
531500	Printing	100	80	0	0	0	0	0
531900	Advertising	17,758	17,765	31,000	31,000	31,000	31,000	31,000
533024	Economic Development	0	0	10,000	10,000	10,000	10,000	10,000
543000	Miscellaneous	12,193	14,202	15,000	15,000	15,000	15,000	15,000
543003	Travel & Training	6,733	5,341	30,000	30,000	30,000	30,000	30,000
	<b>Total Operating &amp; Contractual</b>	36,784	37,388	86,000	86,000	86,000	86,000	86,000
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	0	0	0	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	0	0	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	207,813	206,757	285,719	285,719	325,470	325,470	325,470

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Regular council meetings	26	26	26
Council work sessions	26	26	26
Council committee meetings	205	205	205
Ordinances adopted	408	408	408
Resolutions adopted	305	305	305
Telephone inquires	12,565	12,565	12,565

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	100,083	109,868	112,729	112,729	114,983	114,983	2.00%
Fringe Benefits	19,041	28,559	30,937	30,937	33,492	33,492	8.26%
Operating/Contractual	15,867	19,171	42,000	42,000	42,000	42,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	999	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>135,990</b>	<b>157,598</b>	<b>185,666</b>	<b>185,666</b>	<b>190,475</b>	<b>190,475</b>	<b>2.59%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480101	Salary - City Clerk	1	1	1	1	1	1	0.00%
480301	Salary - Deputy City Clerk	1	0	0	0	0	0	0.00%
480604	Salary - Administrative Assistant	0	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
480101	Salary - City Clerk	66,171	68,911	70,705	70,705	70,705	72,119	72,119
480301	Salary - Deputy City Clerk	30,989	0	0	0	0	0	0
480604	Salary - Administrative Assistant	2,923	40,957	42,024	42,024	42,024	42,864	42,864
	<b>Total Salaries</b>	<b>100,083</b>	<b>109,868</b>	<b>112,729</b>	<b>112,729</b>	<b>112,729</b>	<b>114,983</b>	<b>114,983</b>
<b>Fringe:</b>								
510201	Fringe - Pension	9,233	16,441	16,206	16,206	17,184	17,528	17,528
510202	Fringe - Hospital	9,744	11,504	14,038	14,038	15,258	15,258	15,258
510206	Fringe - Medicare Insurance Tax	41	573	609	609	609	622	622
510207	Fringe - Life Insurance	23	41	84	84	84	84	84
	<b>Total Fringe</b>	<b>19,041</b>	<b>28,559</b>	<b>30,937</b>	<b>30,937</b>	<b>33,135</b>	<b>33,492</b>	<b>33,492</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	879	0	2,000	2,000	2,000	2,000	2,000
520400	Office	2,731	5,558	8,000	8,000	8,000	8,000	8,000
531410	Telephone	3,397	3,129	5,000	5,000	5,000	5,000	5,000
531500	Printing	70	0	0	0	0	0	0
531800	Lease	6,131	6,208	9,000	9,000	9,000	9,000	9,000
543000	Miscellaneous Expense	881	1,291	6,000	6,000	6,000	6,000	6,000
543003	Travel & Training	1,778	2,985	12,000	12,000	12,000	12,000	12,000
	<b>Total Operating &amp; Contractual</b>	<b>15,867</b>	<b>19,171</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>	<b>42,000</b>
<b>Capital Outlay:</b>								
707600	Machinery & Equipment	0	0	0	0	0	0	0
707700	Office Furniture & Fixtures	999	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>999</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>135,990</b>	<b>157,598</b>	<b>185,666</b>	<b>185,666</b>	<b>187,864</b>	<b>190,475</b>	<b>190,475</b>

*City of Alexandria*  
**Annual Operating Budget**

*Executive Division*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

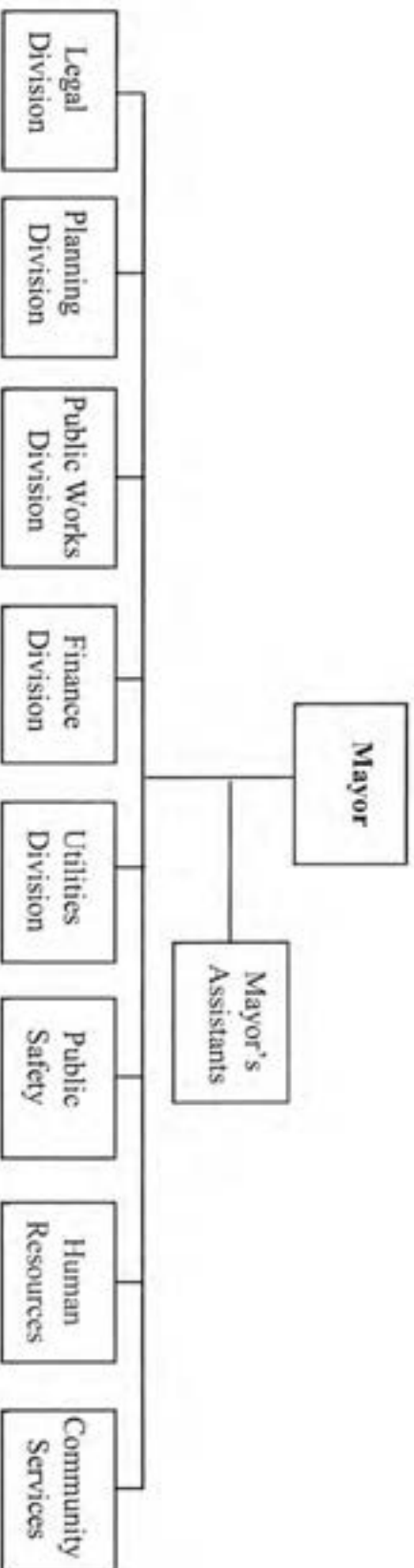


Chart depicts line of command of divisions within the city.

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Executive	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Office of the Mayor	<b>ORGANIZATION:</b>	020400

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	161,970	167,885	169,657	169,657	171,643	171,643	1.17%
Fringe Benefits	39,859	40,625	51,131	51,131	47,222	47,222	-7.65%
Operating/Contractual	47,398	62,064	73,000	73,000	73,000	73,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>249,227</b>	<b>270,574</b>	<b>293,788</b>	<b>293,788</b>	<b>291,865</b>	<b>291,865</b>	<b>-0.65%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480109	Salary - Mayor	1	1	1	1	1	1	0.00%
480604	Salary - Executive Secretary	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
480109	Salary - Mayor	116,977	117,913	118,283	118,283	120,767	120,767	120,767
480604	Salary - Executive Secretary	44,993	49,972	51,374	51,374	49,878	50,876	50,876
	<b>Total Salaries</b>	<b>161,970</b>	<b>167,885</b>	<b>169,657</b>	<b>169,657</b>	<b>170,645</b>	<b>171,643</b>	<b>171,643</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	16,614	15,439	15,591	15,591	16,979	17,078	17,078
510202	Fringe - Hospital	12,846	14,874	25,179	25,179	19,754	19,754	19,754
510206	Fringe - Medicare Insurance Tax	2,621	2,684	2,572	2,572	2,586	2,601	2,601
510207	Fringe - Life Insurance	43	41	84	84	84	84	84
510209	Fringe - Car Allowance	7,735	7,587	7,705	7,705	7,705	7,705	7,705
	<b>Total Fringe</b>	<b>39,859</b>	<b>40,625</b>	<b>51,131</b>	<b>51,131</b>	<b>47,108</b>	<b>47,222</b>	<b>47,222</b>
	<b>Operating &amp; Contractual:</b>							
520400	Office	323	132	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs - Gas & Oil	4,104	2,596	2,000	2,000	2,000	2,000	2,000
531304	Vehicle Costs - R & M	102	94	0	0	0	0	0
531410	Telephone	5,880	6,954	7,000	7,000	7,000	7,000	7,000
531500	Printing	2,452	743	2,000	2,000	2,000	2,000	2,000
531800	Rent	2,950	3,100	3,000	3,000	3,000	3,000	3,000
543000	Miscellaneous	19,760	22,574	22,000	22,000	22,000	22,000	22,000
543002	Dues & Subscriptions	1,937	1,852	2,000	2,000	2,000	2,000	2,000
543017	Placques & Awards	0	22,966	0	0	0	0	0
543003	Travel & Training	9,612	0	33,000	33,000	33,000	33,000	33,000
605106	Maintenance Equipment	278	1,053	1,000	1,000	1,000	1,000	1,000
	<b>Total Operating &amp; Contractual</b>	<b>47,398</b>	<b>62,064</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>	<b>73,000</b>
	<b>Capital Outlay:</b>							
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>	<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>249,227</b>	<b>270,574</b>	<b>293,788</b>	<b>293,788</b>	<b>290,753</b>	<b>291,865</b>	<b>291,865</b>

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

--

**FUNCTION DESCRIPTION**

--

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	86,662	67,238	114,862	76,862	113,724	113,724	0.00%
Fringe Benefits	35,411	21,082	47,114	35,114	50,261	50,261	0.00%
Operating/Contractual	49,945	49,379	34,000	54,000	24,000	24,000	-29.41%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>172,018</b>	<b>137,699</b>	<b>195,976</b>	<b>165,976</b>	<b>187,985</b>	<b>187,985</b>	<b>-4.08%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480204	Salary - Mayor's Asst-Diversity Officer	1	1	1	1	1	1	0.00%
490614	Salary - Administrative Assistant	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
480204	Salary - Mayor's Asst-Diversity Officer	64,748	44,902	64,500	33,500	64,500	64,500	64,500
490614	Salary - Administrative Assistant	0	8,328	27,877	20,877	27,065	27,606	27,606
490626	Salary - Clerical Specialist	21,914	14,008	22,485	22,485	21,194	21,618	21,618
	<b>Total Salaries</b>	<b>86,662</b>	<b>67,238</b>	<b>114,862</b>	<b>76,862</b>	<b>112,759</b>	<b>113,724</b>	<b>113,724</b>
<b>Fringe:</b>								
510201	Fringe - Pension	12,901	9,633	17,582	15,562	18,072	18,306	18,306
510202	Fringe - Hospital	21,181	10,423	27,761	17,761	30,181	30,181	30,181
510206	Fringe - Medicare Insurance Tax	1,286	966	1,665	1,665	1,634	1,648	1,648
510207	Fringe - Life Insurance	43	30	126	126	126	126	126
	<b>Total Fringe</b>	<b>35,411</b>	<b>21,082</b>	<b>47,114</b>	<b>35,114</b>	<b>50,013</b>	<b>50,261</b>	<b>50,261</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	11,045	0	0	0	0	0
520400	Office	1,327	168	2,000	2,000	4,000	4,000	4,000
531301	Vehicle Costs - Gas & Oil	0	0	1,000	1,000	0	0	0
531304	Vehicle Costs - R & M	0	0	1,000	1,000	0	0	0
531410	Telephone	1,652	1,247	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	524	3,616	3,000	3,000	3,000	3,000	3,000
543036	Small Business Development	41,078	30,268	0	30,000	0	0	0
543037	Human Relations Committee	5,364	3,035	25,000	15,000	15,000	15,000	15,000
	<b>Total Operating &amp; Contractual</b>	<b>49,945</b>	<b>49,379</b>	<b>34,000</b>	<b>54,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>Capital Outlay:</b>								
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>	<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>172,018</b>	<b>137,699</b>	<b>195,976</b>	<b>165,976</b>	<b>186,772</b>	<b>187,985</b>	<b>187,985</b>

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	414,152	309,570	428,306	380,306	396,030	396,030	-7.54%
Fringe Benefits	83,428	63,623	99,613	86,613	74,000	74,000	-25.71%
Operating/Contractual	26,677	15,996	33,000	29,000	25,000	25,000	-24.24%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>524,257</b>	<b>389,189</b>	<b>560,919</b>	<b>495,919</b>	<b>495,030</b>	<b>495,030</b>	<b>-11.75%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
480201	Salary - Mayor's Asst Chief of Staff	1	1	1	1	1	1	0.00%
480202	Salary - Mayor's Asst	1	1	1	1	1	1	0.00%
480218	Salary - Mayor's Asst- Asst Chief Ops	1	1	1	1	1	1	0.00%
480219	Salary - Mayor's Asst -Eco Developmnt	1	1	1	1	1	1	0.00%
480221	Salary - Mayor's Asst-Publicist	1	1	1	1	1	1	0.00%
480226	Salary - Mayor's Asst-Capital Projects	1	1	1	1	1	1	0.00%
480227	Salary - Mayor's Asst	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
480201	Salary - Mayor's Asst Chief of Staff	81,308	7,750	65,000	48,000	53,000	53,000	53,000
480202	Salary - Mayor's Asst	51,196	51,196	59,500	59,500	59,500	60,690	60,690
480218	Salary - Mayor's Asst- Asst Chief Ops	65,250	22,748	65,000	34,000	53,500	50,000	50,000
480219	Salary - Mayor's Asst -Eco Developmnt	55,615	65,250	66,950	66,950	65,000	66,300	66,300
480221	Salary - Mayor's Asst-Publicist	48,185	48,185	49,440	49,440	48,000	48,960	48,960
480226	Salary - Mayor's Asst-Capital Projects	64,095	64,095	65,766	65,766	65,765	67,080	67,080
480227	Salary - Mayor's Asst	48,503	50,346	56,650	56,650	55,000	50,000	50,000
	<b>Total Salaries</b>	<b>414,152</b>	<b>309,570</b>	<b>428,306</b>	<b>380,306</b>	<b>399,765</b>	<b>396,030</b>	<b>396,030</b>
<b>Fringe:</b>								
510201	Fringe - Pension	33,943	23,514	34,157	34,157	34,305	34,431	34,431
510202	Fringe - Hospital	29,889	27,148	55,522	42,522	30,516	30,516	30,516
510206	Fringe - Medicare Insurance Tax	6,498	4,820	6,212	6,212	5,799	5,743	5,743
510207	Fringe - Life Insurance	106	77	210	210	210	210	210
510208	Fringe - FICA	5,090	3,338	3,512	3,512	3,410	3,100	3,100
510209	Fringe - Car Allowance	7,902	4,726	0	0	0	0	0
	<b>Total Fringe</b>	<b>83,428</b>	<b>63,623</b>	<b>99,613</b>	<b>86,613</b>	<b>74,240</b>	<b>74,000</b>	<b>74,000</b>
<b>Operating &amp; Contractual:</b>								
520400	Office	1,567	3,842	9,000	5,000	9,000	5,000	5,000
531410	Telephone	5,438	3,858	4,000	4,000	4,000	4,000	4,000
543000	Miscellaneous	9,679	5,071	5,000	5,000	5,000	5,000	5,000
543003	Travel & Training	9,993	3,225	15,000	15,000	15,000	11,000	11,000
	<b>Total Operating &amp; Contractual</b>	<b>26,677</b>	<b>15,996</b>	<b>33,000</b>	<b>29,000</b>	<b>33,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Capital Outlay:</b>								
707600	Machinery and 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>524,257</b>	<b>389,189</b>	<b>560,919</b>	<b>495,919</b>	<b>507,005</b>	<b>495,030</b>	<b>495,030</b>

2017-2018 ANNUAL BUDGET

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

# *City of Alexandria* **Annual Operating Budget**

## *Judicial Division*



# City of Alexandria JUDICIAL DIVISION ORGANIZATIONAL CHART

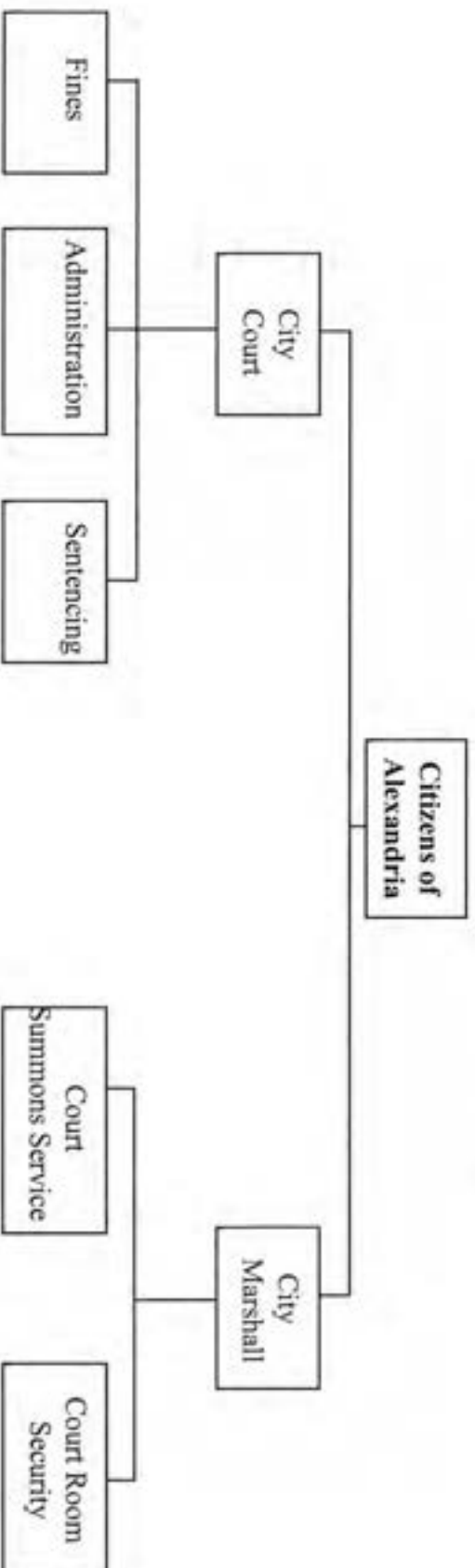


Chart depicts organizational structure and function of the city judge.  
City of Alexandria and Rapides Parish Police Jury jointly assist in the funding of this division.

**2017-2018 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. There 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Criminal Cases	6,955	7,400	7,500
Traffic Cases	12,100	13,500	14,000
Civil Cases	3,100	2,800	3,000
Pre-Trial Intervention Cases	400	410	450

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	297,443	279,693	304,812	290,812	318,599	318,599	4.52%
Fringe Benefits	152,795	140,039	159,347	159,347	207,500	207,500	30.22%
Operating/Contractual	45,872	52,369	53,000	79,000	53,000	53,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>496,110</b>	<b>472,101</b>	<b>517,159</b>	<b>529,159</b>	<b>579,099</b>	<b>579,099</b>	<b>11.98%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
480111	Salary - City Judge	1	1	1	1	1	1	0.00%
480607	Salary - Deputy Clerk	7	7	7	7	7	7	0.00%
480608	Salary - Clerk of Court	1	1	1	1	1	1	0.00%
480609	Salary - Secretary	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
480111	Salary - City Judge	49,481	50,180	51,595	51,595	51,154	51,154	51,154
480607	Salary - Deputy Clerk	187,010	167,049	189,127	175,127	188,512	202,072	202,072
480608	Salary - Clerk of Court	25,613	26,249	26,932	26,932	26,932	27,471	27,471
480609	Salary - Secretary	35,339	36,215	37,158	37,158	37,159	37,902	37,902
	<b>Total Salaries</b>	297,443	279,693	304,812	290,812	303,757	318,599	318,599
	<b>Fringe:</b>							
510201	Fringe - Pension	72,705	68,133	67,864	67,864	69,997	73,534	73,534
510202	Fringe - Hospital	76,253	68,335	87,090	87,090	129,381	129,381	129,381
510206	Fringe - Medicare Insurance Tax	3,647	3,414	3,973	3,973	3,958	4,165	4,165
510207	Fringe - Life Insurance	190	157	420	420	420	420	420
	<b>Total Fringe</b>	152,795	140,039	159,347	159,347	203,756	207,500	207,500
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	0	7,500	0	30,000	0	0	0
520400	Office	1,937	2,028	6,000	2,000	6,000	6,000	6,000
520501	Operating - Janitorial	13,572	15,392	15,000	15,000	15,000	15,000	15,000
531410	Telephone	10,125	10,213	9,000	9,000	9,000	9,000	9,000
531701	Utilities	19,316	15,817	20,000	20,000	20,000	20,000	20,000
605101	Maintenance Buildings & Facilities	922	1,419	3,000	3,000	3,000	3,000	3,000
	<b>Total Operating &amp; Contractual</b>	45,872	52,369	53,000	79,000	53,000	53,000	53,000
	<b>TOTAL DEPARTMENT</b>	495,110	472,101	517,159	529,159	560,513	579,099	579,099

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	0	0	0	0	0	0	0.00%
Fringe Benefits	0	0	0	0	0	0	0.00%
Operating/Contractual	60,735	41,480	58,000	54,000	58,000	58,000	0.00%
Other	426,390	426,390	450,000	450,000	450,000	450,000	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
Total Appropriations	487,125	467,870	508,000	504,000	508,000	508,000	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change

2017-2018 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Operating &amp; Contractual:</b>							
520400	Office	866	814	3,000	3,000	3,000	3,000	3,000
531301	Vehicle Costs - Gas & Oil	27,799	19,338	35,000	25,000	35,000	35,000	35,000
531304	Vehicle Costs - Repairs & Maint	26,302	15,383	15,000	20,000	15,000	15,000	15,000
531410	Telephone	5,768	5,945	5,000	6,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	<b>60,735</b>	<b>41,480</b>	<b>58,000</b>	<b>54,000</b>	<b>58,000</b>	<b>58,000</b>	<b>58,000</b>
	<b>Other:</b>							
646015	RPPJ Cost Share	426,390	426,390	450,000	450,000	450,000	450,000	450,000
	<b>Total Other</b>	<b>426,390</b>	<b>426,390</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>487,125</b>	<b>467,870</b>	<b>508,000</b>	<b>504,000</b>	<b>508,000</b>	<b>508,000</b>	<b>508,000</b>

# *City of Alexandria* **Annual Operating Budget**

## *Finance Division*



# City of Alexandria FINANCE DIVISION ORGANIZATIONAL CHART

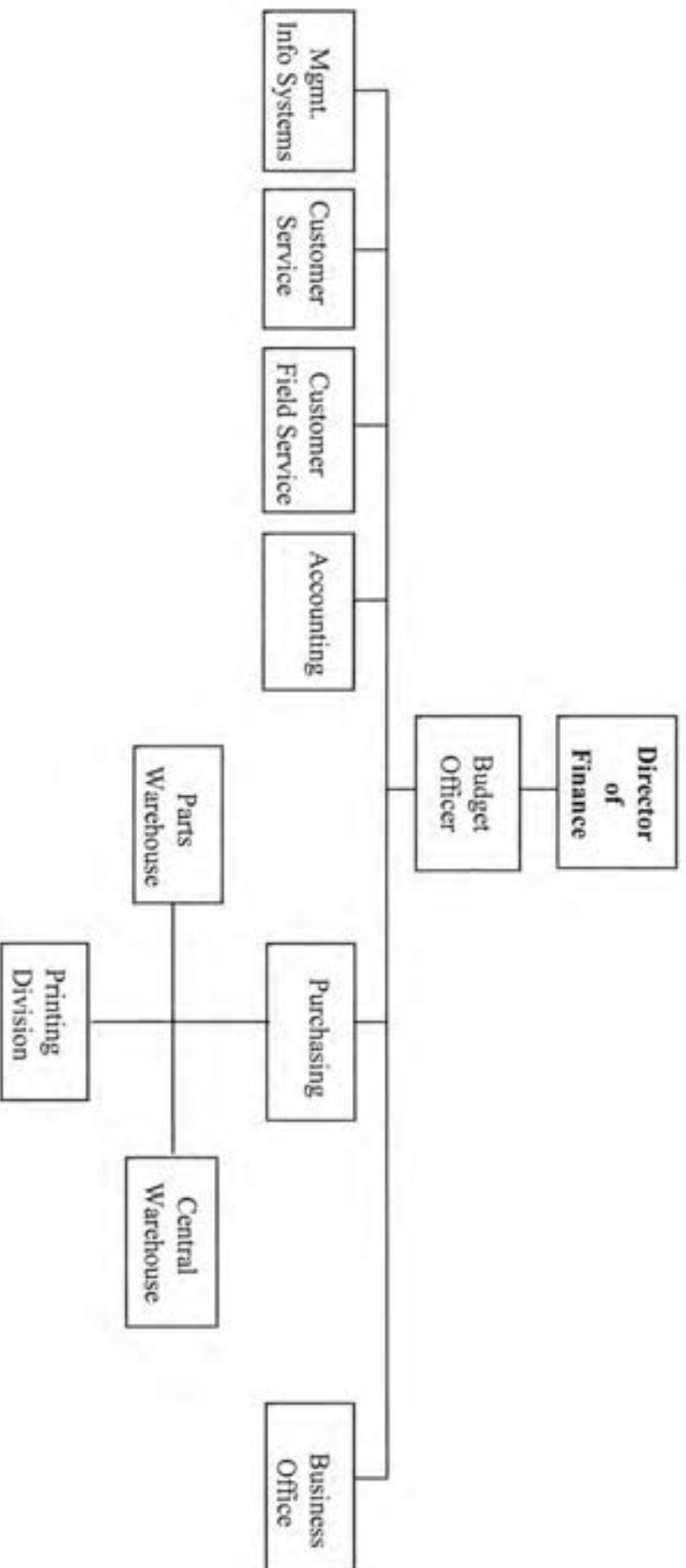


Chart depicts organizational structure of the Finance Division

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	0	0	0	0	0	0	0.00%
Fringe Benefits	0	0	0	0	0	0	0.00%
Operating/Contractual	674,975	560,573	725,000	693,000	705,000	705,000	-2.76%
Other	7,306,707	10,117,463	7,651,866	7,944,316	7,451,261	7,451,261	0.00%
Capital Outlay	28,922	93,220	200,000	200,000	200,000	200,000	0.00%
Total Appropriations	8,010,604	10,771,256	8,576,866	8,837,316	8,356,261	8,356,261	-2.57%

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	19,000	19,000	19,000	19,000	19,000
531106	Professional Fees - Audit	66,319	65,045	68,000	58,000	68,000	68,000	68,000
531110	Professional Fees & Services	248,905	180,547	270,000	250,000	270,000	250,000	250,000
531122	Fees - Occupal Licenses Collection	195,369	197,176	196,000	196,000	196,000	196,000	196,000
531209	Services - Bank Charges	10,011	10,765	9,000	9,000	9,000	9,000	9,000
533024	Economic Development	58,803	24,333	75,000	75,000	75,000	75,000	75,000
543000	Miscellaneous	45,394	51,021	48,000	43,000	48,000	48,000	48,000
543002	Dues & Subscriptions	49,174	31,686	40,000	43,000	40,000	40,000	40,000
<b>Total Operating &amp; Contractual</b>		<b>674,975</b>	<b>560,573</b>	<b>725,000</b>	<b>693,000</b>	<b>725,000</b>	<b>705,000</b>	<b>705,000</b>
<b>Other:</b>								
520010	Supplemental Pay - Police	877,717	886,649	878,000	887,000	887,000	887,000	887,000
520011	Supplemental Pay - Fire	665,485	651,615	665,000	652,000	652,000	652,000	652,000
543012	Fire Hydrant	95,000	95,000	95,000	95,000	95,000	95,000	95,000
543013	Street Lights	283,000	283,000	283,000	283,000	283,000	283,000	283,000
543028	Election Cost	31,843	0	60,000	60,000	60,000	60,000	60,000
543031	Economic Development - STR	0	0	59,643	59,643	59,643	59,643	59,643
646000	Bond Issuance Cost	3,286	0	0	0	0	0	0
646001	Civil Defense	10,000	10,000	10,000	10,000	10,000	10,000	10,000
646003	Dept of Veteran Affairs	7,200	7,200	7,000	7,000	7,000	7,000	7,000
646006	Probation Officer	235,762	224,922	245,000	235,000	245,000	245,000	245,000
646014	Arts Council of Central Louisiana	44,860	78,750	60,000	79,000	79,000	79,000	79,000
646017	Alexandria Riverfront Center	0	0	0	0	0	0	0
646032	LMA Convention	0	3,000	100,000	100,000	0	0	0
646033	Small Business Incubator	449,021	406,285	110,000	250,000	250,000	250,000	250,000
646034	Land Lease	11,087	11,357	15,618	15,618	15,618	15,618	15,618
646040	Transfer to Fire Pension Fund	21,500	22,000	22,000	22,000	22,000	22,000	22,000
646160	Transfers to CDA Fund	19,101	0	0	0	0	0	0
646204	Transfer to 2004 GO Bonds	0	17,357	0	0	0	0	0
646403	Transfer to Zoo Fund	1,088,159	1,266,328	964,605	1,028,055	964,000	964,000	964,000
646404	Transfer to Golf Course Fund	260,525	214,000	219,000	232,000	239,000	239,000	239,000
646551	Transfer to Risk Management Fund	2,429,161	3,266,000	2,556,000	2,629,000	2,765,000	2,765,000	2,765,000
646552	Transfer to Employee Benefit Fund	774,000	2,674,000	1,300,000	1,300,000	1,318,000	818,000	818,000
<b>Total Other</b>		<b>7,306,707</b>	<b>10,117,463</b>	<b>7,651,866</b>	<b>7,944,316</b>	<b>7,951,261</b>	<b>7,451,261</b>	<b>7,451,261</b>
<b>Capital Outlay:</b>								
707800	Machinery and Equipment	28,922	93,220	200,000	200,000	200,000	200,000	200,000
<b>Total Capital Outlay</b>		<b>28,922</b>	<b>93,220</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>
<b>TOTAL DEPARTMENT</b>		<b>8,010,604</b>	<b>10,771,256</b>	<b>8,576,866</b>	<b>8,837,316</b>	<b>8,876,261</b>	<b>8,356,261</b>	<b>8,356,261</b>

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

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

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	124,303	128,130	131,469	131,469	130,193	130,193	-0.97%
Fringe Benefits	46,745	39,299	39,572	39,572	41,185	41,185	4.08%
Operating/Contractual	15,539	17,972	21,000	21,000	21,000	21,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	4,850	0	2,000	2,000	2,000	2,000	0.00%
<b>Total Appropriations</b>	<b>191,437</b>	<b>185,401</b>	<b>194,041</b>	<b>194,041</b>	<b>194,378</b>	<b>194,378</b>	<b>0.17%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480103	Salary - Director of Finance	1	1	1	1	1	1	0.00%
480604	Salary - Administrative Assistant	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
480103	Salary - Director of Finance	95,365	95,365	97,850	97,850	95,000	96,900	96,900
480604	Salary - Administrative Assistant	28,938	32,765	33,619	33,619	32,640	33,293	33,293
	<b>Total Salaries</b>	124,303	128,130	131,469	131,469	127,640	130,193	130,193
	<b>Fringe:</b>							
510201	Fringe - Pension	17,654	26,836	25,693	25,693	26,191	26,714	26,714
510202	Fringe - Hospital	22,229	5,741	7,019	7,019	7,629	7,629	7,629
510206	Fringe - Medicare Insurance Tax	2,002	1,955	1,976	1,976	1,921	1,958	1,958
510207	Fringe - Life Insurance	41	41	84	84	84	84	84
510209	Fringe - Car Allowance	4,819	4,726	4,800	4,800	4,800	4,800	4,800
	<b>Total Fringe</b>	46,745	39,299	39,572	39,572	40,625	41,185	41,185
	<b>Operating &amp; Contractual:</b>							
520400	Office	7,017	5,805	7,000	7,000	7,000	7,000	7,000
531410	Telephone	5,672	6,488	6,000	6,000	6,000	6,000	6,000
531800	Lease	0	668	3,000	3,000	3,000	3,000	3,000
543002	Dues & Subscriptions	335	815	0	0	0	0	0
543003	Travel & Training	2,515	4,196	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	15,539	17,972	21,000	21,000	21,000	21,000	21,000
	<b>Capital Outlay:</b>							
707600	Machinery & Equipment	4,850	0	0	0	0	0	0
707700	Office Furniture and Fixtures	0	0	2,000	2,000	2,000	2,000	2,000
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	4,850	0	2,000	2,000	2,000	2,000	2,000
	<b>TOTAL DEPARTMENT</b>	191,437	185,401	194,041	194,041	191,265	194,378	194,378

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Tax notices prepared	21,337	22,102	22,867

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	154,655	197,008	187,477	164,477	141,465	141,465	-24.54%
Fringe Benefits	74,488	82,284	95,414	87,414	80,525	80,525	-15.60%
Operating/Contractual	96,061	121,658	120,000	129,000	120,000	120,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	246	0	0	0	4,000	4,000	0.00%
<b>Total Appropriations</b>	<b>325,450</b>	<b>400,950</b>	<b>402,891</b>	<b>380,891</b>	<b>345,990</b>	<b>345,990</b>	<b>-14.12%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
490126	Salary - Business Office Manager	1	1	1	1	1	1	0.00%
490642	Salary - Customer Accounts Rep	2	2	2	2	2	2	0.00%
490644	Salary - Customer Accounts Team Ldr	1	1	1	1	1	1	0.00%
490690	Salary - Student Worker	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	4,665	1,151	6,000	5,000	6,000	6,000	6,000
490126	Salary - Business Officer Manager	54,032	59,480	43,978	43,978	43,978	44,858	44,858
490642	Salary - Customer Accounts Rep	54,511	49,439	58,029	49,029	53,545	54,616	54,616
490644	Salary - Customer Accounts Team Ldr	39,779	82,458	74,114	61,114	30,034	30,635	30,635
490690	Salary - Student Worker	1,668	4,480	5,356	5,356	5,356	5,356	5,356
<b>Total Salaries</b>		154,655	197,008	187,477	164,477	138,913	141,465	141,465
<b>Fringe:</b>								
510201	Fringe - Pension	43,693	39,302	42,070	37,070	32,254	32,870	32,870
510202	Fringe - Hospital	29,203	40,350	50,125	47,125	45,104	45,104	45,104
510206	Fringe - Medicare Insurance Tax	1,403	2,277	2,719	2,719	2,014	2,051	2,051
510207	Fringe - Life Insurance	86	77	168	168	168	168	168
510208	Fringe - FICA Tax Retirement	103	278	332	332	332	332	332
<b>Total Fringe</b>		74,488	82,284	95,414	87,414	79,672	80,525	80,525
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	20,074	0	11,000	0	0	0
520400	Office	2,291	6,367	6,000	6,000	6,000	6,000	6,000
531101	Fees Recording	10,155	11,035	14,000	16,000	14,000	14,000	14,000
531301	Vehicle Costs - Gas & Oil	510	109	2,000	2,000	2,000	2,000	2,000
531304	Vehicle Cost - R & M	0	0	1,000	1,000	1,000	1,000	1,000
531401	Postage	37,245	44,154	39,000	44,000	39,000	39,000	39,000
531410	Telephone	1,596	1,240	2,000	2,000	2,000	2,000	2,000
531500	Printing	134	106	2,000	2,000	2,000	2,000	2,000
531800	Lease	2,402	2,265	3,000	3,000	3,000	3,000	3,000
531900	Advertising	21,378	12,491	24,000	15,000	24,000	24,000	24,000
543003	Travel & Training	150	1,298	5,000	5,000	5,000	5,000	5,000
543025	Tax Rolls	20,200	20,374	20,000	20,000	20,000	20,000	20,000
605106	Maintenance Equipment	0	145	2,000	2,000	2,000	2,000	2,000
<b>Total Operating and Contractual</b>		96,061	121,658	120,000	129,000	120,000	120,000	120,000
<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	4,000	4,000	4,000
707702	Computer Software	246	0	0	0	0	0	0
<b>Total Capital Outlay</b>		246	0	0	0	4,000	4,000	4,000
<b>TOTAL DEPARTMENT</b>		325,450	400,950	402,891	380,891	342,785	345,990	345,990

**2017-2018 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 Firefighter's Pension Fund.

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 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

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	279,279	267,307	294,180	287,180	299,947	299,947	1.96%
Fringe Benefits	145,466	144,137	163,444	163,444	176,003	176,003	7.68%
Operating/Contractual	19,383	13,986	23,000	24,000	24,000	24,000	4.35%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	1,375	9,068	29,000	29,000	5,000	5,000	0.00%
<b>Total Appropriations</b>	<b>445,503</b>	<b>434,498</b>	<b>509,624</b>	<b>503,624</b>	<b>504,950</b>	<b>504,950</b>	<b>-0.92%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
490108	Salary - Accounting Manager	1	1	1	1	1	1	0.00%
490230	Salary - Accountant	3	3	3	3	3	3	0.00%
490339	Salary - Accounting Technician	3	3	3	3	3	3	0.00%
	<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	4,879	5,030	6,000	7,000	6,000	6,000	6,000
490108	Salary - Accounting Manager	60,690	61,904	63,516	63,516	63,517	64,787	64,787
490230	Salary - Accountant	110,500	95,099	116,648	108,648	116,650	118,983	118,983
490399	Salary - Accounting Technician	103,210	105,274	108,016	108,016	108,017	110,177	110,177
	<b>Total Salaries</b>	<b>279,279</b>	<b>267,307</b>	<b>294,180</b>	<b>287,180</b>	<b>294,184</b>	<b>299,947</b>	<b>299,947</b>
<b>Fringe:</b>								
510201	Fringe - Pension	79,706	65,946	67,956	67,956	71,044	72,437	72,437
510202	Fringe - Hospital	62,509	75,155	91,527	91,527	99,535	99,535	99,535
510206	Fringe - Medicare Insurance Tax	3,100	2,891	3,667	3,667	3,667	3,737	3,737
510207	Fringe - Life Insurance	151	145	294	294	294	294	294
	<b>Total Fringe</b>	<b>145,466</b>	<b>144,137</b>	<b>163,444</b>	<b>163,444</b>	<b>174,540</b>	<b>176,003</b>	<b>176,003</b>
<b>Operating &amp; Contractual:</b>								
520400	Office	6,770	2,905	8,000	8,000	8,000	8,000	8,000
531301	Vehicle Costs - Gas & Oil	136	34	1,000	1,000	1,000	1,000	1,000
531304	Vehicle Costs - R & M	85	14	0	0	0	0	0
531410	Telephone	3,716	3,229	3,000	4,000	4,000	4,000	4,000
543002	Dues and Subscriptions	0	460	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	3,938	5,227	4,000	4,000	4,000	4,000	4,000
605106	Maintenance of Equipment	4,738	2,117	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	<b>19,383</b>	<b>13,986</b>	<b>23,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	5,000	5,000	5,000
707500	Vehicles	0	0	29,000	29,000	0	0	0
707600	Machinery & Equipment	574	8,759	0	0	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	801	309	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>1,375</b>	<b>9,068</b>	<b>29,000</b>	<b>29,000</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>445,503</b>	<b>434,498</b>	<b>509,624</b>	<b>503,624</b>	<b>497,724</b>	<b>504,950</b>	<b>504,950</b>

**2017-2018 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 45 card holders at this time).

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Requisitions/Purchase Orders Proc	16,000	20,000	21,000
Mail Processing	88,400	100,000	105,000
New Vendor Processing	600	775	800
Invoices Processed for Payment	88,400	100,000	105,000
Monthly P-Card Statements Audite	14	60	60
Capital invoices process for payme	0	0	0
Bids Prepared	175	250	275
Quotes for Products	2,500	3,000	3,100
Quote Price Inquires	4,000	4,200	4,300
Vendor Product Inquires	2,200	2,400	2,500
Bid/Quote Preparation-Man Hours	0	2,000	2,100
Product Inquiry/Research-Man Hou	0	3,000	3,100

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	242,417	237,323	256,056	250,056	262,490	262,490	2.51%
Fringe Benefits	109,101	104,261	129,005	124,005	139,149	139,149	7.86%
Operating/Contractual	15,425	12,624	25,000	42,000	25,000	25,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	18,770	30,227	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>385,713</b>	<b>384,435</b>	<b>410,061</b>	<b>416,061</b>	<b>426,639</b>	<b>426,639</b>	<b>4.04%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490109	Salary - Purchasing Manager	1	1	1	1	1	1	0.00%
490135	Salary - Purchasing Technician	2	2	2	2	2	2	0.00%
490238	Salary - Senior Buyer	2	2	2	2	2	2	0.00%
490363	Salary - Buyer	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
450001	Overtime	26	134	3,000	2,000	3,000	3,000	3,000
490109	Salary - Purchasing Manager	59,055	60,236	61,805	61,805	61,805	63,041	63,041
490135	Salary - Purchasing Technician	58,467	59,636	61,191	56,191	56,882	58,020	58,020
490238	Salary - Senior Buyer	65,968	66,105	68,416	68,416	73,535	75,005	75,005
490363	Salary - Buyer	31,408	28,004	32,870	32,870	30,787	31,403	31,403
490618	Salary - Administrative Secretary	27,493	23,208	28,774	28,774	31,393	32,021	32,021
	<b>Total Salaries</b>	<b>242,417</b>	<b>237,323</b>	<b>256,056</b>	<b>250,056</b>	<b>257,402</b>	<b>262,490</b>	<b>262,490</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	69,236	58,217	59,149	59,149	62,163	63,391	63,391
510202	Fringe - Hospital	37,232	43,492	66,745	61,745	72,573	72,573	72,573
510206	Fringe - Medicare Insurance Tax	2,494	2,431	2,817	2,817	2,837	2,891	2,891
510207	Fringe - Life Insurance	139	121	294	294	294	294	294
	<b>Total Fringe</b>	<b>109,101</b>	<b>104,261</b>	<b>129,005</b>	<b>124,005</b>	<b>137,867</b>	<b>139,149</b>	<b>139,149</b>
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	0	559	0	14,000	0	0	0
520400	Office	4,241	3,607	5,000	5,000	5,000	5,000	5,000
531301	Vehicle Costs - Gas & Oil	1,760	1,054	2,000	2,000	2,000	2,000	2,000
531304	Vehicle Costs - R & M	919	478	1,000	5,000	1,000	1,000	1,000
531410	Telephone	5,207	5,037	6,000	5,000	6,000	6,000	6,000
531500	Printing	163	92	1,000	1,000	1,000	1,000	1,000
543002	Dues & Subscriptions	825	720	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	0	184	4,000	4,000	4,000	4,000	4,000
605106	Maintenance Equipment	2,310	893	4,000	4,000	4,000	4,000	4,000
	<b>Total Operating &amp; Contractual</b>	<b>15,425</b>	<b>12,624</b>	<b>25,000</b>	<b>42,000</b>	<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
	<b>Capital Outlay:</b>							
707500	Vehicles	18,770	29,927	0	0	0	0	0
707600	Machinery & Equipment	0	300	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>	<b>18,770</b>	<b>30,227</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>385,713</b>	<b>384,435</b>	<b>410,061</b>	<b>416,061</b>	<b>420,269</b>	<b>426,639</b>	<b>426,639</b>

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Number of sheets printed (includes letterheads, envelopes, forms, and special projects)	2,000,000 Sheets	2,050,000 Sheets	2,100,000 Sheets
	200 Books	225 Books	250 Books
	925 Projects	1,000 Projects	1,100 Projects
Special reports and projects	150 Sp. Projects	200 Sp. Projects	225 Sp. Projects
Utility Bill Printed per month	28,000	28,000	28,000

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	67,573	68,925	73,718	72,718	75,132	75,132	1.92%
Fringe Benefits	39,164	40,482	45,629	45,629	49,165	49,165	7.75%
Operating/Contractual	115,523	117,061	130,000	125,000	125,000	125,000	-3.85%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	6,668	1,590	0	139,858	0	0	0.00%
<b>Total Appropriations</b>	<b>228,928</b>	<b>228,058</b>	<b>249,347</b>	<b>383,205</b>	<b>249,297</b>	<b>249,297</b>	<b>-0.02%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490735	Salary - Print Shop Coordinator	2	2	2	2	2	2	0.00%
	<b>Total Positions</b>	2	2	2	2	2	2	0.00%

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
450001	Overtime	0	0	3,000	2,000	3,000	3,000	3,000
490735	Salary - Print Shop Coordinator	67,573	68,925	70,718	70,718	70,718	72,132	72,132
	<b>Total Salaries</b>	67,573	68,925	73,718	72,718	73,718	75,132	75,132
	<b>Fringe:</b>							
510201	Fringe - Pension	19,300	17,004	17,029	17,029	17,804	18,145	18,145
510202	Fringe - Hospital	18,953	22,545	27,446	27,446	29,846	29,846	29,846
510206	Fringe - Medicare	868	892	1,070	1,070	1,070	1,090	1,090
510207	Fringe - Life Insurance	43	41	84	84	84	84	84
	<b>Total Fringe</b>	39,164	40,482	45,629	45,629	48,804	49,165	49,165
	<b>Operating &amp; Contractual:</b>							
520500	Operating Supplies	1,750	1,116	2,000	2,000	2,000	2,000	2,000
531410	Telephone	878	248	1,000	1,000	1,000	1,000	1,000
531800	Lease	111,173	114,400	122,000	117,000	97,000	97,000	97,000
543003	Travel & Training	317	800	1,000	1,000	1,000	1,000	1,000
605106	Maintenance Equipment	1,405	497	4,000	4,000	24,000	24,000	24,000
	<b>Total Operating &amp; Contractual</b>	115,523	117,061	130,000	125,000	125,000	125,000	125,000
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	4,700	0	0	139,858	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	1,968	1,590	0	0	0	0	0
	<b>Total Capital Outlay</b>	6,668	1,590	0	139,858	0	0	0
	<b>TOTAL DEPARTMENT</b>	228,928	228,058	249,347	383,205	247,522	249,297	249,297

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Pick tickets issued	3,195	3,905	4,000
Inventory issued to departments	67,385	70,785	71,000
Inventory stock received P.O.	93,425	99,750	100,000
Surplus property stored	610	650	675
City records stored (2 locations)	1,600	1,670	1,670

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	158,454	163,144	177,171	171,171	177,196	177,196	0.01%
Fringe Benefits	78,235	80,810	92,568	91,568	96,376	96,376	4.11%
Operating/Contractual	38,442	46,318	36,000	37,000	36,000	36,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	17,380	0	0	0	45,000	45,000	0.00%
<b>Total Appropriations</b>	<b>292,511</b>	<b>290,272</b>	<b>305,739</b>	<b>299,739</b>	<b>354,572</b>	<b>354,572</b>	<b>15.97%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
490136	Salary - Supervisr Central Warehouse	1	1	1	1	1	1	0.00%
490624	Salary - Inventory Coordinator	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
490841	Salary - Stock Clerk	3	3	3	3	3	3	0.00%
	<b>Total Positions</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	6,349	5,207	9,000	9,000	9,000	9,000	9,000
490136	Salary - Supervisor Central Warehouse	41,801	42,637	43,748	43,748	43,748	44,623	44,623
490624	Salary - Inventory Coordinator	32,068	32,709	33,562	33,562	33,562	34,233	34,233
490626	Salary - Clerical Specialist	21,753	22,799	23,392	22,392	22,266	22,711	22,711
490841	Salary - Stock Clerk	56,483	59,792	67,469	62,469	65,322	66,629	66,629
<b>Total Salaries</b>		<b>158,454</b>	<b>163,144</b>	<b>177,171</b>	<b>171,171</b>	<b>173,898</b>	<b>177,196</b>	<b>177,196</b>
<b>Fringe:</b>								
510201	Fringe - Pension	45,157	40,057	40,928	39,928	39,822	40,619	40,619
510202	Fringe - Hospital	30,795	38,412	48,818	48,818	53,068	53,068	53,068
510206	Fringe - Medicare Insurance Tax	2,162	2,223	2,570	2,570	2,391	2,437	2,437
510207	Fringe - Life Insurance	121	118	252	252	252	252	252
<b>Total Fringe</b>		<b>78,235</b>	<b>80,810</b>	<b>92,568</b>	<b>91,568</b>	<b>95,533</b>	<b>96,376</b>	<b>96,376</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	10,409	9,998	0	2,000	0	0	0
520200	Obsolete Inventory	2,180	1,063	3,000	2,000	3,000	3,000	3,000
520204	Uniforms	1,799	1,999	2,000	2,000	2,000	2,000	2,000
520400	Office	2,185	1,300	3,000	3,000	3,000	3,000	3,000
520500	Operating Supplies	3,175	2,376	4,000	4,000	4,000	4,000	4,000
520501	Operating - Janitorial	989	921	1,000	1,000	1,000	1,000	1,000
520514	Small Tools	449	0	0	0	0	0	0
531301	Vehicle Costs - Gas & Oil	1,294	721	2,000	2,000	2,000	2,000	2,000
531304	Vehicle Costs - R & M	2,207	2,982	3,000	3,000	3,000	3,000	3,000
531410	Telephone	3,835	2,863	4,000	4,000	4,000	4,000	4,000
531500	Printing	24	51	1,000	1,000	1,000	1,000	1,000
531800	Lease	7,860	6,422	8,000	8,000	5,000	5,000	5,000
605101	Maintenance Bldg & Facilities	539	2,313	3,000	3,000	3,000	3,000	3,000
605106	Maintenance Equipment	1,497	13,309	2,000	2,000	5,000	5,000	5,000
<b>Total Operating &amp; Contractual</b>		<b>38,442</b>	<b>46,318</b>	<b>36,000</b>	<b>37,000</b>	<b>36,000</b>	<b>36,000</b>	<b>36,000</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	0	0	45,000	45,000	45,000
707600	Machinery & Equipment	17,380	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>		<b>17,380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>45,000</b>	<b>45,000</b>
<b>TOTAL DEPARTMENT</b>		<b>292,511</b>	<b>290,272</b>	<b>305,739</b>	<b>299,739</b>	<b>350,431</b>	<b>354,572</b>	<b>354,572</b>

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Work Orders Processed	8,000	9,000	9,100
Number of Parts Issued From Stock	171,000	190,000	200,000
Number of Parts Checked Inventory	90,000	100,000	105,000
Telephone Quotes	700	825	850
Request for information from shop	850	1,200	1,300

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	57,326	59,261	61,995	61,995	63,175	63,175	1.90%
Fringe Benefits	37,430	34,525	33,546	37,546	48,223	48,223	43.75%
Operating/Contractual	8,177	6,004	10,000	10,000	10,000	10,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	2,379	0	0	0	30,000	30,000	0.00%
<b>Total Appropriations</b>	<b>105,312</b>	<b>99,790</b>	<b>105,541</b>	<b>109,541</b>	<b>151,398</b>	<b>151,398</b>	<b>43.45%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490624	Salary - Inventory Coordinator	1	1	1	1	1	1	0.00%
490841	Salary - Stock Clerk	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>0.00%</b>
-----								

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
450001	Overtime	956	1,764	3,000	3,000	3,000	3,000	3,000
490624	Salary - Inventory Coordinator	34,018	34,698	35,602	35,602	35,602	36,314	36,314
490841	Salary - Stock Clerk	22,352	22,799	23,393	23,393	23,393	23,861	23,861
	<b>Total Salaries</b>	<b>57,326</b>	<b>59,261</b>	<b>61,995</b>	<b>61,995</b>	<b>61,995</b>	<b>63,175</b>	<b>63,175</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	16,361	14,619	14,321	14,321	14,972	15,257	15,257
510202	Fringe - Hospital	20,341	19,115	18,242	22,242	31,965	31,965	31,965
510206	Fringe - Medicare Insurance Tax	685	750	899	899	899	917	917
510207	Fringe - Life Insurance	43	41	84	84	84	84	84
	<b>Total Fringe</b>	<b>37,430</b>	<b>34,525</b>	<b>33,546</b>	<b>37,546</b>	<b>47,920</b>	<b>48,223</b>	<b>48,223</b>
	<b>Operating &amp; Contractual:</b>							
520204	Uniforms	548	358	1,000	1,000	1,000	1,000	1,000
520400	Office	963	903	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	981	517	1,000	1,000	1,000	1,000	1,000
520514	Small Tools	410	0	0	0	0	0	0
531301	Vehicle Costs - Gas & Oil	1,996	1,362	2,000	2,000	2,000	2,000	2,000
531304	Vehicle Costs - R & M	827	1,114	1,000	1,000	1,000	1,000	1,000
531410	Telephone	1,964	1,327	2,000	2,000	2,000	2,000	2,000
605106	Maintenance Equipment	488	423	2,000	2,000	2,000	2,000	2,000
	<b>Total Operating &amp; Contractual</b>	<b>8,177</b>	<b>6,004</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	0	0	30,000	30,000	30,000
707600	Machinery & Equipment	2,379	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>	<b>2,379</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>105,312</b>	<b>99,790</b>	<b>105,541</b>	<b>109,541</b>	<b>149,915</b>	<b>151,398</b>	<b>151,398</b>

2017-2018 ANNUAL BUDGET

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

# *City of Alexandria* **Annual Operating Budget**

## *Public Works Division*



# City of Alexandria PUBLIC WORKS DIVISION ORGANIZATIONAL CHART

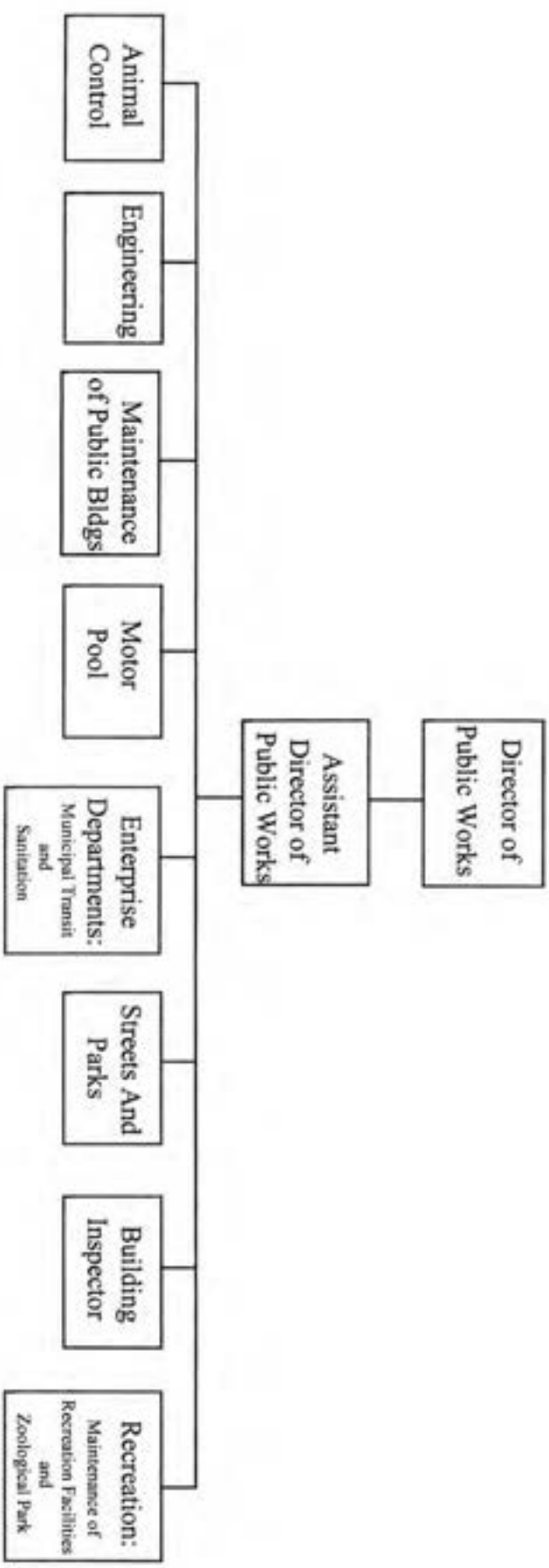


Chart depicts organizational structure of the Public Works Division

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Division Director	<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 transit operations and sanitation.

**FUNCTION DESCRIPTION**

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	042100

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	272,542	296,916	312,440	312,440	314,206	314,206	0.57%
Fringe Benefits	90,901	95,362	101,737	101,737	107,805	107,805	5.96%
Operating/Contractual	120,693	63,270	73,000	84,000	48,000	48,000	-34.25%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	1,928	3,822	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>486,064</b>	<b>459,370</b>	<b>487,177</b>	<b>498,177</b>	<b>470,011</b>	<b>470,011</b>	<b>-3.52%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480104	Salary - Director of Public Works	1	1	1	1	1	1	0.00%
480604	Salary - Administrative Assistant	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	0	1	1	1	1	1	0.00%
490228	Salary - Asst Director Public Works	2	2	2	2	2	2	0.00%
	<b>Total Positions</b>	<b>4</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	042100

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
480104	Salary - Director of Public Works	89,033	92,354	94,760	94,760	92,000	93,840	93,840
480604	Salary - Administrative Assistant	54,710	54,710	56,135	56,135	54,500	55,590	55,590
490618	Salary - Administrative Secretary	0	131,375	26,747	26,747	26,747	27,282	27,282
490228	Salary - Asst Director Public Works	128,799	18,477	134,798	134,798	134,798	137,494	137,494
	<b>Total Salaries</b>	<b>272,542</b>	<b>296,916</b>	<b>312,440</b>	<b>312,440</b>	<b>308,045</b>	<b>314,206</b>	<b>314,206</b>
<b>Fringe:</b>								
510201	Fringe - Pension	68,137	65,100	64,366	64,366	66,654	67,987	67,987
510202	Fringe - Hospital	13,800	21,051	27,761	27,761	30,181	30,181	30,181
510206	Fringe - Medicare Insurance Tax	4,060	4,387	4,600	4,600	4,536	4,627	4,627
510207	Fringe - Life Insurance	86	98	210	210	210	210	210
510209	Fringe - Car Allowance	4,818	4,726	4,800	4,800	4,800	4,800	4,800
	<b>Total Fringe</b>	<b>90,901</b>	<b>95,362</b>	<b>101,737</b>	<b>101,737</b>	<b>106,381</b>	<b>107,805</b>	<b>107,805</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	57,202	33,130	30,000	40,000	30,000	5,000	5,000
520400	Office	6,488	5,482	7,000	7,000	7,000	7,000	7,000
531110	Professional Fees & Services	99	0	0	0	0	0	0
531301	Vehicle Costs - Gas & Oil	9,200	4,361	10,000	7,000	10,000	10,000	10,000
531304	Vehicle Costs - R & M	20,668	4,199	4,000	8,000	4,000	4,000	4,000
531410	Telephone	10,545	9,485	10,000	10,000	10,000	10,000	10,000
531500	Printing	75	12	0	0	0	0	0
531800	Rent	6,686	4,025	7,000	7,000	7,000	7,000	7,000
543002	Dues & Subscriptions	537	0	0	0	0	0	0
543003	Travel & Training	9,193	2,576	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	<b>120,693</b>	<b>63,270</b>	<b>73,000</b>	<b>84,000</b>	<b>73,000</b>	<b>48,000</b>	<b>48,000</b>
<b>Capital Outlay:</b>								
707101	Acquisition	0	0	0	0	0	0	0
707405	Building Improvements	0	3,822	0	0	0	0	0
707500	Vehicles	0	0	0	0	0	0	0
707600	Machinery & Equipment	1,638	0	0	0	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	290	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>1,928</b>	<b>3,822</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>486,064</b>	<b>459,370</b>	<b>487,177</b>	<b>498,177</b>	<b>487,426</b>	<b>470,011</b>	<b>470,011</b>

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Grass cutting work orders complete	2,348	2,270	2,300
Warning citations issued	360	1,650	1,600
Abandoned vehicles removed	350	0	0
Court appearances	111	4	5
First Call complaints received	3,500	3,500	3,500

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Code Enforcement	<b>ORGANIZATION:</b>	042200

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	249,302	260,417	272,206	276,206	275,980	275,980	1.39%
Fringe Benefits	110,191	99,327	115,979	114,979	131,687	131,687	13.54%
Operating/Contractual	353,047	345,829	356,000	403,000	314,000	314,000	-11.80%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	14,724	74,832	214,861	214,861	86,180	86,180	0.00%
<b>Total Appropriations</b>	<b>727,264</b>	<b>780,405</b>	<b>959,046</b>	<b>1,009,046</b>	<b>807,847</b>	<b>807,847</b>	<b>-15.77%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490119	Salary - Superintendent Code Enfrcmnt	1	1	1	1	1	1	0.00%
490141	Salary - Crew Leader	1	1	1	1	1	1	0.00%
490337	Salary - Code Enforcement Officer	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490746	Salary - Equipment Operator II	1	1	1	1	1	1	0.00%
490820	Salary - Maintenance Worker	1	1	1	1	1	1	0.00%
490902	Salary - Code Enforcement Officer Sr	2	2	2	2	2	2	0.00%
	<b>Total Positions</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Code Enforcement	<b>ORGANIZATION:</b>	042200

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	26,721	27,729	15,000	30,000	15,000	15,000	15,000
490119	Salary - Superintendent Code Enfrmnt	44,375	45,283	46,443	46,443	46,442	47,371	47,371
490141	Salary - Crew Leader	34,677	35,370	36,292	36,292	36,292	37,018	37,018
490337	Salary - Code Enforcement Officer	30,883	31,500	32,320	32,320	32,321	32,987	32,987
490618	Salary - Administrative Secretary	25,556	26,067	26,747	26,747	26,747	27,282	27,282
490746	Salary - Equipment Operator II	13,214	22,494	25,459	25,459	24,717	25,211	25,211
490820	Salary - Maintenance Worker	13,683	8,130	20,621	9,621	20,020	20,420	20,420
490902	Salary - Code Enforcement Officer Sr	60,193	63,864	69,324	69,324	69,324	70,711	70,711
<b>Total Salaries</b>		<b>249,302</b>	<b>260,417</b>	<b>272,206</b>	<b>276,206</b>	<b>270,863</b>	<b>275,980</b>	<b>275,980</b>
<b>Fringe:</b>								
510201	Fringe - Pension	70,435	64,233	62,878	62,878	65,415	66,650	66,650
510202	Fringe - Hospital	36,102	31,276	48,818	47,818	60,697	60,697	60,697
510208	Fringe - Medicare Insurance Tax	3,504	3,670	3,947	3,947	3,927	4,004	4,004
510207	Fringe - Life Insurance	150	148	336	336	336	336	336
<b>Total Fringe</b>		<b>110,191</b>	<b>99,327</b>	<b>115,979</b>	<b>114,979</b>	<b>130,375</b>	<b>131,687</b>	<b>131,687</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	111,983	115,534	90,000	135,000	90,000	65,000	65,000
520204	Uniforms	554	973	1,000	1,000	1,000	1,000	1,000
520400	Office	1,546	1,823	2,000	2,000	2,000	2,000	2,000
520500	Operating Supplies	15,878	15,555	16,000	19,000	16,000	16,000	16,000
520503	Operating Chemicals	437	960	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs - Gas & Oil	20,133	12,583	23,000	16,000	23,000	20,000	20,000
531304	Vehicle Costs R & M	28,602	44,123	47,000	53,000	47,000	33,000	33,000
531401	Postage	13,650	12,020	13,000	13,000	13,000	13,000	13,000
531410	Telephone	4,632	3,357	5,000	5,000	5,000	5,000	5,000
531500	Printing	848	406	0	0	0	0	0
531701	Utilities	146,219	133,876	155,000	155,000	155,000	155,000	155,000
531800	Lease	755	700	1,000	1,000	1,000	1,000	1,000
531900	Advertising	555	207	1,000	1,000	1,000	1,000	1,000
543002	Dues & Subscriptions	392	30	0	0	0	0	0
543003	Travel & Training	6,283	2,968	0	0	0	0	0
605106	Maintenance Equipment	580	714	1,000	1,000	1,000	1,000	1,000
<b>Total Operating &amp; Contractual</b>		<b>353,047</b>	<b>345,829</b>	<b>356,000</b>	<b>403,000</b>	<b>356,000</b>	<b>314,000</b>	<b>314,000</b>
<b>Capital Outlay:</b>								
707500	Vehicles	0	28,250	75,437	75,437	50,350	50,350	50,350
707600	Machinery & Equipment	11,821	48,582	139,424	139,424	201,247	35,830	35,830
707700	Furniture & Fixtures	3,103	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>14,724</b>	<b>74,832</b>	<b>214,861</b>	<b>214,861</b>	<b>251,597</b>	<b>86,180</b>	<b>86,180</b>
<b>TOTAL DEPARTMENT</b>		<b>727,264</b>	<b>780,405</b>	<b>959,046</b>	<b>1,009,046</b>	<b>1,008,835</b>	<b>807,847</b>	<b>807,847</b>

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Public Works</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Engineering</b>	<b>ORGANIZATION:</b>	<b>042300</b>

**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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Typewritten correspondence	900	1,000	1,000
Meetings (in hours)	700	750	750
Telephone calls	10,000	10,000	10,000
Construction-in-house	40	35	40
Consultant design w/ City Review	60	65	50
Citizens Complaints by phone	800	1,000	1,000
Citizens Complaints in field	200	200	200

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Engineering	<b>ORGANIZATION:</b>	042300

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	584,280	566,357	587,023	580,023	590,553	590,553	0.60%
Fringe Benefits	226,413	217,829	234,288	232,288	249,213	249,213	6.37%
Operating/Contractual	46,650	45,252	62,000	56,000	62,000	62,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	18,204	7,466	7,280	7,280	24,267	24,267	0.00%
<b>Total Appropriations</b>	<b>855,527</b>	<b>836,904</b>	<b>890,591</b>	<b>875,591</b>	<b>926,033</b>	<b>926,033</b>	<b>3.98%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490107	Salary - Asst City Engineer	2	2	2	2	2	2	0.00%
490110	Salary - City Engineer	1	1	1	1	1	1	0.00%
490162	Salary - Lead Engineering Technician	1	1	1	1	1	1	0.00%
490236	Salary - Land Surveyor	1	1	1	1	1	1	0.00%
490313	Salary - Survey Technician	1	1	1	1	1	1	0.00%
490341	Salary - Engineering Technician III	1	1	1	1	1	1	0.00%
490342	Salary - Construction Inspector	1	1	1	1	1	1	0.00%
490343	Salary - Survey Party Chief	1	1	1	1	1	1	0.00%
490346	Salary - Survey Instrument Operator	1	1	1	1	1	1	0.00%
490614	Salary - Administrative Assistant	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Engineering	<b>ORGANIZATION:</b>	042300

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	0	95	2,000	1,000	2,000	1,000	1,000
490107	Salary - Assistant City Engineer	144,596	147,489	151,331	151,331	151,331	154,358	154,358
490110	Salary - City Engineer	85,742	87,457	89,736	89,736	89,736	91,531	91,531
490162	Salary - Lead Engineering Technician	41,103	41,925	43,017	43,017	43,017	43,877	43,877
490236	Salary - Land Surveyor	51,345	52,373	53,738	53,738	53,737	54,812	54,812
490313	Salary - Survey Technician	27,275	25,156	28,545	25,545	28,546	29,117	29,117
490341	Salary - Engineering Technician III	35,535	36,246	37,191	37,191	37,191	37,935	37,935
490342	Salary - Construction Inspector	43,349	44,216	45,368	45,368	45,368	46,275	46,275
490343	Salary - Survey Party Chief	40,786	41,602	42,685	42,685	42,686	43,540	43,540
490346	Salary - Survey Instrument Operator	31,456	32,817	32,922	29,922	25,891	26,409	26,409
490614	Salary - Administrative Assistant	35,884	36,602	37,555	37,555	37,555	38,306	38,306
490626	Salary - Clerical Specialist	27,189	20,379	22,935	22,935	22,934	23,393	23,393
<b>Total Salaries</b>		<b>564,260</b>	<b>566,357</b>	<b>587,023</b>	<b>580,023</b>	<b>579,992</b>	<b>590,553</b>	<b>590,553</b>
<b>Fringe:</b>								
510201	Fringe - Pension	181,176	138,297	135,602	134,602	140,069	142,619	142,619
510202	Fringe - Hospital	57,637	71,939	90,302	89,302	98,172	98,172	98,172
510206	Fringe - Medicare Insurance Tax	7,347	7,363	7,893	7,893	7,791	7,931	7,931
510207	Fringe - Life Insurance	253	230	491	491	491	491	491
<b>Total Fringe</b>		<b>226,413</b>	<b>217,829</b>	<b>234,288</b>	<b>232,288</b>	<b>246,523</b>	<b>249,213</b>	<b>249,213</b>
<b>Operating &amp; Contractual</b>								
520400	Office	9,368	6,928	10,000	10,000	10,000	10,000	10,000
520519	Operating - Drafting & Survey	2,172	6,255	8,000	8,000	8,000	8,000	8,000
531101	Fees - Recording	1,325	1,715	3,000	3,000	3,000	3,000	3,000
531215	Fees, Licenses, & Permits	700	700	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs - Gas & Oil	9,087	5,719	9,000	6,000	9,000	9,000	9,000
531304	Vehicle Costs - R & M	1,330	2,267	3,000	3,000	3,000	3,000	3,000
531410	Telephone	3,989	3,506	4,000	4,000	4,000	4,000	4,000
531500	Printing	143	282	1,000	1,000	1,000	1,000	1,000
531802	Rent - Copy Machine	12,306	12,085	16,000	13,000	16,000	16,000	16,000
543002	Dues & Subscriptions	1,556	1,270	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	4,541	3,750	5,000	5,000	5,000	5,000	5,000
605106	Maintenance Equipment	133	775	1,000	1,000	1,000	1,000	1,000
<b>Total Operating &amp; Contractual</b>		<b>46,650</b>	<b>45,252</b>	<b>62,000</b>	<b>56,000</b>	<b>62,000</b>	<b>62,000</b>	<b>62,000</b>
<b>Capital Outlay:</b>								
707500	Vehicles	0	0	0	0	20,017	20,017	20,017
707600	Machinery & Equipment	4,582	7,466	2,230	2,230	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	13,622	0	5,050	5,050	4,250	4,250	4,250
<b>Total Capital Outlay</b>		<b>18,204</b>	<b>7,466</b>	<b>7,280</b>	<b>7,280</b>	<b>24,267</b>	<b>24,267</b>	<b>24,267</b>
<b>TOTAL DEPARTMENT</b>		<b>855,527</b>	<b>836,904</b>	<b>890,591</b>	<b>875,591</b>	<b>912,782</b>	<b>926,033</b>	<b>926,033</b>

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Public Works</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Urban Forestry</b>	<b>ORGANIZATION:</b>	<b>042400</b>

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

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

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

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Requests for Assistance	500	700	750
Trees Trimmed	500	700	800
Trees Removed	150	350	250
Trees Planted	0	25	50
Oversight on Capital Projects	5	5	5
Landscape Ordinance Compliance Reviews	60	50	75

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Urban Forestry	<b>ORGANIZATION:</b>	042400

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	47,694	48,648	49,915	49,915	50,913	50,913	2.00%
Fringe Benefits	18,639	18,459	19,315	19,315	20,704	20,704	7.19%
Operating/Contractual	331,585	369,089	323,000	353,000	291,000	291,000	-9.91%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	1,300	0	0	0	6,825	6,825	0.00%
<b>Total Appropriations</b>	<b>399,218</b>	<b>436,196</b>	<b>392,230</b>	<b>422,230</b>	<b>369,442</b>	<b>369,442</b>	<b>-5.81%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490106	Salary - Landscape Architect	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	<b>Public Works</b>	<b>FUND #:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Urban Forestry</b>	<b>ORGANIZATION:</b>	<b>042400</b>

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
490106	<b>Salaries:</b>							
	Salary - Landscape Architect	47,694	48,648	49,915	49,915	49,915	50,913	50,913
	<b>Total Salaries</b>	47,694	48,648	49,915	49,915	49,915	50,913	50,913
	<b>Fringe:</b>							
510201	Fringe - Pension	13,622	12,001	11,530	11,530	12,054	12,295	12,295
510202	Fringe - Hospital	4,325	5,752	7,019	7,019	7,629	7,629	7,629
510206	Fringe - Medicare Insurance Tax	670	685	724	724	724	738	738
510207	Fringe - Life Insurance	22	21	42	42	42	42	42
	<b>Total Fringe</b>	18,639	18,459	19,315	19,315	20,449	20,704	20,704
	<b>Operating &amp; Contractual:</b>							
520500	Operating	1,830	1,962	2,000	2,000	2,000	2,000	2,000
531115	Tree Trimming/Removal	150,492	188,035	145,000	175,000	145,000	130,000	130,000
531301	Vehicle Costs - Gas & Oil	698	447	3,000	3,000	3,000	3,000	3,000
531304	Vehicle Costs - R & M	692	25	2,000	2,000	2,000	2,000	2,000
531410	Telephone	1,188	943	2,000	2,000	2,000	2,000	2,000
543002	Dues & Subscriptions	840	262	0	0	0	0	0
543003	Travel & Training	1,975	1,716	2,000	2,000	2,000	2,000	2,000
605110	Maintenance Grounds & ROW	173,870	175,699	167,000	167,000	167,000	150,000	150,000
	<b>Total Operating &amp; Contractual</b>	331,585	369,089	323,000	353,000	323,000	291,000	291,000
	<b>Capital Outlay:</b>							
707500	Vehicles	0	0	0	0	0	0	0
707600	Machinery & Equipment	1,300	0	0	0	0	0	0
707700	Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	6,825	6,825	6,825
	<b>Total Capital Outlay</b>	1,300	0	0	0	6,825	6,825	6,825
	<b>TOTAL DEPARTMENT</b>	399,218	436,196	392,230	422,230	400,189	369,442	369,442

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

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

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

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

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

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Miles of streets swept	700	1,608	2,008
Miles of canals/ditches cleaned	125	3,120	3,220
Miles of canals/ditches sprayed	0	2,560	2,660
Miles of underground pipes flushed	0	410	460
Incoming Calls	350	5,000	5,200
Miles of street repair for potholes	0	200	300
No of hours Larviciding & Spraying	0	1,568	1,768
Annual tons of landfill operation	1,000	2,500	2,700
No. of complaints received	0	689	800
Orders & complaints completed	400	585	700
Emergency Call-Out	0	66	91

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Streets & ROW	<b>ORGANIZATION:</b>	042500

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	1,128,093	1,181,893	1,160,099	1,176,099	1,138,681	1,138,681	-1.85%
Fringe Benefits	524,748	498,426	555,158	545,158	618,678	618,678	11.44%
Operating/Contractual	1,136,642	1,245,525	1,142,000	1,216,000	1,134,000	1,134,000	-0.70%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	237,094	1,298,824	1,278,230	1,278,230	683,335	683,335	0.00%
<b>Total Appropriations</b>	<b>3,026,577</b>	<b>4,224,668</b>	<b>4,135,487</b>	<b>4,215,487</b>	<b>3,574,694</b>	<b>3,574,694</b>	<b>-13.56%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490125	Salary - Superintendent	1	1	1	1	1	1	0.00%
490145	Salary - Supervisor Street Maint	2	2	2	2	2	2	0.00%
490146	Salary - Crew Leader Street Maint	3	3	3	3	3	3	0.00%
490147	Salary - Maintenance Worker Senior	3	3	3	3	3	3	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490624	Salary - Inventory Coordinator	1	1	1	1	1	1	0.00%
490738	Salary - Equipment Operator III	4	4	4	4	4	4	0.00%
490746	Salary - Equipment Operator II	7	7	7	7	7	7	0.00%
490751	Salary - Fleet Maintenance Technician	1	1	1	1	1	1	0.00%
490819	Salary - Equipment Operator I	4	4	4	4	4	4	0.00%
490820	Salary - Maintenance Worker	3	3	3	3	3	3	0.00%
490919	Salary - Supervisor Streets	1	1	1	1	1	1	0.00%
<b>Total Positions</b>		<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Streets & ROW	<b>ORGANIZATION:</b>	042500

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	307,985	372,861	240,000	300,000	240,000	200,000	200,000
490125	Salary - Superintendent	67,356	44,966	61,754	61,754	61,754	62,989	62,989
490145	Salary - Supervisor Street Maint	77,834	67,811	79,014	78,014	81,968	83,608	83,608
490146	Salary - Crew Leader Street Maint	89,275	95,332	97,816	90,816	108,040	110,201	110,201
490147	Salary - Maintenance Worker Senior	53,603	70,127	72,925	72,925	72,925	78,999	78,999
490618	Salary - Administrative Secretary	28,655	29,785	30,561	30,561	30,561	31,172	31,172
490624	Salary - Inventory Coordinator	31,020	31,840	32,465	32,465	32,465	33,114	33,114
490736	Salary - Equipment Operator III	102,585	100,777	114,774	113,774	115,240	117,545	117,545
490746	Salary - Equipment Operator II	172,450	155,961	193,190	172,190	178,037	181,596	181,596
490751	Salary - Fleet Maintenance Technician	38,084	38,748	39,858	36,858	29,287	29,873	29,873
490819	Salary - Equipment Operator I	63,858	75,789	93,927	90,927	96,296	98,222	98,222
490820	Salary - Maintenance Worker	57,295	59,241	63,949	55,949	61,704	70,698	70,698
490919	Salary - Supervisor Streets	38,093	38,855	39,866	39,866	39,867	40,664	40,664
<b>Total Salaries</b>		<b>1,128,093</b>	<b>1,181,893</b>	<b>1,160,099</b>	<b>1,176,099</b>	<b>1,148,144</b>	<b>1,138,681</b>	<b>1,138,681</b>
<b>Fringe:</b>								
510201	Fringe - Pension	318,443	287,090	267,978	267,978	277,278	284,647	284,647
510202	Fringe - Hospital	191,140	195,268	269,549	259,549	315,633	315,633	315,633
510206	Fringe - Medicare Insurance Tax	14,568	15,509	16,329	16,329	16,644	17,096	17,096
510207	Fringe - Life Insurance	597	559	1,302	1,302	1,302	1,302	1,302
<b>Total Fringe</b>		<b>524,748</b>	<b>498,426</b>	<b>555,158</b>	<b>545,158</b>	<b>610,857</b>	<b>618,678</b>	<b>618,678</b>
<b>Operating &amp; Contractual:</b>								
520106	Contract Labor	0	0	0	10,000	0	0	0
520106	Contract Labor - Inmates	134,141	149,248	133,000	150,000	150,000	150,000	150,000
520204	Uniforms	7,577	7,642	5,000	5,000	5,000	5,000	5,000
520500	Operating Supplies	80,044	83,209	80,000	80,000	80,000	70,000	70,000
520503	Operating Chemicals	18,215	40,379	20,000	45,000	45,000	25,000	25,000
520506	Operating Concrete & Asphalt	128,726	83,426	101,000	96,000	101,000	81,000	81,000
520507	Operating - Sand & Gravel	922	4,893	7,000	7,000	7,000	7,000	7,000
520514	Small Tools	2,841	2,819	3,000	3,000	3,000	3,000	3,000
531301	Vehicle Costs - Gas & Oil	185,328	123,556	175,000	125,000	175,000	175,000	175,000
531304	Vehicle Costs - R & M	525,877	720,948	575,000	650,000	575,000	575,000	575,000
531410	Telephone	5,427	5,195	6,000	6,000	6,000	6,000	6,000
531500	Printing	246	223	0	0	0	0	0
531800	Rent	17,397	301	20,000	20,000	20,000	20,000	20,000
543003	Travel & Training	15,146	7,970	4,000	4,000	4,000	4,000	4,000
605106	Maintenance Equipment	14,755	15,916	13,000	15,000	13,000	13,000	13,000
<b>Total Operating &amp; Contractual</b>		<b>1,136,642</b>	<b>1,245,525</b>	<b>1,142,000</b>	<b>1,216,000</b>	<b>1,184,000</b>	<b>1,134,000</b>	<b>1,134,000</b>
<b>Capital Outlay:</b>								
707500	Vehicles	84,813	283,603	880,200	880,200	681,973	239,562	239,562
707600	Machinery & Equipment	152,281	1,015,221	387,930	387,930	1,673,068	439,997	439,997
707700	Office Furniture & Fixtures	0	0	10,100	10,100	3,776	3,776	3,776
707702	Computer Software	0	0	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>237,094</b>	<b>1,298,824</b>	<b>1,278,230</b>	<b>1,278,230</b>	<b>2,358,815</b>	<b>683,335</b>	<b>683,335</b>
<b>TOTAL DEPARTMENT</b>		<b>3,026,577</b>	<b>4,224,668</b>	<b>4,135,487</b>	<b>4,215,487</b>	<b>5,301,816</b>	<b>3,574,694</b>	<b>3,574,694</b>

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Replace Damage Signs	2,100	2,100	2,500
Paint Cross Walks and Stop Lines	500	500	900
Streets Striped	400	500	900
Signs Made	13,000	14,000	16,000
Banners Made	0	300	500
Banners Hung	2,200	2,200	2,200
Street Closures and Detours	160	170	500
Traffic Counts	1,100	1,100	1,300
Speed Humps Installed	200	200	0

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Traffic	<b>ORGANIZATION:</b>	042800

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	297,245	294,303	291,787	296,787	297,403	297,403	1.92%
Fringe Benefits	131,178	144,241	152,241	152,241	163,777	163,777	7.58%
Operating/Contractual	99,871	96,117	97,000	105,000	92,000	92,000	-5.15%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	41,889	54,658	42,420	46,620	15,000	15,000	0.00%
<b>Total Appropriations</b>	<b>570,183</b>	<b>589,319</b>	<b>583,448</b>	<b>600,648</b>	<b>568,180</b>	<b>568,180</b>	<b>-2.62%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent 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>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Traffic	<b>ORGANIZATION:</b>	042800

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
450001	Overtime	14,953	20,892	11,000	16,000	11,000	11,000	11,000
490310	Salary - Traffic Signal Technician	72,113	79,215	81,278	81,278	81,279	82,905	82,905
490618	Salary - Administrative Secretary	27,493	28,043	28,773	28,773	28,773	29,348	29,348
490736	Salary - Superintendent Traffic Signals	51,851	52,684	54,057	54,057	54,057	55,138	55,138
490741	Salary - Sign Artist	49,074	29,868	30,901	30,901	30,901	31,519	31,519
490821	Salary - Sign & Marking Specialist	81,961	83,601	85,778	85,778	85,778	87,493	87,493
	<b>Total Salaries</b>	<b>297,245</b>	<b>294,303</b>	<b>291,787</b>	<b>296,787</b>	<b>291,788</b>	<b>297,403</b>	<b>297,403</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	75,549	72,598	67,404	67,404	70,468	71,823	71,823
510202	Fringe - Hospital	52,249	68,010	80,701	80,701	87,745	87,745	87,745
510206	Fringe - Medicare Insurance Tax	3,218	3,468	3,800	3,800	3,800	3,873	3,873
510207	Fringe - Life Insurance	162	165	336	336	336	336	336
	<b>Total Fringe</b>	<b>131,178</b>	<b>144,241</b>	<b>152,241</b>	<b>152,241</b>	<b>162,349</b>	<b>163,777</b>	<b>163,777</b>
	<b>Operating &amp; Contractual:</b>							
520500	Operating Supplies	21,208	29,995	23,000	24,000	23,000	23,000	23,000
520509	Operating - Signs	24,755	18,970	19,000	29,000	19,000	19,000	19,000
520510	Operating - Paint	8,000	8,000	8,000	8,000	8,000	8,000	8,000
531117	Street Striping	6,470	10,410	12,000	12,000	12,000	12,000	12,000
531301	Vehicle Costs - Gas & Oil	17,191	10,002	17,000	14,000	17,000	12,000	12,000
531304	Vehicle Costs - R & M	13,393	10,499	13,000	13,000	13,000	13,000	13,000
531410	Telephone	2,912	1,877	3,000	3,000	3,000	3,000	3,000
531500	Printing	173	22	0	0	0	0	0
543003	Travel & Training	2,446	4,185	0	0	0	0	0
605106	Maintenance Equipment	3,323	2,157	2,000	2,000	2,000	2,000	2,000
	<b>Total Operating &amp; Contractual</b>	<b>99,871</b>	<b>98,117</b>	<b>97,000</b>	<b>105,000</b>	<b>97,000</b>	<b>92,000</b>	<b>92,000</b>
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	29,335	0	0	0	106,908	0	0
707600	Machinery & Equipment	12,554	54,658	42,420	46,620	24,793	15,000	15,000
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>	<b>41,889</b>	<b>54,658</b>	<b>42,420</b>	<b>46,620</b>	<b>131,701</b>	<b>15,000</b>	<b>15,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>570,183</b>	<b>589,319</b>	<b>583,448</b>	<b>600,648</b>	<b>682,838</b>	<b>568,180</b>	<b>568,180</b>

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Public Works</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Building Services</b>	<b>ORGANIZATION:</b>	<b>043400</b>

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

**Contract and Capital Project Management:** Initial oversight of maintenance and capital renovation projects, including construction supervision of Capital Projects designated to this department.

**Air conditioning, Heating, and Ventilation:** Extensive preventive, predictive and corrective maintenance are performed and contracted on HVAC systems including filter service, lubrication, adjustments, repairs and replacements. Other miscellaneous work is performed.

**Plumbing:** Performs and contracts plumbing repairs and improvements, including but not limited to water, gas, and wastewater concerns. Other miscellaneous work is performed.

**Industrial and Commercial Equipment Maintenance:** Extensive preventive, predictive, and corrective maintenance performed and contracted. Typical to this area are automated gates, turnstiles, truck and bus washes, ice machines, generators, refrigerators, stoves, ovens, and microwaves. Other miscellaneous work is performed.

**Carpentry:** The Carpentry Shop makes and contracts repairs to building and facilities, as well as undertakes small scale renovations of existing facilities. Work tables, bookshelves, stages and other "wood" oriented items are often integral parts of these projects. Fabrication of wood based signs and barricades as well as limited locksmith services are also provided. This crew also works with and assists painters in a term effort to enhance efficiency of staffing. Other miscellaneous work is performed.

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

**Special Events:** Provision of support services events, community functions, governmental meetings and Cultural events and events sponsored by other departments such as the Zoo, Recreation, and Community Service Division.

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Building Services	<b>ORGANIZATION:</b>	043400

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	813,600	834,372	950,315	906,315	955,202	955,202	0.51%
Fringe Benefits	399,606	384,481	487,388	472,388	551,787	551,787	13.21%
Operating/Contractual	1,419,752	1,249,339	1,272,000	1,333,000	1,224,000	1,224,000	-3.77%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	126,726	262,653	212,503	349,984	101,921	101,921	0.00%
<b>Total Appropriations</b>	<b>2,759,684</b>	<b>2,730,845</b>	<b>2,922,206</b>	<b>3,061,687</b>	<b>2,832,910</b>	<b>2,832,910</b>	<b>-3.06%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490141	Salary - Crew Leader	0	0	1	0	0	0	0.00%
490149	Salary - Custodial Worker	5	5	6	6	6	6	0.00%
490150	Salary - Supervisor Custodial	1	1	1	1	1	1	0.00%
490153	Salary - Supervisor Building Maint	2	2	2	2	2	2	0.00%
490234	Salary - Superintendent-Bldg Maint	1	1	1	1	1	1	0.00%
490503	Salary - Community Center Attendant	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
490711	Salary - Electrician	1	1	1	1	1	1	0.00%
490742	Salary - Painter	3	3	3	3	3	3	0.00%
490748	Salary - Carpenter	3	3	3	3	3	3	0.00%
490822	Salary - Trades Worker	1	1	0	0	0	0	0.00%
490823	Salary - Lead Custodial Worker	2	2	3	3	3	3	0.00%
490830	Salary - Building Maintenance Spec	2	2	2	2	2	2	0.00%
490859	Salary - Mechanical Systems Tech	3	3	3	3	3	3	0.00%
490924	Salary - Crew Leader-Carpentry	0	0	0	1	1	1	0.00%
	<b>Total Positions</b>	<b>27</b>	<b>27</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>29</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Building Services	<b>ORGANIZATION:</b>	043400

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
450001	Overtime	55,855	56,810	36,000	56,000	36,000	36,000	36,000
490149	Salary - Custodial Worker	83,379	85,117	120,316	109,316	118,163	128,278	128,278
490150	Salary - Supervisor Custodial	31,627	32,259	33,100	33,100	33,100	33,762	33,762
490153	Salary - Supervisor Building Maint	85,479	87,188	89,460	89,460	89,460	91,249	91,249
490234	Salary - Superintendent-Bldg Maint	59,090	60,272	61,841	61,841	61,842	63,079	63,079
490141	Salary - Crew Leader	0	0	40,852	0	0	0	0
490503	Salary - Community Center Attendant	35,339	36,123	37,054	37,054	37,055	37,796	37,796
490618	Salary - Administrative Secretary	25,556	26,068	26,747	26,747	26,747	27,282	27,282
490626	Salary - Clerical Specialist	26,847	26,516	28,097	22,097	21,194	21,618	21,618
490711	Salary - Electrician	26,693	17,568	38,563	38,563	38,563	39,334	39,334
490742	Salary - Painter	88,500	90,270	92,621	92,621	92,623	94,476	94,476
490746	Salary - Carpenter	85,072	82,946	89,034	88,034	86,811	88,546	88,546
490822	Salary - Trades Worker	35,485	31,157	0	0	0	0	0
490823	Salary - Lead Custodial Worker	47,862	49,122	76,347	63,347	74,693	76,186	76,186
490830	Salary - Building Maintenance Spec	49,009	51,823	60,637	49,837	59,408	60,596	60,596
490859	Salary - Mechanical Systems Tech	77,807	101,133	119,446	116,446	114,260	116,545	116,545
490924	Salary - Crew Leader-Carpentry	0	0	0	21,852	39,662	40,455	40,455
	<b>Total Salaries</b>	<b>813,600</b>	<b>834,372</b>	<b>950,315</b>	<b>906,315</b>	<b>929,581</b>	<b>955,202</b>	<b>955,202</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	232,271	204,840	219,522	211,522	224,493	230,684	230,684
510202	Fringe - Hospital	156,249	168,250	253,408	246,408	306,578	306,578	306,578
510206	Fringe - Medicare Insurance Tax	10,551	10,879	13,240	13,240	12,938	13,307	13,307
510207	Fringe - Life Insurance	535	512	1,218	1,218	1,218	1,218	1,218
	<b>Total Fringe</b>	<b>399,606</b>	<b>384,481</b>	<b>487,388</b>	<b>472,388</b>	<b>545,227</b>	<b>551,787</b>	<b>551,787</b>
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	90,075	70,038	40,000	108,000	40,000	40,000	40,000
520106	Contract Labor-Inmates	67,071	74,624	66,000	74,000	74,000	74,000	74,000
520204	Uniforms	6,737	6,070	6,000	6,000	6,000	6,000	6,000
520400	Office	1,487	1,567	2,000	2,000	2,000	2,000	2,000
520500	Operating Supplies	35,468	48,197	39,000	43,000	43,000	43,000	43,000
520501	Operating - Janitorial	31,319	31,340	32,000	36,000	32,000	32,000	32,000
520510	Operating - Paint	8,616	3,698	5,000	5,000	5,000	5,000	5,000
520514	Small Tools	5,089	2,178	5,000	5,000	5,000	5,000	5,000
520520	Operating - Locks/Keys	4,776	1,675	2,000	2,000	2,000	2,000	2,000
531110	Professional Fees & Services	4,991	0	0	0	0	0	0
531301	Vehicle Costs - Gas & Oil	34,448	23,377	40,000	28,000	40,000	40,000	40,000
531304	Vehicle Costs - R & M	27,003	27,285	28,000	28,000	28,000	28,000	28,000
531410	Telephone	12,195	11,373	12,000	11,000	12,000	12,000	12,000
531500	Printing	946	319	0	0	0	0	0
531701	Utilities	632,631	505,499	540,000	520,000	540,000	500,000	500,000
543003	Travel & Training	2,737	2,169	0	0	0	0	0
605101	Maintenance Bldg & Facilities	424,312	402,057	420,000	430,000	430,000	400,000	400,000
605106	Maintenance Equipment	5,403	9,592	10,000	10,000	10,000	10,000	10,000
605110	Maintenance Grounds & ROW	24,448	28,281	25,000	25,000	25,000	25,000	25,000
	<b>Total Operating &amp; Contractual</b>	<b>1,419,752</b>	<b>1,249,339</b>	<b>1,272,000</b>	<b>1,333,000</b>	<b>1,294,000</b>	<b>1,224,000</b>	<b>1,224,000</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Building Services	<b>ORGANIZATION:</b>	043400

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	29,434	0	17,614	24,211	24,211	24,211
707500	Vehicles	93,332	94,272	63,570	126,658	62,085	29,290	29,290
707600	Machinery & Equipment	12,182	138,767	92,728	149,507	13,420	13,420	13,420
707700	Office Furniture & Fixtures	21,212	0	56,205	56,205	67,127	35,000	35,000
707702	Computer Software	0	180	0	0	0	0	0
	<b>Total Capital Outlay</b>	126,726	262,653	212,503	349,984	166,843	101,921	101,921
	<b>TOTAL DEPARTMENT</b>	2,759,684	2,730,845	2,922,206	3,061,687	2,935,651	2,832,910	2,832,910

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Public Works</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Broadway Resource Ctr</b>	<b>ORGANIZATION:</b>	<b>043500</b>

**GOAL MISSION STATEMENT**

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

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

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

**FUNCTION DESCRIPTION**

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

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	0	0	0	0	0	0	0.00%
Fringe Benefits	0	0	0	0	0	0	0.00%
Operating/Contractual	50,312	54,507	54,000	54,000	54,000	54,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>50,312</b>	<b>54,507</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>54,000</b>	<b>0.00%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	41,772	44,625	44,000	44,000	44,000	44,000	44,000
520501	Operating - Janitorial	0	2,140	2,000	2,000	2,000	2,000	2,000
531410	Telephone	847	686	1,000	1,000	1,000	1,000	1,000
531701	Utilities	7,893	7,056	7,000	7,000	7,000	7,000	7,000
	<b>Total Operating &amp; Contractual</b>	50,312	54,507	54,000	54,000	54,000	54,000	54,000
	<b>Capital Outlay:</b>							
707600	Machinery & Equipment	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	0	0	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	50,312	54,507	54,000	54,000	54,000	54,000	54,000

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Martin Community Ctr	<b>ORGANIZATION:</b>	043600

**GOAL MISSION STATEMENT**

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

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

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

**FUNCTION DESCRIPTION**

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

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Martin Community Center	<b>ORGANIZATION:</b>	043600

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	0	0	0	0	0	0	0.00%
Fringe Benefits	0	0	0	0	0	0	0.00%
Operating/Contractual	53,679	53,829	55,000	55,000	55,000	55,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>53,679</b>	<b>53,829</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>0.00%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Martin Community Center	<b>ORGANIZATION:</b>	043600

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	35,556	35,233	35,000	35,000	35,000	35,000	35,000
520501	Operating - Janitorial	783	2,715	3,000	3,000	3,000	3,000	3,000
531410	Telephone	1,232	1,029	1,000	1,000	1,000	1,000	1,000
531701	Utilities	16,108	14,852	16,000	16,000	16,000	16,000	16,000
	<b>Total Operating &amp; Contractual</b>	<b>53,679</b>	<b>53,829</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</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>53,679</b>	<b>53,829</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>

**2017-2018 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

The Motor Pool also provides information on all vehicles/equipment owned by the City through daily input of information processed into RTA. This system has the capabilities to generate detailed reports on preventive maintenance/cost/usage/history, which are required by all division/department heads in maintaing 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Fuel Transactions	35,161	40,000	41,000
Work Orders	9,942	9,950	9,995
Engines Replaced/Overhauled	7	7	7
Vehicles Serviced	2,989	3,050	3,100
Transmissions Serviced/Replaced	55	57	60
Flat Repairs In House/On Road	790	800	820
Tire Shop In House Work Orders	982	1,000	1,050
Body Shop Repairs	266	270	280
Brakes/Clutch Repairs	333	340	345
State Inspections on Road Vehicle	775	800	825

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	697,204	701,538	815,931	770,931	863,091	863,091	5.78%
Fringe Benefits	341,494	358,808	456,637	436,637	501,694	501,694	9.87%
Operating/Contractual	83,650	98,407	88,000	105,000	88,000	88,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	50,042	139,693	80,460	80,460	130,753	130,753	0.00%
<b>Total Appropriations</b>	<b>1,172,390</b>	<b>1,298,446</b>	<b>1,441,028</b>	<b>1,393,026</b>	<b>1,583,538</b>	<b>1,583,538</b>	<b>9.89%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
490118	Salary - Superintendent Fleet Maint	1	1	1	1	1	1	0.00%
490139	Salary - Supervisor Fleet Maint	3	3	3	3	3	3	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
490750	Salary - Fleet Maintenance Tech Sr	5	6	11	11	11	11	0.00%
490751	Salary - Fleet Maintenance Tech	5	5	0	0	0	0	-100.00%
490752	Salary - Fleet Collision Repair Tech	2	2	2	2	2	2	0.00%
490834	Salary - Fleet Service Technician	6	6	6	6	6	6	0.00%
	<b>Total Positions</b>	<b>24</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>25</b>	<b>-100.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	22,653	21,951	18,000	16,000	18,000	18,000	18,000
490118	Salary - Superintendent Fleet Maint	53,999	55,079	56,514	56,514	56,514	57,644	57,644
490139	Salary - Supervisor Fleet Maintenance	105,378	107,720	110,526	110,526	110,526	119,106	119,106
490618	Salary - Administrative Secretary	33,536	34,207	35,098	35,098	35,098	35,800	35,800
490626	Salary - Clerical Specialist	21,914	18,498	22,935	14,935	21,194	21,618	21,618
490750	Salary - Fleet Maintenance Tech Senior	164,588	176,816	357,336	342,336	350,278	379,763	379,763
490751	Salary - Fleet Maintenance Tech	113,461	110,403	0	0	0	0	0
490752	Salary - Fleet Collision Repair Tech	60,706	61,920	63,534	63,534	63,534	64,804	64,804
490834	Salary - Fleet Service Technician	120,969	114,944	151,988	131,988	148,123	166,356	166,356
<b>Total Salaries</b>		<b>697,204</b>	<b>701,538</b>	<b>815,931</b>	<b>770,831</b>	<b>803,267</b>	<b>863,091</b>	<b>863,091</b>
<b>Fringe:</b>								
510201	Fringe - Pension	198,816	173,070	188,480	178,480	193,989	208,438	208,438
510202	Fringe - Hospital	132,747	175,842	255,278	245,278	279,693	279,693	279,693
510206	Fringe - Medicare Insurance Tax	9,461	9,442	11,829	11,829	11,644	12,513	12,513
510207	Fringe - Life Insurance	470	454	1,050	1,050	1,050	1,050	1,050
<b>Total Fringe</b>		<b>341,494</b>	<b>358,808</b>	<b>456,637</b>	<b>436,637</b>	<b>486,376</b>	<b>501,694</b>	<b>501,694</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	21,000	0	0	0
520204	Uniforms	4,046	5,088	4,000	4,000	4,000	4,000	4,000
520400	Office	13	1,643	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	21,478	15,612	17,000	17,000	17,000	17,000	17,000
520514	Small Tools	3,413	3,071	4,000	4,000	4,000	4,000	4,000
531212	Disposal	3,236	5,431	5,000	5,000	5,000	5,000	5,000
531301	Vehicle Costs Gas & Oil	16,651	12,042	18,000	12,000	18,000	18,000	18,000
531304	Vehicle Costs - R & M	26,159	43,446	21,000	21,000	21,000	21,000	21,000
531410	Telephone	3,953	2,880	5,000	5,000	5,000	5,000	5,000
543003	Travel & Training	2,488	0	5,000	5,000	5,000	5,000	5,000
605101	Maintenance Bldg & Facilities	45	1,484	1,000	1,000	1,000	1,000	1,000
605106	Maintenance Equipment	2,168	7,712	9,000	9,000	9,000	9,000	9,000
<b>Total Operating &amp; Contractual</b>		<b>83,650</b>	<b>98,407</b>	<b>88,000</b>	<b>105,000</b>	<b>88,000</b>	<b>88,000</b>	<b>88,000</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	1,450	0	0	0	0	0
707500	Vehicles	0	52,590	0	0	79,356	46,655	46,655
707600	Machinery & Equipment	36,884	85,653	64,015	64,015	84,170	65,353	65,353
707700	Office Furniture & Fixtures	0	0	16,445	16,445	0	0	0
707702	Computer Software	13,158	0	0	0	18,745	18,745	18,745
<b>Total Capital Outlay</b>		<b>50,042</b>	<b>139,693</b>	<b>80,460</b>	<b>80,460</b>	<b>182,271</b>	<b>130,753</b>	<b>130,753</b>
<b>TOTAL DEPARTMENT</b>		<b>1,172,390</b>	<b>1,298,446</b>	<b>1,441,028</b>	<b>1,393,028</b>	<b>1,559,914</b>	<b>1,583,538</b>	<b>1,583,538</b>

**2017-2018 ANNUAL BUDGET**

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

v

**GOAL MISSION STATEMENT**

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

**FUNCTION DESCRIPTION**

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

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Telephone Calls	6,500	6,500	6,500
Animals Returned to Owner	272	300	300
Animals Impounded	5,467	5,000	5,000
Animals Adopted	255	320	320
Animals Incinerated	5,942	5,300	5,300
Citations Issued	141	150	150
Animals Euthanized	4,516	4,000	4,000

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	235,822	227,955	294,953	281,953	299,848	299,848	1.66%
Fringe Benefits	109,169	80,490	139,218	131,218	139,371	139,371	0.11%
Operating/Contractual	232,799	300,681	208,000	275,000	212,000	212,000	1.92%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	109,899	63,916	63,200	63,200	39,700	39,700	-37.18%
<b>Total Appropriations</b>	<b>687,689</b>	<b>673,052</b>	<b>705,371</b>	<b>751,371</b>	<b>690,919</b>	<b>690,919</b>	<b>-2.05%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490141	Salary - Crew Leader	1	1	1	1	1	1	0.00%
490144	Salary - Kennel Technician	2	3	3	3	3	3	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
490855	Salary - Superintendent Animal Cntrl	1	1	1	1	1	1	0.00%
490856	Salary - Animal Control Officer	2	2	2	2	2	2	0.00%
	<b>Total Positions</b>	<b>8</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	33,998	32,381	36,000	36,000	36,000	30,000	30,000
490141	Salary - Crew Leader	29,198	29,782	30,558	30,558	30,558	31,169	31,169
490144	Salary - Kennel Technician	16,173	11,425	62,482	53,482	61,073	70,699	70,699
490618	Salary - Administrative Secretary	25,556	10,823	26,223	26,223	25,459	25,968	25,968
490626	Salary - Clerical Specialist	22,109	30,212	23,393	19,393	22,934	23,393	23,393
490855	Salary - Superintendent Animal Cntrl	54,032	55,112	56,551	56,551	56,548	57,679	57,679
490856	Salary - Animal Control Officer	54,756	58,230	59,746	59,746	59,746	60,940	60,940
<b>Total Salaries</b>		<b>235,822</b>	<b>227,965</b>	<b>294,953</b>	<b>281,953</b>	<b>292,318</b>	<b>299,848</b>	<b>299,848</b>
<b>Fringe:</b>								
510201	Fringe - Pension	67,332	53,929	68,134	66,134	70,594	72,412	72,412
510202	Fringe - Hospital	38,409	23,244	66,430	60,430	62,232	62,232	62,232
510206	Fringe - Medicare Insurance Tax	3,282	3,203	4,276	4,276	4,238	4,349	4,349
510207	Fringe - Life Insurance	146	114	378	378	378	378	378
<b>Total Fringe</b>		<b>109,169</b>	<b>80,490</b>	<b>139,218</b>	<b>131,218</b>	<b>137,442</b>	<b>139,371</b>	<b>139,371</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	85,264	129,705	0	87,000	0	0	0
520204	Uniforms	2,266	3,467	3,000	3,000	3,000	3,000	3,000
520400	Office	269	946	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	29,292	37,315	30,000	35,000	35,000	30,000	30,000
520502	Operating Cleaner	2,533	2,971	3,000	3,000	3,000	3,000	3,000
520504	Operating - Animal Food	6,033	11,097	6,000	10,000	10,000	10,000	10,000
520515	Operating Medical Supplies	1,387	1,903	2,000	2,000	2,000	2,000	2,000
531103	Professional Fees - Veterinarian	22,149	21,330	31,000	31,000	31,000	31,000	31,000
531301	Vehicle Costs - Gas & Oil	14,633	9,036	19,000	11,000	19,000	19,000	19,000
531304	Vehicle Costs - R & M	10,059	10,413	8,000	9,000	8,000	8,000	8,000
531410	Telephone	6,636	2,675	8,000	6,000	8,000	8,000	8,000
531500	Printing	397	325	0	0	0	0	0
531701	Utilities	25,317	20,440	22,000	22,000	22,000	22,000	22,000
543003	Travel & Training	687	1,506	2,000	2,000	2,000	2,000	2,000
605101	Maintenance Bldg & Facilities	20,555	20,860	16,000	16,000	16,000	16,000	16,000
605106	Maintenance Equipment	5,322	26,692	57,000	37,000	57,000	57,000	57,000
<b>Total Operating &amp; Contractual</b>		<b>232,799</b>	<b>300,681</b>	<b>208,000</b>	<b>275,000</b>	<b>217,000</b>	<b>212,000</b>	<b>212,000</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	6,000	6,000	0	0	0
707500	Vehicles	45,490	0	51,000	51,000	0	0	0
707600	Machinery & Equipment	64,409	63,916	6,200	6,200	67,500	39,700	39,700
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>		<b>109,899</b>	<b>63,916</b>	<b>63,200</b>	<b>63,200</b>	<b>67,500</b>	<b>39,700</b>	<b>39,700</b>
<b>TOTAL DEPARTMENT</b>		<b>697,689</b>	<b>673,052</b>	<b>705,371</b>	<b>751,371</b>	<b>714,260</b>	<b>690,919</b>	<b>690,919</b>

*City of Alexandria*  
**Annual Operating Budget**

*Planning Division*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

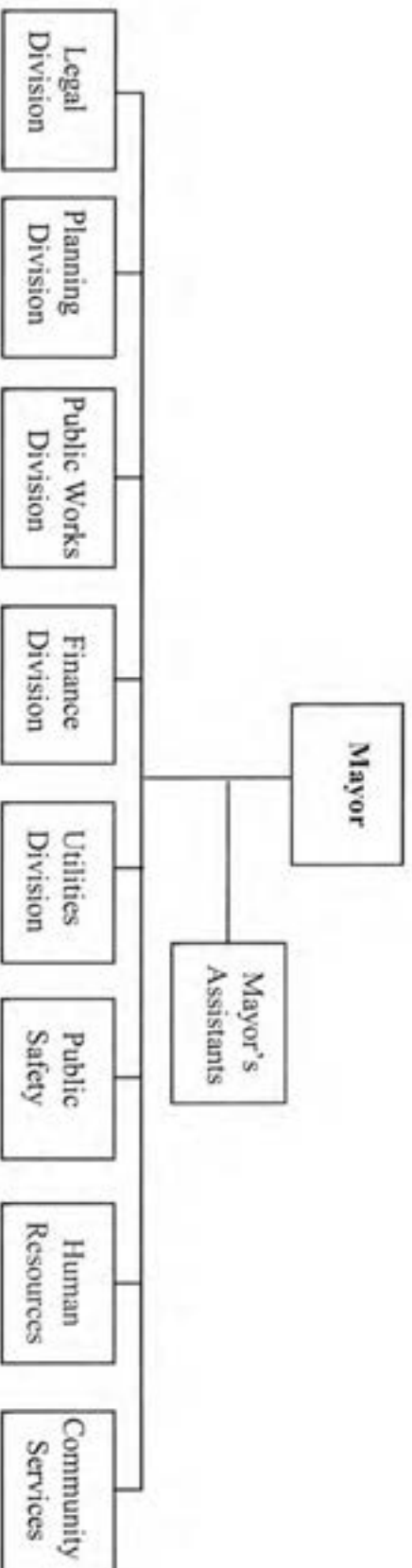


Chart depicts line of command of divisions within the city.

**2017-2018 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 Works Division. The division also supports the Zoning Commission and the Zoning Board of Adjustment and Appeals through agenda development, and other reports. Staff in this division investigated and acted upon as necessary. Complaints regarding zoning are investigated and acted upon as necessary. This division manages and maintains zoning ordinance (Chapter 28 - Land Development Code) as well as the city maps. This division indirectly oversees staff activities in the Community Development Department. This division also participates in regional planning issues through the Rapides Area Planning Commission.

**DEMAND PERFORMANCE INDICATORS**

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Zoning Compliance Certificate	600	650	700
Address Assignments	150	250	300
Commercial Plan Review	180	190	190
Subdivision Review	20	20	15
Permits Issued	450	450	350
Zoning Violations Letters	20	15	30
Flood Zone Letters Issued	70	150	200

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Planning	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	054700

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	185,929	175,072	206,767	206,767	215,006	215,006	3.98%
Fringe Benefits	52,814	45,920	70,127	70,127	68,529	68,529	-2.28%
Operating/Contractual	17,332	75,200	69,000	52,000	52,000	52,000	-24.64%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	11,758	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>267,833</b>	<b>296,192</b>	<b>345,894</b>	<b>328,894</b>	<b>335,535</b>	<b>335,535</b>	<b>-2.99%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
480105	Salary - Director of Planning	1	1	1	1	1	1	0.00%
480230	Salary - Historic Preservation Asst-PT	1	1	1	1	1	1	0.00%
480604	Salary - Administrative Assistant	1	1	1	1	1	1	0.00%
490160	Salary - Planner	1	0	0	0	0	0	0.00%
490240	Salary - Zoning Enforcement Analyst	1	2	2	2	2	2	0.00%
	<b>Total Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Planning	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	054700

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Salaries:</b>							
480105	Salary - Director of Planning	72,277	72,277	74,160	74,160	80,000	81,600	81,600
480230	Salary - Historic Preservation Asst-PT	28,784	32,672	37,706	37,706	36,808	36,608	36,808
480604	Salary - Executive Secretary	25,156	26,365	27,053	27,053	27,053	27,594	27,594
490180	Salary - Planner	35,268	2,263	0	0	0	0	0
490240	Salary - Zoning Enforcement Analyst	24,444	41,495	67,848	67,848	67,848	69,204	69,204
	<b>Total Salaries</b>	<b>185,929</b>	<b>175,072</b>	<b>206,767</b>	<b>206,767</b>	<b>211,509</b>	<b>215,006</b>	<b>215,006</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	27,103	19,573	24,973	24,973	27,038	27,577	27,577
510202	Fringe - Hospital	16,197	16,873	34,780	34,780	30,516	30,516	30,516
510206	Fringe - Medicare Insurance Tax	2,831	2,657	3,068	3,068	3,137	3,198	3,198
510207	Fringe - Life Insurance	81	65	168	168	168	168	168
510208	Fringe - FICA Tax Retirement	1,784	2,026	2,338	2,338	2,270	2,270	2,270
510209	Fringe - Car Allowance	4,818	4,726	4,800	4,800	4,800	4,800	4,800
	<b>Total Fringe</b>	<b>52,814</b>	<b>45,920</b>	<b>70,127</b>	<b>70,127</b>	<b>67,929</b>	<b>68,529</b>	<b>68,529</b>
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	3,404	19,600	9,000	5,000	9,000	5,000	5,000
520400	Office	4,358	8,730	12,000	12,000	12,000	10,000	10,000
531110	Professional Fees & Services	3,372	29,700	20,000	15,000	20,000	10,000	10,000
531301	Vehicle Costs - Gas & Oil	181	17	2,000	1,000	2,000	2,000	2,000
531304	Vehicle Costs R & M	560	1,278	3,000	2,000	3,000	3,000	3,000
531410	Telephone	2,060	1,475	4,000	3,000	3,000	3,000	3,000
531500	Printing	230	210	1,000	1,000	1,000	1,000	1,000
531900	Advertising	90	364	2,000	2,000	2,000	2,000	2,000
543002	Dues & Subscriptions	570	489	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	2,002	9,896	3,000	3,000	3,000	3,000	3,000
605106	Maintenance - Equipment	0	0	1,000	1,000	1,000	1,000	1,000
646043	Historic Preservation Dist Commission	505	3,441	10,000	5,000	10,000	10,000	10,000
	<b>Total Operating &amp; Contractual</b>	<b>17,332</b>	<b>75,200</b>	<b>69,000</b>	<b>52,000</b>	<b>68,000</b>	<b>52,000</b>	<b>52,000</b>
	<b>Capital Outlay:</b>							
707101	Acquisitions	0	0	0	0	0	0	0
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	11,758	0	0	0	0	0	0
707700	Office Furniture and Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>11,758</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>267,833</b>	<b>296,192</b>	<b>345,894</b>	<b>328,894</b>	<b>347,438</b>	<b>335,536</b>	<b>335,536</b>

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Planning</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Community Developmt</b>	<b>ORGANIZATION:</b>	<b>054701</b>

**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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 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

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	90,552	95,640	95,000	95,000	113,000	154,746	62.89%
Fringe Benefits	48,124	48,097	31,000	31,000	31,000	56,652	82.75%
Operating/Contractual	36,183	19,353	130,000	130,000	127,500	127,500	-1.92%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	0	2,135	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>174,859</b>	<b>165,225</b>	<b>256,000</b>	<b>256,000</b>	<b>271,500</b>	<b>338,898</b>	<b>32.38%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
	Note: Slots for this department are budgeted in the Community Development Fund.							

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
490116	Salary - Community Develop Administra	24,791	30,824	18,000	18,000	36,000	36,000	36,000
490161	Salary - Permit Technician	10,155	11,511	0	0	0	0	0
490210	Salary - Program Manager	18,982	16,143	35,000	35,000	35,000	35,000	35,000
490618	Salary - Administrative Secretary	16,180	18,213	15,000	15,000	15,000	15,000	15,000
490626	Salary - Clerical Specialist	20,444	18,949	27,000	27,000	27,000	27,000	27,000
490903	Salary - Multi Trades Inspector	0	0	0	0	0	0	41,746
<b>Total Salaries</b>		<b>90,552</b>	<b>95,640</b>	<b>95,000</b>	<b>95,000</b>	<b>113,000</b>	<b>113,000</b>	<b>154,746</b>
<b>Fringe:</b>								
510201	Fringe - Pension	25,878	29,830	19,000	19,000	19,000	19,000	29,082
510202	Fringe - Hospital	20,939	16,430	10,000	10,000	10,000	10,000	24,923
510206	Fringe - Medicare Insurance Tax	1,256	1,781	2,000	2,000	2,000	2,000	2,605
510207	Fringe - Life Insurance	51	56	0	0	0	0	42
<b>Total Fringe</b>		<b>48,124</b>	<b>48,097</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>31,000</b>	<b>56,652</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	1,870	0	15,000	15,000	15,000	15,000	15,000
520400	Office	4,731	5,891	6,000	6,000	6,000	6,000	6,000
531110	Professional Fees & Services	8,157	434	15,000	15,000	15,000	15,000	15,000
531201	Services - Demolition	0	0	80,000	80,000	80,000	80,000	80,000
531205	Services- Boarding up	0	0	3,000	3,000	3,000	3,000	3,000
531301	Vehicle Costs - Gas & Oil	510	495	1,000	1,000	1,000	1,000	1,000
531304	Vehicle Costs - R & M	564	508	1,000	1,000	1,000	1,000	1,000
531401	Postage	38	1,328	1,000	1,000	1,000	1,000	1,000
531410	Telephone	4,868	4,075	1,000	1,000	1,000	1,000	1,000
531500	Printing	330	63	0	0	0	0	0
531800	Lease	4,253	4,502	4,000	4,000	4,000	4,000	4,000
543000	Miscellaneous	185	122	3,000	3,000	3,000	500	500
543003	Travel & Training	10,677	1,935	0	0	0	0	0
<b>Total Operating &amp; Contractual</b>		<b>36,183</b>	<b>19,353</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>127,500</b>	<b>127,500</b>
<b>Capital Outlay:</b>								
707500	Vehicles	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	0	0	0	0	0	0
707700	Office Furniture & Fixtures	0	2,135	0	0	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>0</b>	<b>2,135</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT</b>		<b>174,859</b>	<b>165,225</b>	<b>256,000</b>	<b>256,000</b>	<b>274,000</b>	<b>271,500</b>	<b>338,898</b>

2017-2018 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

--

FUNCTION DESCRIPTION

--

DEMAND PERFORMANCE INDICATORS

Description	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Planning	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Construction Development	<b>ORGANIZATION:</b>	054702

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	375,507	348,398	422,079	419,079	443,365	401,619	-4.85%
Fringe Benefits	175,662	158,725	223,137	216,137	228,508	202,858	-9.09%
Operating/Contractual	140,144	81,473	72,000	90,000	67,000	67,000	-6.94%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	22,252	25,831	0	0	25,519	25,519	0.00%
<b>Total Appropriations</b>	<b>713,565</b>	<b>614,427</b>	<b>717,216</b>	<b>725,216</b>	<b>764,392</b>	<b>696,994</b>	<b>-2.82%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
490161	Salary - Permit Technician	2	2	2	2	2	2	0.00%
490903	Salary - Multi Trades Inspector	7	7	7	7	7	6	0.00%
490907	Salary - Superintendent Construction D	1	1	1	1	1	1	0.00%
490911	Salary - Plans Reviewer	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>10</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Planning	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Construction Development	<b>ORGANIZATION:</b>	054702

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
450001	Overtime	9,709	16,118	0	14,000	0	0	0
490161	Salary - Permit Technician	25,772	37,841	49,725	48,725	49,726	50,721	50,721
490903	Salary - Multi Trades Inspector	240,347	237,689	282,212	278,212	275,898	302,965	261,219
490907	Salary - Superintendent Construction D	61,982	33,968	51,462	51,462	51,462	52,491	52,491
490911	Salary - Plans Reviewer	37,697	22,982	38,680	26,680	36,459	37,188	37,188
<b>Total Salaries</b>		<b>375,507</b>	<b>348,398</b>	<b>422,079</b>	<b>419,079</b>	<b>413,545</b>	<b>443,365</b>	<b>401,619</b>
<b>Fringe:</b>								
510201	Fringe - Pension	108,669	85,439	97,499	97,499	99,872	107,075	96,993
510202	Fringe - Hospital	61,461	68,337	119,055	112,055	114,544	114,544	99,621
510206	Fringe - Medicare Insurance Tax	5,339	4,773	6,121	6,121	5,997	6,427	5,822
510207	Fringe - Life Insurance	193	176	462	462	462	462	420
<b>Total Fringe</b>		<b>175,662</b>	<b>158,725</b>	<b>223,137</b>	<b>216,137</b>	<b>220,875</b>	<b>228,508</b>	<b>202,856</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	78,610	28,999	0	25,000	0	0	0
520204	Uniforms	2,861	2,658	3,000	2,000	3,000	3,000	3,000
520400	Office	4,436	3,338	6,000	5,000	6,000	6,000	6,000
520500	Operating Supplies	296	3,303	5,000	4,000	5,000	5,000	5,000
520516	Small Tools	366	125	2,000	2,000	2,000	2,000	2,000
531110	Fees, Licenses, & Permits	0	0	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs-Fuel & Oil	11,206	8,321	14,000	10,000	14,000	14,000	14,000
531304	Vehicle Costs-R & M	8,639	2,351	5,000	5,000	5,000	5,000	5,000
531410	Telephone	7,368	9,614	10,000	10,000	10,000	10,000	10,000
531500	Printing	289	291	4,000	4,000	4,000	4,000	4,000
531800	Lease	5,004	6,255	5,000	5,000	5,000	5,000	5,000
543002	Dues & Subscriptions	1,848	1,584	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	19,321	14,634	15,000	15,000	15,000	10,000	10,000
<b>Total Operating &amp; Contractual</b>		<b>140,144</b>	<b>81,473</b>	<b>72,000</b>	<b>90,000</b>	<b>72,000</b>	<b>67,000</b>	<b>67,000</b>
<b>Capital Outlay:</b>								
707500	Vehicles	22,153	25,591	0	0	51,038	25,519	25,519
707600	Machinery & Equipment	0	0	0	0	0	0	0
707700	Office Furniture and Fixtures	0	0	0	0	0	0	0
707702	Computer Software	99	240	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>22,252</b>	<b>25,831</b>	<b>0</b>	<b>0</b>	<b>51,038</b>	<b>25,519</b>	<b>25,519</b>
<b>TOTAL DEPARTMENT</b>		<b>713,565</b>	<b>614,427</b>	<b>717,216</b>	<b>725,216</b>	<b>757,458</b>	<b>784,392</b>	<b>696,994</b>

2017-2018 ANNUAL BUDGET

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

*City of Alexandria*  
**Annual Operating Budget**

*Public Safety Division*



# City of Alexandria PUBLIC SAFETY DIVISION ORGANIZATIONAL CHART

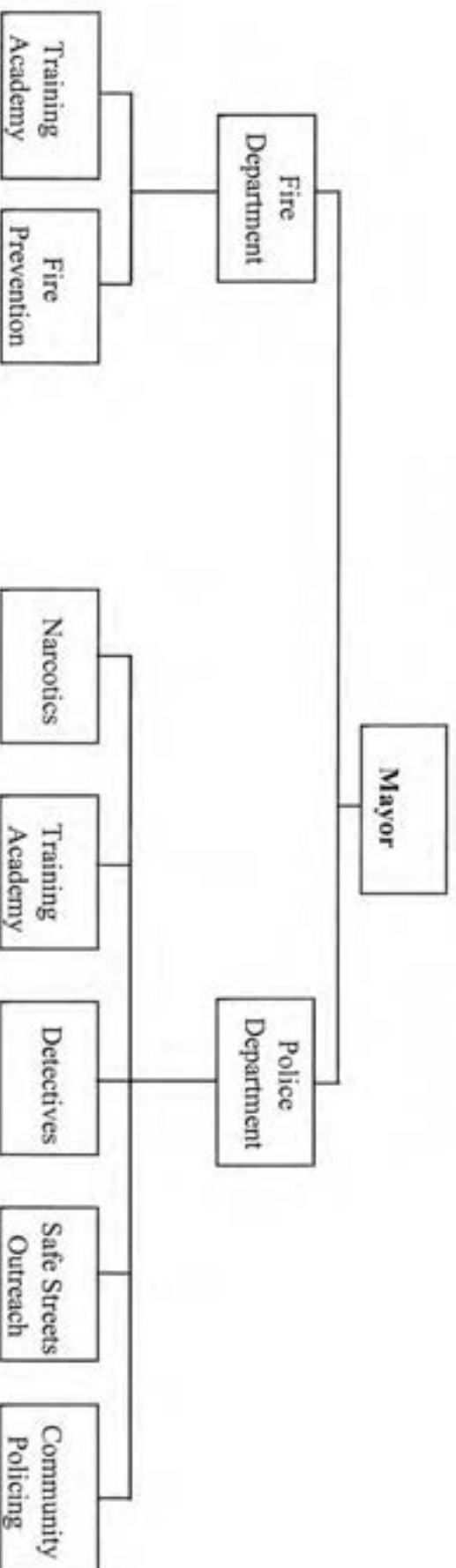


Chart depicts organizational structure of the Public Safety Division

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Accidents	4,620	4,653	4,700
Calls for Service	57,456	54,995	58,000
Public Service	5,168	4,960	5,200

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	9,828,469	9,690,367	10,059,041	10,043,041	10,034,441	10,034,441	-0.24%
Fringe Benefits	3,966,436	4,052,536	5,063,390	4,833,390	5,240,755	5,240,755	3.50%
Operating/Contractual	2,230,376	2,134,138	2,189,000	2,261,798	2,139,000	2,139,000	-2.28%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	406,671	472,358	479,907	560,107	417,290	417,290	0.00%
<b>Total Appropriations</b>	<b>16,431,952</b>	<b>16,349,389</b>	<b>17,791,338</b>	<b>17,698,336</b>	<b>17,831,486</b>	<b>17,831,486</b>	<b>0.23%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
440126	Salary - Police Chief	1	1	1	1	1	1	0.00%
440127	Salary - Assistant Chief	1	1	1	1	1	1	0.00%
440129	Salary - Deputy Police Chief	1	1	1	1	1	1	0.00%
440217	Salary - Captain	4	4	4	4	4	4	0.00%
440218	Salary - Lieutenant	12	12	12	12	12	12	0.00%
440358	Salary - Sergeant	32	32	32	32	32	32	0.00%
440359	Salary - Communications Officers	17	17	17	17	17	17	0.00%
440404	Salary - Corporal	61	61	61	61	58	58	0.00%
440405	Salary - Police Officer	49	49	49	49	52	52	0.00%
440407	Salary - Jailers	2	2	2	2	2	2	0.00%
440408	Salary - School Patrol	15	15	15	15	15	15	0.00%
440412	Salary - Reserve Police Officer	20	20	20	20	20	20	0.00%
440616	Salary - Record Clerk	13	13	13	13	13	13	0.00%
440618	Salary - Secretary (Chief)	1	1	1	1	1	1	0.00%
490339	Salary - Accounting Technician	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>0.00%</b>

Note:  
In this and future years, the number of positions in Officer and Corporal will float between the two ranks as an Officer will automatically attain the rank of Corporal upon completion of 4 years of service.

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
440126	Salary - Police Chief	100,385	100,385	100,000	100,000	100,000	100,000	100,000
440127	Salary - Assistant Chief	87,019	88,886	91,195	87,195	80,467	82,076	82,076
440129	Salary - Deputy Police Chief	62,441	63,817	65,473	65,473	65,653	66,966	66,966
440217	Salary - Captain	259,157	293,504	307,485	302,485	297,496	303,446	303,446
440218	Salary - Lieutenant	788,350	777,479	805,510	794,510	772,769	788,222	788,222
440358	Salary - Sergeant	1,634,681	1,622,835	1,741,593	1,723,593	1,706,226	1,740,346	1,740,346
440359	Salary - Communications Officers	522,586	484,119	532,806	509,806	529,611	540,201	540,201
440404	Salary - Corporal	2,574,264	2,461,976	2,542,491	2,474,491	2,350,803	2,397,826	2,397,826
440405	Salary - Police Officer	1,317,662	1,417,712	1,572,678	1,536,678	1,734,000	1,734,000	1,734,000
440407	Salary - Jailers	76,717	78,251	80,290	80,290	80,290	81,896	81,896
440408	Salary - School Patrol	40,720	38,298	61,607	61,607	59,813	61,009	61,009
440412	Salary - Reserve Police Officer	8,227	0	20,000	11,000	20,000	10,000	10,000
440616	Salary - Record Clerk	418,684	384,554	404,235	404,235	392,140	399,983	399,983
440618	Salary - Secretary (Chief)	52,338	52,351	44,310	44,310	44,310	45,195	45,195
490339	Salary - Accounting Technician	43,349	44,216	45,368	45,368	45,368	46,275	46,275
450001	Overtime	954,615	990,393	792,000	962,000	792,000	792,000	792,000
450002	Stand by Pay	21,780	21,084	22,000	22,000	22,000	22,000	22,000
450003	Accumulated Leave Pay	361,544	312,331	325,000	330,000	325,000	325,000	325,000
450004	Court Pay	59,485	49,267	58,000	58,000	58,000	58,000	58,000
450005	Holiday Pay	270,286	260,563	292,000	275,000	292,000	285,000	285,000
450006	Differential Pay	16,137	13,879	11,000	11,000	11,000	11,000	11,000
450008	Premium Pay	89,193	92,219	87,000	87,000	87,000	87,000	87,000
450010	City Supplemental Pay	68,849	42,248	57,000	57,000	57,000	57,000	57,000
<b>Total Salaries</b>		<b>9,828,469</b>	<b>9,690,367</b>	<b>10,059,041</b>	<b>10,043,041</b>	<b>9,922,946</b>	<b>10,034,441</b>	<b>10,034,441</b>
<b>Fringe:</b>								
510201	Fringe - Pension	2,617,970	2,475,566	3,045,252	2,845,252	3,121,809	3,159,450	3,159,450
510202	Fringe - Hospital	1,176,579	1,402,390	1,839,724	1,809,724	1,927,304	1,927,304	1,927,304
510204	Fringe - Clothing Allowance	29,500	29,000	30,000	30,000	30,000	0	0
510206	Fringe - Medicare Insurance Tax	131,536	135,142	135,164	135,164	139,090	140,830	140,830
510207	Fringe - Life Insurance	3,934	3,776	8,190	8,190	8,148	8,148	8,148
510208	Fringe - FICA Tax Retirement	6,917	6,662	5,060	5,060	4,948	5,023	5,023
<b>Total Fringe</b>		<b>3,966,436</b>	<b>4,052,536</b>	<b>5,063,390</b>	<b>4,833,390</b>	<b>5,231,299</b>	<b>5,240,755</b>	<b>5,240,755</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	72,446	62,211	70,000	72,000	70,000	40,000	40,000
520204	Uniforms	73,178	50,423	40,000	40,000	40,000	30,000	30,000
520400	Office	39,596	41,744	40,000	40,000	40,000	40,000	40,000
520500	Operating Supplies	227,813	200,822	190,000	210,000	190,000	175,000	175,000
520501	Operating - Janitorial	6,165	5,662	8,000	8,000	8,000	8,000	8,000
520504	Operating - Animal Food	2,846	3,853	6,000	6,000	6,000	6,000	6,000
520517	Operating - Crime Scene	20,505	21,873	20,000	20,000	20,000	20,000	20,000
520525	Operating - Informants	9,824	12,211	15,000	15,000	15,000	15,000	15,000
520526	Operating - Narcotics Confiscation	12,989	9,324	35,000	66,681	35,000	35,000	35,000
520529	Operating - Narcotics Confiscation Fed	32,132	10,677	0	10,117	0	0	0
520557	Operating - Academy	83,099	84,429	85,000	85,000	85,000	85,000	85,000
531103	Professional Fees - Veterinarian	3,463	2,446	4,000	4,000	4,000	4,000	4,000
531105	Rapides Parish Coroner	113,782	124,245	126,000	166,000	126,000	126,000	126,000
531261	Services - Prisoner Detention	397,766	415,409	420,000	415,000	420,000	420,000	420,000
531301	Vehicle Costs - Gas & Oil	423,636	324,289	400,000	345,000	400,000	400,000	400,000
531304	Vehicle Costs - R & M	225,994	257,127	205,000	240,000	240,000	240,000	240,000

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	<b>Operating &amp; Contractual(Cont)</b>							
531410	Telephone	131,776	132,260	135,000	133,000	135,000	130,000	130,000
531500	Printing	3,863	3,996	3,000	3,000	3,000	3,000	3,000
531701	Utilities	135,855	155,888	124,000	140,000	140,000	135,000	135,000
531800	Rent	45,428	48,892	75,000	60,000	75,000	75,000	75,000
543002	Dues & Subscriptions	15,905	15,905	12,000	12,000	12,000	12,000	12,000
543003	Travel & Training	43,818	41,001	40,000	40,000	40,000	30,000	30,000
543032	Community Policing Program	19,946	20,084	20,000	20,000	20,000	20,000	20,000
605101	Maintenance Bldg & Facilities	17,453	16,831	20,000	20,000	20,000	20,000	20,000
605106	Maintenance Equipment	71,098	72,516	96,000	91,000	96,000	70,000	70,000
	<b>Total Operating &amp; Contractual</b>	<b>2,230,376</b>	<b>2,134,138</b>	<b>2,189,000</b>	<b>2,261,798</b>	<b>2,240,000</b>	<b>2,139,000</b>	<b>2,139,000</b>
	<b>Capital Outlay:</b>							
707405	Buiding Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	279,907	314,407	634,982	162,090	162,090
707600	Machinery & Equipment	383,610	472,358	200,000	245,700	391,573	200,000	200,000
707700	Furniture & Fixtures	4,566	0	0	0	11,200	11,200	11,200
707702	Computer Software	18,505	0	0	0	44,000	44,000	44,000
707900	Animals	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>406,671</b>	<b>472,358</b>	<b>479,907</b>	<b>560,107</b>	<b>1,081,755</b>	<b>417,290</b>	<b>417,290</b>
	<b>TOTAL DEPARTMENT</b>	<b>16,431,952</b>	<b>16,349,399</b>	<b>17,791,338</b>	<b>17,698,336</b>	<b>18,476,000</b>	<b>17,831,486</b>	<b>17,831,486</b>

**2017-2018 ANNUAL BUDGET**

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

**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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 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



2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Operating &amp; Contractual:</b>								
520400	Office	92	92	2,000	2,000	2,000	2,000	2,000
531110	Professional Fees And Services	6,104	4,102	12,000	10,000	12,000	8,000	8,000
531500	Printing	63	63	0	0	0	0	0
531900	Advertising	1,268	4,430	3,000	3,000	3,000	3,000	3,000
605106	Maintenance Equipment	0	0	2,000	2,000	2,000	2,000	2,000
	<b>Total Operating &amp; Contractual</b>	<b>7,527</b>	<b>8,687</b>	<b>19,000</b>	<b>17,000</b>	<b>19,000</b>	<b>15,000</b>	<b>15,000</b>
<b>Capital Outlay:</b>								
707600	Machinery & Equipment	0	935	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>0</b>	<b>935</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>7,527</b>	<b>9,622</b>	<b>19,000</b>	<b>17,000</b>	<b>19,000</b>	<b>15,000</b>	<b>15,000</b>

**2017-2018 ANNUAL BUDGET**

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

**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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 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

2017-2018 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	6,204,974	6,272,602	6,339,050	6,391,050	6,290,359	6,290,359	-0.77%
Fringe Benefits	2,483,925	2,630,130	3,087,194	2,952,194	3,184,655	3,184,655	3.16%
Operating/Contractual	717,842	614,532	571,000	659,000	610,000	610,000	6.83%
Other	1,279,280	1,272,795	1,278,472	1,278,472	1,280,837	1,280,837	0.00%
Capital Outlay	93,921	258,731	569,046	614,509	322,480	322,480	0.00%
<b>Total Appropriations</b>	<b>10,779,942</b>	<b>11,048,790</b>	<b>11,844,762</b>	<b>11,895,225</b>	<b>11,688,331</b>	<b>11,688,331</b>	<b>-1.32%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
440121	Salary - Fire Chief	1	1	1	1	1	1	0.00%
440122	Salary - 1st Assistant Chief	3	3	3	3	3	3	0.00%
440123	Salary - 2nd Assistant Chief	7	7	7	7	7	7	0.00%
440124	Salary - Chief of Fire Prevention	1	1	1	1	1	1	0.00%
440128	Salary - Chief of Communications	1	1	1	1	1	1	0.00%
440216	Salary - Captain	27	27	27	27	27	27	0.00%
440357	Salary - Communications Officer	7	7	7	7	7	7	0.00%
440360	Salary - Fire Training Officer	1	1	1	1	1	1	0.00%
440361	Salary - Fire Prevention Officer	3	3	3	3	3	3	0.00%
440362	Salary - Director of EMS	1	1	1	1	1	1	0.00%
440401	Salary - Fire Equipment Operator	33	33	33	33	33	33	0.00%
440402	Salary - Firefighter 1st Class	39	39	39	39	39	39	0.00%
440614	Salary - Chief's Secretary	1	1	1	1	1	1	0.00%
440615	Salary - Records Clerk	2	2	2	2	2	2	0.00%
440745	Salary - Mechanic	1	0	0	0	0	0	0.00%
	<b>Total Positions</b>	<b>128</b>	<b>127</b>	<b>127</b>	<b>127</b>	<b>127</b>	<b>127</b>	<b>0.00%</b>

2017-2018 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	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
440121	Salary - Fire Chief	88,416	88,416	88,077	88,077	88,077	88,077	88,077
440122	Salary - 1st Assistant Chief	226,674	216,595	236,982	226,982	213,576	217,848	217,848
440123	Salary - 2nd Assistant Chief	436,140	435,416	446,150	442,150	441,847	450,684	450,684
440124	Salary - Chief of Fire Prevention	67,734	69,215	71,012	71,012	71,192	72,616	72,616
440128	Salary - Chief of Communications	67,156	72,891	74,784	74,784	74,964	76,463	76,463
440216	Salary - Captain	1,445,967	1,446,280	1,477,219	1,454,219	1,455,297	1,468,976	1,468,976
440357	Salary - Communications Officer	196,851	208,838	256,106	245,106	256,888	258,836	258,836
440360	Salary - Fire Training Officer	35,059	43,365	56,650	56,650	57,967	57,967	57,967
440361	Salary - Fire Prevention Officer	116,388	123,553	128,528	128,528	130,543	131,650	131,650
440362	Salary - Director of EMS	58,310	59,603	61,149	55,149	43,859	44,736	44,736
440401	Salary - Fire Equipment Operator	1,306,891	1,274,519	1,271,269	1,281,269	1,253,371	1,254,417	1,254,417
440402	Salary - Firefighter 1st Class	974,810	932,203	1,036,564	961,564	1,023,736	1,031,060	1,031,060
440614	Salary - Chief's Secretary	25,860	30,743	31,538	31,538	32,352	32,352	32,352
440615	Salary - Records Clerk	55,768	57,532	59,022	59,022	60,677	60,677	60,677
450001	Overtime	715,161	755,960	630,000	780,000	630,000	630,000	630,000
450003	Accumulated Leave Pay	70,088	121,281	114,000	150,000	114,000	114,000	114,000
450005	Holiday	293,703	298,233	300,000	305,000	300,000	300,000	300,000
450010	City Funded Supplemental Pay	24,000	35,949	0	0	0		
<b>Total Salaries</b>		<b>6,204,974</b>	<b>6,272,602</b>	<b>6,339,050</b>	<b>6,391,050</b>	<b>6,248,346</b>	<b>6,290,359</b>	<b>6,290,359</b>
<b>Fringe:</b>								
510201	Fringe - Pension	1,607,224	1,562,645	1,735,557	1,615,557	1,710,847	1,722,289	1,722,289
510202	Fringe - Hospital	792,985	981,407	1,254,349	1,239,349	1,360,452	1,360,452	1,360,452
510206	Fringe - Medicare Insurance Tax	81,128	83,597	91,954	91,954	96,028	96,580	96,580
510207	Fringe - Life Insurance	2,588	2,481	5,334	5,334	5,334	5,334	5,334
<b>Total Fringe</b>		<b>2,483,925</b>	<b>2,630,130</b>	<b>3,087,194</b>	<b>2,952,194</b>	<b>3,172,661</b>	<b>3,184,655</b>	<b>3,184,655</b>
<b>Operating &amp; Contractual:</b>								
520204	Uniforms	45,909	35,979	33,000	33,000	33,000	28,000	28,000
520205	Protective Clothing	17,765	12,207	18,000	18,000	18,000	15,000	15,000
520215	Operating Laundry	3,040	3,400	5,000	6,000	5,000	5,000	5,000
520400	Office	8,212	8,557	9,000	9,000	9,000	9,000	9,000
520500	Operating Supplies	43,939	42,777	43,000	43,000	43,000	40,000	40,000
520501	Operating - Janitorial	5,986	7,995	6,000	6,000	6,000	6,000	6,000
520514	Small Tools	736	1,346	2,000	2,000	2,000	2,000	2,000
520515	Operating Medical Supplies	19,276	17,136	17,000	17,000	17,000	17,000	17,000
520518	Operating - Training Materials	16,898	15,633	15,000	15,000	15,000	15,000	15,000
531107	Professional Fees - City Physician	352	265	0	0	0	0	0
531213	Services - Personnel Processing	8,974	5,952	4,000	14,000	14,000	14,000	14,000
531301	Vehicle Costs - Gas & Oil	103,129	58,607	95,000	60,000	95,000	75,000	75,000
531304	Vehicle Costs - R & M	153,366	176,931	130,000	205,000	175,000	175,000	175,000
531410	Telephone	128,535	80,859	50,000	70,000	70,000	70,000	70,000
531500	Printing	532	844	1,000	1,000	1,000	1,000	1,000
531701	Utilities	51,862	34,544	43,000	40,000	43,000	43,000	43,000
531800	Rent	3,256	3,733	4,000	4,000	4,000	4,000	4,000
543002	Dues & Subscriptions	3,129	2,384	5,000	5,000	5,000	5,000	5,000
543003	Travel & Training	61,000	54,400	45,000	50,000	45,000	40,000	40,000
605101	Maintenance Bldg & Facilities	20,876	29,502	25,000	40,000	25,000	25,000	25,000
605106	Maintennace Equipment	19,579	19,681	19,000	19,000	19,000	19,000	19,000
605126	Hazardous Material Cleanup	1,491	1,800	2,000	2,000	2,000	2,000	2,000

2017-2018 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
	Operating & Contractual(Cont)							
	<b>Total Operating &amp; Contractual</b>	717,842	614,532	571,000	659,000	646,000	610,000	610,000
	<b>Other:</b>							
646051	Pension Merger Payment	1,279,280	1,272,795	1,278,472	1,278,472	1,280,837	1,280,837	1,280,837
	<b>Total Other</b>	1,279,280	1,272,795	1,278,472	1,278,472	1,280,837	1,280,837	1,280,837
	<b>Capital Outlay:</b>							
707002	Turnout Gear	30,766	27,700	37,000	46,043	34,980	34,980	34,980
707405	Building Improvements	13,589	12,926	0	0	172,400	52,000	52,000
707500	Vehicles	0	0	90,000	90,000	179,000	28,000	28,000
707600	Machinery & Equipment	31,232	215,661	437,046	473,466	371,560	200,000	200,000
707700	Office Furniture & Fixtures	17,754	2,444	5,000	5,000	37,220	7,500	7,500
707702	Computer Software	580	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	93,921	258,731	569,046	614,509	795,160	322,480	322,480
	<b>Total Department</b>	10,779,942	11,048,790	11,844,762	11,895,225	12,143,004	11,688,331	11,688,331

2017-2018 ANNUAL BUDGET

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

*City of Alexandria*  
**Annual Operating Budget**

*Human Resources*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

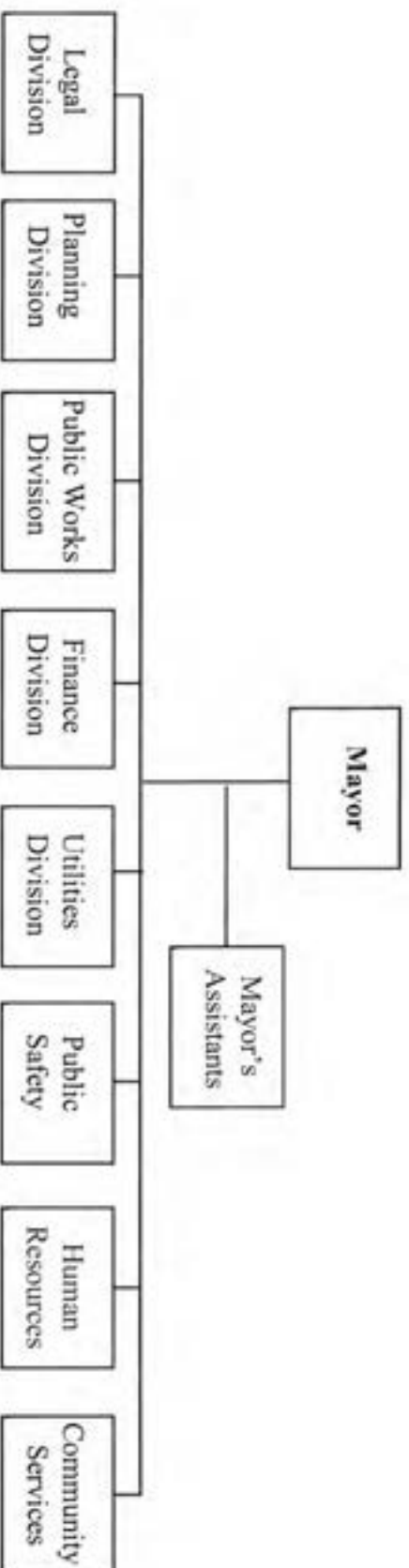


Chart depicts line of command of divisions within the city.

**2017-2018 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Human Resources</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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
Terminations Processed	300	200	180
Employment Applications Received	2,780	1,700	2,000
Communications w/ consultant on pay and classification plans	156	189	190
Counsel applicants/employees on opportunities	650	1,580	2,000
Employment Test Administered	1,200	850	1,000
Civil Service/Personnel Questions, Grievances, Investigations, Issues	15,500	3,900	5,200
Responses to Salary Surveys	140	100	200
Qualifying applicants through background & driver's license checks	1,000	1,360	1,600

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Human Resources	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Civil Service	<b>ORGANIZATION:</b>	086700

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	150,735	121,735	253,414	187,414	230,601	230,601	-9.00%
Fringe Benefits	79,111	52,176	110,926	89,926	119,271	119,271	7.52%
Operating/Contractual	100,572	151,087	68,000	127,000	68,000	68,000	0.00%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	3,252	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>333,670</b>	<b>324,998</b>	<b>432,340</b>	<b>404,340</b>	<b>417,872</b>	<b>417,872</b>	<b>-3.35%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
490122	Salary - Director of Civil Service	1	1	1	1	1	1	0.00%
490172	Salary - Compensation Analyst	1	1	1	1	1	1	0.00%
490173	Salary - Examination Analyst	1	1	1	1	1	1	0.00%
490233	Salary - Asst Director of Civil Service	1	1	2	2	1	1	-50.00%
490354	Salary - Personnel Analyst	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>5</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>5</b>	<b>5</b>	<b>-16.67%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Human Resources	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Civil Service	<b>ORGANIZATION:</b>	086700

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
490122	Salary - Director of Civil Service	26,318	0	28,174	15,174	70,544	70,544	70,544
490172	Salary - Compensation Analyst	32,978	36,129	37,071	37,071	37,071	37,812	37,812
490173	Salary - Examination Analyst	11,674	35,518	38,344	26,344	42,370	43,217	43,217
490233	Salary - Asst Director of Civil Service	44,497	14,114	112,914	71,914	81,136	41,379	41,379
490354	Salary - Personnel Analyst	35,268	35,974	36,911	36,911	36,911	37,649	37,649
	<b>Total Salaries</b>	150,735	121,735	253,414	187,414	268,032	230,601	230,601
<b>Fringe:</b>								
510201	Fringe - Pension	42,844	30,035	58,538	43,538	64,729	55,690	55,690
510202	Fringe - Hospital	34,130	20,407	48,503	42,503	74,950	60,027	60,027
510206	Fringe - Medicare Insurance Tax	2,069	1,668	3,675	3,675	3,886	3,344	3,344
510207	Fringe - Life Insurance	68	66	210	210	252	210	210
	<b>Total Fringe</b>	79,111	52,176	110,926	89,926	143,817	119,271	119,271
<b>Operating &amp; Contractual:</b>								
520400	Office	3,322	1,731	3,000	3,000	3,000	3,000	3,000
531110	Professional Fees & Services	52,315	93,467	14,000	73,000	14,000	14,000	14,000
531410	Telephone	1,608	1,552	1,000	1,000	1,000	1,000	1,000
531500	Printing	248	420	1,000	1,000	1,000	1,000	1,000
531900	Advertising	29,374	51,320	30,000	30,000	30,000	30,000	30,000
543000	Misc - Civil Service Cost	5,499	462	9,000	9,000	4,000	4,000	4,000
543002	Dues & Subscriptions	3,037	1,345	8,000	8,000	8,000	8,000	8,000
543003	Travel & Training	1,174	790	2,000	2,000	7,000	7,000	7,000
605106	Maintenance of Equipment	3,995	0	0	0	0	0	0
	<b>Total Operating &amp; Contractual</b>	100,572	151,087	68,000	127,000	68,000	68,000	68,000
<b>Capital Outlay:</b>								
707600	Machinery & Equipment	285	0	0	0	0	0	0
707700	Office Furniture & Fixtures	2,967	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	3,252	0	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	333,670	324,998	432,340	404,340	479,849	417,872	417,872

**2017-2018 ANNUAL BUDGET**

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

**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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected
New Hires Processed	360	75	100
Status Changes Processed	700	430	430
Termination's Processed	300	19	25
Employment Applications worked	2,780	2,000	2,000
Employment Interviews Conducted	425	225	275
Insurance Changes Processed	18,150	15,000	15,000
Worker's Comp Checks Received	145	100	100
Employee Verification Processed	500	300	300
Grievances & Issues	61,000	45,000	45,000
Personnel Policy Changes	0	3	3

2017-2018 ANNUAL BUDGET

DIVISION:	Human Resources	FUND #:	101
DEPARTMENT:	Division Director	ORGANIZATION:	086701

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
Salaries and Wages	283,887	281,982	308,578	308,578	268,671	268,671	-12.93%
Fringe Benefits	96,705	102,020	131,794	131,794	122,334	122,334	-7.18%
Operating/Contractual	186,548	140,261	137,000	135,000	121,000	121,000	-11.68%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	6,361	3,763	7,000	7,000	0	0	0.00%
Total Appropriations	573,501	528,026	584,372	582,372	512,005	512,005	-12.38%

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	Percent Change
480114	Salary - Director of Human Resources	1	1	1	1	1	1	0.00%
480604	Salary - Administrative Assistant	1	1	1	1	1	1	0.00%
490138	Salary - Assistant Director of HR	1	1	1	1	0	0	0.00%
490354	Salary - Personnel Analyst	4	4	4	4	4	4	0.00%
	<b>Total Positions</b>	7	7	7	7	6	6	0.00%

2017-2018 ANNUAL BUDGET

DIVISION:	Human Resources	FUND #:	101
DEPARTMENT:	Division Director	ORGANIZATION:	086701

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
480114	Salary - Director of Human Resources	72,277	72,277	74,160	74,160	80,000	81,600	81,600
480604	Salary - Administrative Assistant	28,951	29,530	30,300	30,300	29,417	30,005	30,005
490138	Salary - Assistant Director of HR	44,781	48,859	50,131	50,131	50,132	0	0
490354	Salary - Personnel Analyst	137,878	131,316	153,987	153,987	153,988	157,066	157,066
	<b>Total Salaries</b>	<b>283,887</b>	<b>281,962</b>	<b>308,578</b>	<b>308,578</b>	<b>313,535</b>	<b>268,671</b>	<b>268,671</b>
<b>Fringe:</b>								
510201	Fringe - Pension	61,983	53,805	67,067	67,067	71,541	60,622	60,622
510202	Fringe - Hospital	30,492	44,063	59,959	59,959	72,487	57,564	57,564
510206	Fringe - Medicare Insurance Tax	4,088	4,018	4,474	4,474	4,547	3,896	3,896
510207	Fringe - Life Insurance	142	134	294	294	294	252	252
	<b>Total Fringe</b>	<b>96,705</b>	<b>102,020</b>	<b>131,794</b>	<b>131,794</b>	<b>148,869</b>	<b>122,334</b>	<b>122,334</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	3,456	0	0	0	0	0	0
520204	Uniforms	0	701	0	0	0	0	0
520400	Office	17,206	19,451	18,000	19,000	18,000	18,000	18,000
531107	Professional Fees - City Physician	21,570	10,410	10,000	12,000	10,000	10,000	10,000
531110	Professional Fees	5,168	4,384	7,000	5,000	7,000	7,000	7,000
531250	Services - Drug Testing	108,264	66,719	66,000	61,000	66,000	50,000	50,000
531410	Telephone	4,658	3,516	4,000	4,000	4,000	4,000	4,000
531500	Printing	449	468	1,000	1,000	1,000	1,000	1,000
531800	Lease	3,995	7,570	9,000	9,000	9,000	9,000	9,000
543002	Dues & Subscriptions	2,558	1,642	4,000	4,000	4,000	4,000	4,000
543003	Travel & Training	6,557	11,663	6,000	6,000	6,000	6,000	6,000
543017	Placques & Awards	12,667	13,739	12,000	14,000	12,000	12,000	12,000
	<b>Total Operating &amp; Contractual</b>	<b>186,548</b>	<b>140,261</b>	<b>137,000</b>	<b>135,000</b>	<b>137,000</b>	<b>121,000</b>	<b>121,000</b>
<b>Capital Outlay:</b>								
707600	Machinery & Equipment	2,134	0	0	0	0	0	0
707700	Office Furniture & Fixtures	4,227	3,763	7,000	7,000	0	0	0
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>6,361</b>	<b>3,763</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>573,501</b>	<b>528,026</b>	<b>584,372</b>	<b>582,372</b>	<b>599,404</b>	<b>512,005</b>	<b>512,005</b>

***City of Alexandria***  
**Annual Operating Budget**

***Legal Division***



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

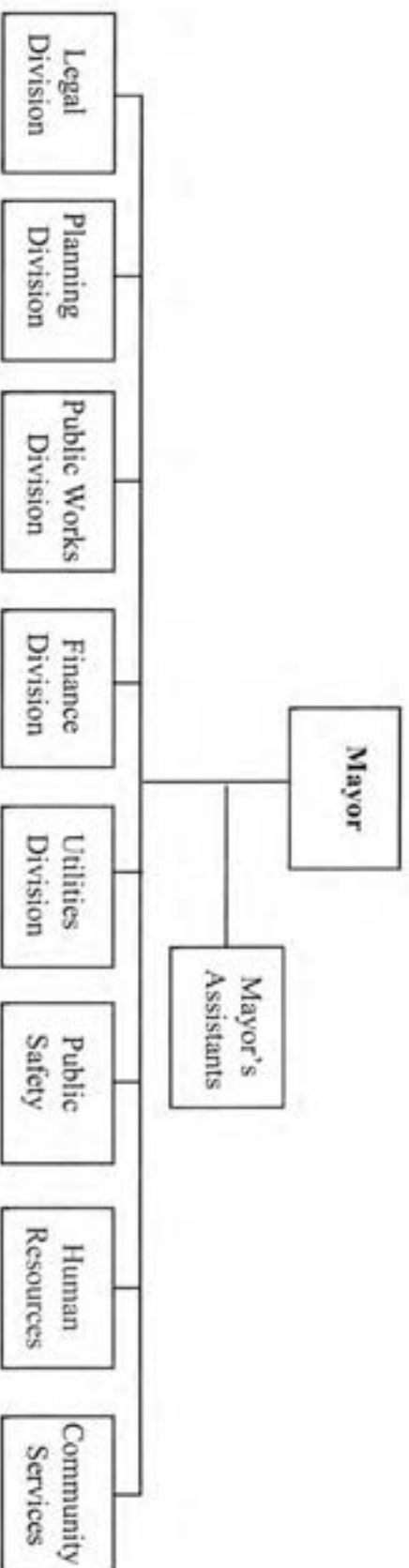


Chart depicts line of command of divisions within the city.

**2017-2018 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	2015-2016 Estimated	2016-2017 Estimated	2017-2018 Projected

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Legal	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	096900

APPROPRIATION SUMMARY

DESCRIPTION	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
	Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
Salaries and Wages	685,008	736,311	829,762	829,762	831,961	831,961	0.27%
Fringe Benefits	150,180	149,031	176,312	176,312	188,141	188,141	6.71%
Operating/Contractual	1,355,602	956,461	1,060,000	1,110,000	960,000	960,000	-9.43%
Other	0	0	0	0	0	0	0.00%
Capital Outlay	458	0	0	0	0	0	0.00%
<b>Total Appropriations</b>	<b>2,191,248</b>	<b>1,841,803</b>	<b>2,066,074</b>	<b>2,116,074</b>	<b>1,980,102</b>	<b>1,980,102</b>	<b>-4.16%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2014-2015	2015-2016	2016-2017		2017-2018		Percent Change
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Admin Approved	Adopted	
480106	Salary - City Attorney	1	1	1	1	1	1	0.00%
480205	Salary - Asst City Attorney	5	5	5	5	5	5	0.00%
480228	Salary - SafeAlex Technicians - PT	6	6	6	6	6	6	0.00%
480231	Salary - Asst City Attorney Part Time	3	3	3	3	3	3	0.00%
480603	Salary - Legal Secretary	1	1	1	1	1	1	0.00%
490620	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>0.00%</b>

2017-2018 ANNUAL BUDGET

<b>DIVISION:</b>	Legal	<b>FUND #:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	096900

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2014-2015	2015-2016	2016-2017		2017-2018		
		Actual Exp	Actual Exp	Adopted Budget	Final Budget	Dept Request	Admin Approved	Adopted
<b>Salaries:</b>								
480106	Salary - City Attorney	100,600	100,600	103,220	103,220	103,221	105,285	105,285
480205	Salary - Asst City Attorney	314,085	332,800	348,140	348,140	338,000	341,560	341,560
480228	Salary - SafeAlex Technicians - PT	157,104	160,616	210,000	210,000	223,500	227,970	227,970
480231	Salary - Asst City Attorney Part Time	75,288	82,560	107,120	107,120	93,900	95,778	95,778
480603	Salary - Legal Secretary	16,017	37,272	38,347	38,347	37,230	37,975	37,975
490626	Salary - Clerical Specialist	21,914	22,463	22,935	22,935	22,934	23,393	23,393
	<b>Total Salaries</b>	<b>685,008</b>	<b>736,311</b>	<b>829,762</b>	<b>829,762</b>	<b>818,785</b>	<b>831,961</b>	<b>831,961</b>
<b>Fringe:</b>								
510201	Fringe - Pension	70,880	48,293	50,304	50,304	53,144	53,890	53,890
510202	Fringe - Hospital	47,717	69,848	89,109	89,109	96,909	96,909	96,909
510208	Fringe - Medicare Insurance Tax	10,240	10,934	12,102	12,102	11,947	12,134	12,134
510207	Fringe - Life Insurance	144	152	336	336	336	336	336
510208	Fringe - FICA Tax	16,380	15,077	19,661	19,661	19,679	20,072	20,072
510209	Fringe - Car Allowance	4,819	4,727	4,800	4,800	4,800	4,800	4,800
	<b>Total Fringe</b>	<b>150,180</b>	<b>149,031</b>	<b>176,312</b>	<b>176,312</b>	<b>186,815</b>	<b>188,141</b>	<b>188,141</b>
<b>Operating &amp; Contractual:</b>								
520400	Office	26,831	29,357	5,000	5,000	5,000	5,000	5,000
520514	Operating - SafeAlex	11,334	10,349	25,000	25,000	25,000	25,000	25,000
531110	Professional Fees & Services	1,266,417	863,116	1,000,000	1,050,000	1,050,000	900,000	900,000
531410	Telephone	5,443	6,198	6,000	6,000	6,000	6,000	6,000
531500	Printing	805	470	0	0	0	0	0
531800	Lease	0	0	1,000	1,000	1,000	1,000	1,000
543000	Miscellaneous	0	0	2,000	2,000	2,000	2,000	2,000
543002	Dues & Subscriptions	26,858	25,698	19,000	19,000	19,000	19,000	19,000
543003	Travel & Training	18,114	21,273	0	0	0	0	0
605106	Maintenance Equipment	0	0	2,000	2,000	2,000	2,000	2,000
	<b>Total Operating &amp; Contractual</b>	<b>1,355,602</b>	<b>956,461</b>	<b>1,066,000</b>	<b>1,110,000</b>	<b>1,110,000</b>	<b>960,000</b>	<b>960,000</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	0	0	0	0	0	0
707700	Office Furniture and Fixtures	0	0	0	0	0	0	0
707702	Computer Software	458	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>458</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>2,191,248</b>	<b>1,841,803</b>	<b>2,066,074</b>	<b>2,116,074</b>	<b>2,115,600</b>	<b>1,980,102</b>	<b>1,980,102</b>