

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 424,284 | 422,630 | 429,604 | 429,604 | 457,278 | 0 | -100.00% |
| Fringe Benefits | 184,576 | 196,143 | 215,354 | 215,354 | 233,545 | 0 | -100.00% |
| Operating/Contractual | 46,400 | 48,157 | 32,000 | 50,000 | 32,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 655,260 | 666,930 | 676,958 | 694,958 | 722,823 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | Percent Change |
|----------|-------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 480111 | Salary - City Judge | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 480607 | Salary - Deputy Clerk | 7 | 7 | 7 | 7 | 7 | | 0.00% |
| 480608 | Salary - Clerk of Court | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 480609 | Salary - Secretary | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| | Total Positions | 10 | 10 | 10 | 10 | 10 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|---------------|---------------|-------------------|-----------------|-----------------|-------------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480111 | Salary - City Judge | 53,745 | 53,505 | 54,540 | 54,540 | 56,036 | 56,036 | |
| 480607 | Salary - Deputy Clerk | 269,964 | 268,934 | 273,260 | 273,260 | 272,726 | 294,543 | |
| 480608 | Salary - Clerk of Court | 56,110 | 55,896 | 56,796 | 56,796 | 56,795 | 61,339 | |
| 480609 | Salary - Secretary | 44,465 | 44,295 | 45,008 | 45,008 | 42,000 | 45,360 | |
| | Total Salaries | 424,284 | 422,630 | 429,604 | 429,604 | 427,557 | 457,278 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 66,818 | 76,188 | 82,627 | 82,627 | 93,943 | 100,473 | |
| 510202 | Fringe - Hospital | 112,469 | 114,708 | 126,776 | 126,776 | 126,776 | 126,776 | |
| 510206 | Fringe - Medicare Insurance Tax | 4,990 | 4,950 | 5,531 | 5,531 | 5,501 | 5,876 | |
| 510207 | Fringe - Life Insurance | 299 | 297 | 420 | 420 | 420 | 420 | |
| | Total Fringe | 184,576 | 196,143 | 215,354 | 215,354 | 226,640 | 233,545 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 0 | 0 | 0 | |
| 520400 | Office | 2,181 | 997 | 0 | 0 | 0 | 0 | |
| 520501 | Operating - Janitorial | 12,868 | 12,525 | 0 | 0 | 0 | 0 | |
| 531410 | Telephone | 12,286 | 12,452 | 9,000 | 12,000 | 9,000 | 9,000 | |
| 531701 | Utilities | 18,287 | 20,321 | 20,000 | 35,000 | 20,000 | 20,000 | |
| 605101 | Maintenance Buildings & Facilities | 778 | 1,862 | 3,000 | 3,000 | 3,000 | 3,000 | |
| | Total Operating & Contractual | 46,400 | 48,157 | 32,000 | 50,000 | 32,000 | 32,000 | 0 |
| | TOTAL DEPARTMENT | 655,260 | 666,930 | 676,958 | 694,958 | 686,197 | 722,823 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

To execute the order of the City Court.

FUNCTION DESCRIPTION

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 774 | 467 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 531301 | Vehicle Costs - Fuel & Oil | 13,295 | 9,834 | 35,000 | 20,000 | 35,000 | 35,000 | |
| 531304 | Vehicle Costs - Repairs & Maint | 11,033 | 16,683 | 15,000 | 12,000 | 15,000 | 15,000 | |
| 531410 | Telephone | 7,478 | 9,218 | 5,000 | 7,000 | 5,000 | 5,000 | |
| | Total Operating & Contractual | 32,580 | 36,202 | 58,000 | 42,000 | 58,000 | 58,000 | 0 |
| | Other: | | | | | | | |
| 646015 | RPPJ Cost Share | 486,000 | 450,000 | 650,000 | 650,000 | 650,000 | 650,000 | |
| | Total Other | 486,000 | 450,000 | 650,000 | 650,000 | 650,000 | 650,000 | 0 |
| | TOTAL DEPARTMENT | 518,580 | 486,202 | 708,000 | 692,000 | 708,000 | 708,000 | 0 |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|------------------|------------------|------------------|------------------|------------------|----------|-----------------|
| | 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 | 594,985 | 705,798 | 896,000 | 1,010,000 | 1,046,000 | 0 | -100.00% |
| Other | 8,733,366 | 8,060,025 | 6,984,261 | 8,416,261 | 7,545,261 | 0 | 0.00% |
| Capital Outlay | 98,319 | 68,532 | 500,000 | 500,000 | 750,000 | 0 | 0.00% |
| Total Appropriations | 9,426,670 | 8,834,355 | 8,380,261 | 9,926,261 | 9,341,261 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|-------|------------|------------|----------------|--------------|----------------|---------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| | | | | | | | | |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|---------------|---------------|-------------------|-----------------|-----------------|-------------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 28,461 | 0 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 531106 | Professional Fees - Audit | 73,138 | 53,615 | 68,000 | 68,000 | 68,000 | 68,000 | |
| 531110 | Professional Fees & Services | 206,591 | 407,549 | 450,000 | 550,000 | 450,000 | 600,000 | |
| 531122 | Fees - Occupal Licenses Collection | 173,225 | 178,728 | 196,000 | 180,000 | 196,000 | 196,000 | |
| 531209 | Services - Bank Charges | 9,015 | 7,556 | 9,000 | 9,000 | 9,000 | 9,000 | |
| 533024 | Economic Development | 9,057 | 358 | 75,000 | 75,000 | 75,000 | 75,000 | |
| 543000 | Miscellaneous | 58,744 | 31,156 | 48,000 | 73,000 | 48,000 | 48,000 | |
| 543002 | Dues & Subscriptions | 36,754 | 26,836 | 40,000 | 45,000 | 40,000 | 40,000 | |
| | Total Operating & Contractual | 594,985 | 705,798 | 896,000 | 1,010,000 | 896,000 | 1,046,000 | 0 |
| | Other: | | | | | | | |
| 520010 | Supplemental Pay - Police | 797,280 | 712,367 | 865,000 | 712,000 | 712,000 | 712,000 | |
| 520011 | Supplemental Pay - Fire | 672,262 | 681,917 | 639,000 | 682,000 | 682,000 | 682,000 | |
| 543012 | Fire Hydrant | 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 | |
| 543028 | Election Cost | 566 | 13,350 | 60,000 | 50,000 | 60,000 | 60,000 | |
| 543031 | Economic Development - STR | 3,968 | 24,881 | 59,643 | 59,643 | 59,643 | 59,643 | |
| 646001 | Civil Defense | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 646003 | Dept of Veteran Affairs | 9,803 | 9,930 | 7,000 | 7,000 | 7,000 | 7,000 | |
| 646006 | Probation Officer | 196,797 | 198,637 | 245,000 | 200,000 | 245,000 | 245,000 | |
| 646014 | Arts Council of Central Louisiana | 143,750 | 125,000 | 79,000 | 125,000 | 79,000 | 79,000 | |
| 646032 | LMA Convention | 0 | 0 | 0 | 0 | 0 | 0 | |
| 646033 | Small Business Incubator | 95,013 | 60,098 | 200,000 | 100,000 | 200,000 | 100,000 | |
| 646034 | Land Lease | 24,159 | 1,200 | 15,618 | 15,618 | 15,618 | 15,618 | |
| 646037 | Storm Relief - Laura | 98,465 | 7,482 | 0 | 500,000 | 0 | 0 | |
| 646037 | Storm Relief - Delta | 0 | 1,577 | 0 | 0 | 0 | 0 | |
| 646037 | Emergency Relief - COVID 19 | 0 | 22,586 | 0 | 0 | 0 | 0 | |
| 646040 | Transfer to Fire Pension Fund | 0 | 0 | 22,000 | 22,000 | 22,000 | 22,000 | |
| 646160 | Transfers to CDA Fund | (3,320) | 0 | 0 | 0 | 0 | 0 | |
| 646163 | Transfer to HOME Investment Fund | (3,051) | 0 | 0 | 0 | 0 | 0 | |
| 646170 | Transfer to Lead Hazard Fund | 0 | 0 | 0 | 0 | 0 | 0 | |
| 646402 | Transfer to Sanltation Fund | 639,774 | 829,000 | 424,000 | 859,000 | 424,000 | 246,000 | |
| 646403 | Transfer to Zoo Fund | 2,110,900 | 1,493,000 | 788,000 | 854,000 | 788,000 | 968,000 | |
| 646404 | Transfer to Golf Course Fund | 244,000 | 463,000 | 343,000 | 258,000 | 343,000 | 343,000 | |
| 646551 | Transfer to Risk Management Fund | 2,765,000 | 2,778,000 | 2,849,000 | 2,761,000 | 2,908,000 | 2,908,000 | |
| 646552 | Transfer to Employee Benefit Fund | 550,000 | 250,000 | 0 | 823,000 | 410,000 | 710,000 | |
| | Total Other | 8,733,366 | 8,060,025 | 6,984,261 | 8,416,261 | 7,343,261 | 7,545,261 | 0 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery and Equipment | 98,319 | 68,532 | 500,000 | 500,000 | 0 | 750,000 | |
| | Total Capital Outlay | 98,319 | 68,532 | 500,000 | 500,000 | 0 | 750,000 | 0 |
| | TOTAL DEPARTMENT | 9,426,670 | 8,834,355 | 8,380,261 | 9,926,261 | 8,239,261 | 9,341,261 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

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

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

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 131,926 | 130,477 | 132,577 | 132,577 | 143,183 | 0 | -100.00% |
| Fringe Benefits | 40,337 | 49,682 | 48,485 | 48,485 | 52,343 | 0 | -100.00% |
| Operating/Contractual | 16,805 | 15,732 | 46,000 | 36,000 | 46,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 840 | 2,000 | 2,000 | 2,000 | 0 | 0.00% |
| Total Appropriations | 189,068 | 196,731 | 229,062 | 219,062 | 243,526 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 480103 | Salary - Director of Finance | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 480604 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 480103 | Salary - Director of Finance | 96,679 | 95,365 | 96,900 | 96,900 | 96,900 | 104,652 | |
| 480604 | Salary - Administrative Assistant | 35,247 | 35,112 | 35,677 | 35,677 | 35,677 | 38,531 | |
| | Total Salaries | 131,926 | 130,477 | 132,577 | 132,577 | 132,577 | 143,183 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 23,354 | 26,931 | 25,693 | 25,693 | 28,738 | 29,397 | |
| 510202 | Fringe - Hospital | 10,084 | 15,627 | 15,916 | 15,916 | 15,916 | 15,916 | |
| 510206 | Fringe - Medicare Insurance Tax | 2,094 | 2,245 | 1,992 | 1,992 | 1,992 | 2,146 | |
| 510207 | Fringe - Life Insurance | 60 | 60 | 84 | 84 | 84 | 84 | |
| 510209 | Fringe - Car Allowance | 4,745 | 4,819 | 4,800 | 4,800 | 4,800 | 4,800 | |
| | Total Fringe | 40,337 | 49,682 | 48,485 | 48,485 | 51,530 | 52,343 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 6,115 | 7,190 | 10,000 | 10,000 | 10,000 | 10,000 | |
| 531410 | Telephone | 6,885 | 7,210 | 6,000 | 6,000 | 6,000 | 6,000 | |
| 543002 | Dues & Subscriptions | 896 | 199 | 0 | 0 | 0 | 0 | |
| 543003 | Travel & Training | 2,909 | 1,133 | 30,000 | 20,000 | 30,000 | 30,000 | |
| | Total Operating & Contractual | 16,805 | 15,732 | 46,000 | 36,000 | 46,000 | 46,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707600 | Machinery & Equipment | 0 | 840 | 0 | 0 | 0 | 0 | |
| 707700 | Office Furniture and Fixtures | 0 | 0 | 2,000 | 2,000 | 0 | 2,000 | |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total Capital Outlay | 0 | 840 | 2,000 | 2,000 | 0 | 2,000 | 0 |
| | TOTAL DEPARTMENT | 189,068 | 196,731 | 229,062 | 219,062 | 230,107 | 243,526 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|----------------------|---------------------|---------------------|---------------------|
| Tax notices prepared | | | |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 143,069 | 151,670 | 158,606 | 149,606 | 169,335 | 0 | -100.00% |
| Fringe Benefits | 52,559 | 63,630 | 64,414 | 67,414 | 89,263 | 0 | -100.00% |
| Operating/Contractual | 116,004 | 158,406 | 125,000 | 178,000 | 125,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 9,918 | 11,250 | 11,250 | 80,000 | 0 | 0.00% |
| Total Appropriations | 311,632 | 383,624 | 359,270 | 406,270 | 463,598 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 490126 | Salary - Business Office Manager | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490642 | Salary - Customer Accounts Rep | 2 | 2 | 2 | 2 | 2 | | 0.00% |
| 490644 | Salary - Customer Accounts Team L | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490690 | Salary - Student Worker | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| | Total Positions | 5 | 5 | 5 | 5 | 5 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 803 | 1,524 | 6,000 | 4,000 | 6,000 | 6,000 | |
| 490126 | Salary - Business Office Manager | 48,355 | 50,097 | 50,903 | 50,903 | 50,903 | 54,975 | |
| 490642 | Salary - Customer Accounts Rep | 55,133 | 55,666 | 56,562 | 49,562 | 56,007 | 60,487 | |
| 490644 | Salary - Customer Accounts Team L | 32,309 | 32,571 | 34,141 | 34,141 | 34,142 | 36,873 | |
| 490690 | Salary - Student Worker | 6,469 | 11,812 | 11,000 | 11,000 | 11,000 | 11,000 | |
| | Total Salaries | 143,069 | 151,670 | 158,606 | 149,606 | 158,052 | 169,335 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 24,633 | 28,867 | 28,607 | 26,607 | 33,954 | 36,559 | |
| 510202 | Fringe - Hospital | 25,433 | 31,846 | 32,657 | 37,657 | 49,398 | 49,398 | |
| 510206 | Fringe - Medicare Insurance Tax | 1,972 | 2,066 | 2,300 | 2,300 | 2,292 | 2,456 | |
| 510207 | Fringe - Life Insurance | 120 | 119 | 168 | 168 | 168 | 168 | |
| 510208 | Fringe - FICA Tax Retirement | 401 | 732 | 682 | 682 | 682 | 682 | |
| | Total Fringe | 52,559 | 63,630 | 64,414 | 67,414 | 86,494 | 89,263 | 0 |
| | Operating and Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 0 | 0 | 0 | |
| 520400 | Office | 9,920 | 9,661 | 6,000 | 6,000 | 6,000 | 6,000 | |
| 531101 | Fees Recording | 48,180 | 43,990 | 17,000 | 55,000 | 17,000 | 17,000 | |
| 531301 | Vehicle Costs - Fuel & Oil | 135 | 89 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531304 | Vehicle Cost - R & M | 0 | 424 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531401 | Postage | 26,859 | 28,218 | 44,000 | 34,000 | 44,000 | 44,000 | |
| 531410 | Telephone | 1,476 | 1,751 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531500 | Printing | 2,000 | 1,265 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531900 | Advertising | 3,977 | 49,858 | 24,000 | 49,000 | 24,000 | 24,000 | |
| 543003 | Travel & Training | 50 | 278 | 5,000 | 5,000 | 5,000 | 5,000 | |
| 543025 | Tax Rolls | 22,156 | 21,977 | 20,000 | 20,000 | 20,000 | 20,000 | |
| 605106 | Maintenance Equipment | 1,251 | 895 | 2,000 | 2,000 | 2,000 | 2,000 | |
| | Total Operating and Contractual | 116,004 | 158,406 | 125,000 | 178,000 | 125,000 | 125,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707600 | Machinery & Equipment | 0 | 0 | 750 | 750 | 0 | 0 | |
| 707700 | Office Furniture & Fixtures | 0 | 3,118 | 1,000 | 1,000 | 0 | 0 | |
| 707702 | Computer Software | 0 | 6,800 | 9,500 | 9,500 | 0 | 80,000 | |
| | Total Capital Outlay | 0 | 9,918 | 11,250 | 11,250 | 0 | 80,000 | 0 |
| | TOTAL DEPARTMENT | 311,632 | 383,624 | 359,270 | 406,270 | 369,546 | 463,598 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

The Accounting Department is responsible for:

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

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Payroll checks issued | | | |
| Pension fund checks (fire/police) | | | |
| Accounts payable checks issued | | | |
| Journal entries posted | | | |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 318,097 | 336,533 | 305,427 | 300,427 | 298,791 | 0 | -100.00% |
| Fringe Benefits | 156,435 | 141,587 | 167,298 | 165,298 | 151,735 | 0 | -100.00% |
| Operating/Contractual | 15,697 | 8,290 | 24,000 | 24,000 | 24,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 349 | 0 | 0 | 0 | 22,000 | 0 | 0.00% |
| Total Appropriations | 490,578 | 486,410 | 496,725 | 489,725 | 496,526 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|--------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 490108 | Salary - Accounting Manager | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490230 | Salary - Accountant | 3 | 3 | 3 | 3 | 3 | | 0.00% |
| 490339 | Salary - Accounting Technician | 3 | 3 | 3 | 3 | 3 | | 0.00% |
| | Total Positions | 7 | 7 | 7 | 7 | 7 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|----------------|----------------|----------------|----------------|----------------|----------------|----------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 6,317 | 16,692 | 6,000 | 6,000 | 6,000 | 6,000 | |
| 490108 | Salary - Accounting Manager | 68,589 | 92,834 | 57,453 | 57,453 | 57,453 | 62,049 | |
| 490230 | Salary - Accountant | 125,714 | 92,841 | 121,413 | 116,413 | 119,055 | 128,579 | |
| 490399 | Salary - Accounting Technician | 117,477 | 134,166 | 120,561 | 120,561 | 94,595 | 102,163 | |
| | Total Salaries | 318,097 | 336,533 | 305,427 | 300,427 | 277,103 | 298,791 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 57,347 | 57,269 | 59,191 | 57,191 | 63,984 | 68,990 | |
| 510202 | Fringe - Hospital | 95,362 | 80,267 | 104,052 | 104,052 | 78,119 | 78,119 | |
| 510206 | Fringe - Medicare Insurance Tax | 3,517 | 3,865 | 3,761 | 3,761 | 4,019 | 4,332 | |
| 510207 | Fringe - Life Insurance | 209 | 186 | 294 | 294 | 294 | 294 | |
| | Total Fringe | 156,435 | 141,587 | 167,298 | 165,298 | 146,416 | 151,735 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520400 | Office | 9,405 | 1,875 | 8,000 | 8,000 | 8,000 | 8,000 | |
| 531301 | Vehicle Costs - Fuel & Oil | 73 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531304 | Vehicle Costs - R & M | 0 | 143 | 0 | 0 | 0 | 0 | |
| 531410 | Telephone | 4,240 | 4,684 | 4,000 | 4,000 | 4,000 | 4,000 | |
| 543002 | Dues and Subscriptions | 510 | 245 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 543003 | Travel & Training | 1,124 | 0 | 4,000 | 4,000 | 4,000 | 4,000 | |
| 605106 | Maintenance of Equipment | 345 | 1,343 | 5,000 | 5,000 | 5,000 | 5,000 | |
| | Total Operating & Contractual | 15,697 | 8,290 | 24,000 | 24,000 | 24,000 | 24,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 22,000 | |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707702 | Computer Software | 349 | 0 | 0 | 0 | 0 | 0 | |
| | Total Capital Outlay | 349 | 0 | 0 | 0 | 0 | 22,000 | 0 |
| | TOTAL DEPARTMENT | 490,578 | 486,410 | 496,725 | 489,725 | 447,519 | 496,526 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|--------------------------------------|---------------------|---------------------|---------------------|
| Requisitions/Purchase Orders Process | | | |
| Mail Processing | | | |
| New Vendor Processing | | | |
| Invoices Processed for Payment | | | |
| Monthly P-Card Statements Audited | | | |
| Capital invoices process for payment | | | |
| Bids Prepared | | | |
| Quotes for Products | | | |
| Quote Price Inquires | | | |
| Vendor Product Inquires | | | |
| Bid/Quote Preparation-Man Hours | | | |
| Product Inquiry/Research-Man Hours | | | |

CITY OF ALEXANDRIA

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 221,656 | 206,769 | 263,647 | 249,647 | 277,743 | 0 | -100.00% |
| Fringe Benefits | 94,551 | 96,853 | 135,297 | 123,297 | 131,799 | 0 | -100.00% |
| Operating/Contractual | 11,845 | 7,693 | 25,000 | 23,000 | 25,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 13,419 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 341,471 | 311,315 | 423,944 | 395,944 | 434,542 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|-----------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 490109 | Salary - Purchasing Manager | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490135 | Salary - Purchasing Technician | 2 | 2 | 2 | 2 | 2 | | 0.00% |
| 490238 | Salary - Senior Buyer | 2 | 2 | 2 | 2 | 2 | | 0.00% |
| 490363 | Salary - Buyer | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| | Total Positions | 7 | 7 | 7 | 7 | 7 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 0 | 0 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 490109 | Salary - Purchasing Manager | 51,529 | 53,724 | 54,588 | 54,588 | 54,589 | 58,956 | |
| 490135 | Salary - Purchasing Technician | 62,333 | 63,895 | 64,922 | 64,922 | 64,923 | 70,117 | |
| 490238 | Salary - Senior Buyer | 65,630 | 53,599 | 74,370 | 71,370 | 74,065 | 79,991 | |
| 490363 | Salary - Buyer | 27,543 | 33,450 | 31,081 | 28,081 | 31,736 | 34,275 | |
| 490618 | Salary - Administrative Secretary | 14,621 | 2,101 | 35,686 | 27,686 | 29,078 | 31,404 | |
| | Total Salaries | 221,656 | 206,769 | 263,647 | 249,647 | 257,391 | 277,743 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 39,928 | 42,677 | 51,093 | 47,093 | 59,432 | 64,131 | |
| 510202 | Fringe - Hospital | 51,454 | 51,237 | 80,087 | 72,087 | 63,346 | 63,346 | |
| 510206 | Fringe - Medicare Insurance Tax | 2,989 | 2,776 | 3,823 | 3,823 | 3,733 | 4,028 | |
| 510207 | Fringe - Life Insurance | 180 | 163 | 294 | 294 | 294 | 294 | |
| | Total Fringe | 94,551 | 96,853 | 135,297 | 123,297 | 126,805 | 131,799 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 0 | 0 | 0 | 0 | 0 | 0 | |
| 520400 | Office | 4,255 | 3,787 | 5,000 | 5,000 | 5,000 | 5,000 | |
| 531301 | Vehicle Costs - Fuel & Oil | 149 | 150 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531304 | Vehicle Costs - R & M | 417 | 119 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531410 | Telephone | 3,744 | 3,203 | 6,000 | 4,000 | 6,000 | 6,000 | |
| 531500 | Printing | 225 | 284 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 543002 | Dues & Subscriptions | 150 | 0 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 543003 | Travel & Training | 2,905 | 150 | 4,000 | 4,000 | 4,000 | 4,000 | |
| 605106 | Maintenance Equipment | 0 | 0 | 4,000 | 4,000 | 4,000 | 4,000 | |
| | Total Operating & Contractual | 11,845 | 7,693 | 25,000 | 23,000 | 25,000 | 25,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 13,419 | 0 | 0 | 0 | 0 | 0 | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total Capital Outlay | 13,419 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 341,471 | 311,315 | 423,944 | 395,944 | 409,196 | 434,542 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|---|---------------------|---------------------|---------------------|
| Number of sheets printed (includes letterheads, envelopes, forms, and special projects) | | | |
| Special reports and projects | | | |
| Utility Bill Printed per month | | | |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 104,437 | 106,097 | 110,432 | 109,432 | 119,026 | 0 | -100.00% |
| Fringe Benefits | 64,778 | 69,167 | 73,352 | 73,352 | 79,559 | 0 | -100.00% |
| Operating/Contractual | 56,961 | 57,248 | 78,000 | 68,000 | 78,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 1,590 | 6,464 | 126,824 | 126,824 | 0 | 0 | 0.00% |
| Total Appropriations | 227,766 | 238,976 | 388,608 | 377,608 | 276,585 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|---------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 490131 | Salary - Mail Clerk | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490735 | Salary - Print Shop Coordinator | 2 | 2 | 2 | 2 | 2 | | 0.00% |
| | Total Positions | 3 | 3 | 3 | 3 | 3 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|---------------|---------------|-------------------|-----------------|-----------------|-------------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 384 | 368 | 3,000 | 2,000 | 3,000 | 3,000 | |
| 490131 | Salary - Mail Clerk | 27,688 | 28,134 | 28,588 | 28,588 | 28,587 | 30,874 | |
| 490735 | Salary - Print Shop Coordinator | 76,365 | 77,595 | 78,844 | 78,844 | 78,844 | 85,152 | |
| | Total Salaries | 104,437 | 106,097 | 110,432 | 109,432 | 110,431 | 119,026 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 18,834 | 21,899 | 21,401 | 21,401 | 25,499 | 27,484 | |
| 510202 | Fringe - Hospital | 44,589 | 45,857 | 50,223 | 50,223 | 50,223 | 50,223 | |
| 510206 | Fringe - Medicare | 1,268 | 1,322 | 1,602 | 1,602 | 1,602 | 1,726 | |
| 510207 | Fringe - Life Insurance | 87 | 89 | 126 | 126 | 126 | 126 | |
| | Total Fringe | 64,778 | 69,167 | 73,352 | 73,352 | 77,450 | 79,559 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520500 | Operating Supplies | 686 | 1,021 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531410 | Telephone | 605 | 1,125 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531800 | Lease | 32,301 | 34,805 | 47,000 | 37,000 | 47,000 | 47,000 | |
| 543003 | Travel & Training | 199 | 0 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 605106 | Maintenance Equipment | 23,170 | 20,297 | 27,000 | 27,000 | 27,000 | 27,000 | |
| | Total Operating & Contractual | 56,961 | 57,248 | 78,000 | 68,000 | 78,000 | 78,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707600 | Machinery & Equipment | 0 | 4,800 | 126,824 | 126,824 | 0 | 0 | |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707702 | Computer Software | 1,590 | 1,664 | 0 | 0 | 0 | 0 | |
| | Total Capital Outlay | 1,590 | 6,464 | 126,824 | 126,824 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 227,766 | 238,976 | 388,608 | 377,608 | 265,881 | 276,585 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Pick tickets issued | | | |
| Inventory issued to departments | | | |
| Inventory stock received P.O. | | | |
| Surplus property stored | | | |
| City records stored (2 locations) | | | |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 182,831 | 192,302 | 197,964 | 197,964 | 213,079 | 0 | -100.00% |
| Fringe Benefits | 80,673 | 84,584 | 96,146 | 92,146 | 98,081 | 0 | -100.00% |
| Operating/Contractual | 31,455 | 33,689 | 31,000 | 29,000 | 31,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 25,864 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 320,823 | 310,575 | 325,110 | 319,110 | 342,160 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 490136 | Salary - Supervisr Central Warehou | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490624 | Salary - Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490626 | Salary - Clerical Specialist | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490841 | Salary - Stock Clerk | 3 | 3 | 3 | 3 | 3 | | 0.00% |
| | Total Positions | 6 | 6 | 6 | 6 | 6 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 4,740 | 17,463 | 9,000 | 9,000 | 9,000 | 9,000 | |
| 490136 | Salary - Supervisr Central Warehouse | 47,242 | 47,876 | 48,775 | 48,775 | 48,775 | 52,677 | |
| 490624 | Salary - Inventory Coordinator | 36,242 | 36,702 | 37,419 | 37,419 | 37,418 | 40,411 | |
| 490626 | Salary - Clerical Specialist | 25,131 | 26,037 | 26,456 | 26,456 | 26,456 | 28,572 | |
| 490841 | Salary - Stock Clerk | 69,476 | 64,224 | 76,314 | 76,314 | 76,314 | 82,419 | |
| | Total Salaries | 182,831 | 192,302 | 197,964 | 197,964 | 197,963 | 213,079 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 33,001 | 39,357 | 36,622 | 36,622 | 43,633 | 47,123 | |
| 510202 | Fringe - Hospital | 45,002 | 42,423 | 56,531 | 52,531 | 47,748 | 47,748 | |
| 510206 | Fringe - Medicare Insurance Tax | 2,499 | 2,643 | 2,741 | 2,741 | 2,741 | 2,958 | |
| 510207 | Fringe - Life Insurance | 171 | 161 | 252 | 252 | 252 | 252 | |
| | Total Fringe | 80,673 | 84,584 | 96,146 | 92,146 | 94,374 | 98,081 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520105 | Contract Labor | 10,597 | 7,251 | 0 | 0 | 0 | 0 | |
| 520200 | Obsolete Inventory | 658 | 963 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 520204 | Uniforms | 2,000 | 1,999 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 520400 | Office | 1,125 | 2,833 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 520500 | Operating Supplies | 2,783 | 3,356 | 4,000 | 4,000 | 4,000 | 4,000 | |
| 520501 | Operating - Janitorial | 999 | 987 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531301 | Vehicle Costs - Fuel & Oil | 2,732 | 3,030 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531304 | Vehicle Costs - R & M | 3,951 | 3,897 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 531410 | Telephone | 1,967 | 1,838 | 4,000 | 2,000 | 4,000 | 4,000 | |
| 531500 | Printing | 124 | 19 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 605101 | Maintenance Bldg & Facilities | 997 | 1,140 | 3,000 | 3,000 | 3,000 | 3,000 | |
| 605106 | Maintenance Equipment | 3,522 | 1,820 | 5,000 | 5,000 | 5,000 | 5,000 | |
| 646037 | Emergency Relief - Laura | 0 | 4,556 | 0 | 0 | 0 | 0 | |
| | Total Operating & Contractual | 31,455 | 33,689 | 31,000 | 29,000 | 31,000 | 31,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707500 | Vehicles | 25,864 | 0 | 0 | 0 | 0 | 0 | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total Capital Outlay | 25,864 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL DEPARTMENT | 320,823 | 310,575 | 325,110 | 319,110 | 323,337 | 342,160 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

The Vehicle & Equipment Parts Department is housed within the Motor Pool repair facility building at the Consolidated Complex.

The department implements inventory procedures for the stocking and distribution of commonly used items for the repair and up keep the city's fleet. Through precedent management, the Parts Department strives to maintain an adequate inventory that results in shorter "down times" for city vehicles and ultimately giving better service to the citizens of Alexandria.

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|-----------------------------------|---------------------|---------------------|---------------------|
| Work Orders Processed | | | |
| Number of Parts Issued From Stock | | | |
| Number of Parts Checked Inventory | | | |
| Telephone Quotes | | | |
| Request for information from shop | | | |

CITY OF ALEXANDRIA

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | Percent Change |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| Salaries and Wages | 61,967 | 84,353 | 68,774 | 84,774 | 74,035 | 0 | -100.00% |
| Fringe Benefits | 44,766 | 51,288 | 52,323 | 55,323 | 56,166 | 0 | -100.00% |
| Operating/Contractual | 5,462 | 5,859 | 10,000 | 10,000 | 10,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 1,200 | 0 | 0.00% |
| Total Appropriations | 112,195 | 141,500 | 131,097 | 150,097 | 141,401 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | Percent Change |
|----------|--------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | |
| 490624 | Salary - Inventory Coordinator | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| 490841 | Salary - Stock Clerk | 1 | 1 | 1 | 1 | 1 | 1 | 0.00% |
| | Total Positions | 2 | 2 | 2 | 2 | 2 | 0 | 0.00% |

2022-2023 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

| CODE | ACCOUNT TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|--------|--|------------|------------|----------------|--------------|--------------|----------------|---------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Dept Request | Admin Approved | Adopted |
| | Salaries: | | | | | | | |
| 450001 | Overtime | 3,082 | 19,742 | 3,000 | 19,000 | 3,000 | 3,000 | |
| 490624 | Salary - Inventory Coordinator | 38,445 | 38,943 | 39,693 | 39,693 | 39,693 | 42,868 | |
| 490841 | Salary - Stock Clerk | 20,440 | 25,668 | 26,081 | 26,081 | 26,081 | 28,167 | |
| | Total Salaries | 61,967 | 84,353 | 68,774 | 84,774 | 68,774 | 74,035 | 0 |
| | Fringe: | | | | | | | |
| 510201 | Fringe - Pension | 11,180 | 17,410 | 13,328 | 16,328 | 15,880 | 17,095 | |
| 510202 | Fringe - Hospital | 32,818 | 32,786 | 37,913 | 37,913 | 37,913 | 37,913 | |
| 510206 | Fringe - Medicare Insurance Tax | 708 | 1,033 | 998 | 998 | 998 | 1,074 | |
| 510207 | Fringe - Life Insurance | 60 | 59 | 84 | 84 | 84 | 84 | |
| | Total Fringe | 44,766 | 51,288 | 52,323 | 55,323 | 54,875 | 56,166 | 0 |
| | Operating & Contractual: | | | | | | | |
| 520204 | Uniforms | 992 | 999 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 520400 | Office | 584 | 750 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 520500 | Operating Supplies | 642 | 635 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531301 | Vehicle Costs - Fuel & Oil | 1,036 | 850 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 531304 | Vehicle Costs - R & M | 459 | 807 | 1,000 | 1,000 | 1,000 | 1,000 | |
| 531410 | Telephone | 1,061 | 1,366 | 2,000 | 2,000 | 2,000 | 2,000 | |
| 605106 | Maintenance Equipment | 688 | 452 | 2,000 | 2,000 | 2,000 | 2,000 | |
| | Total Operating & Contractual | 5,462 | 5,859 | 10,000 | 10,000 | 10,000 | 10,000 | 0 |
| | Capital Outlay: | | | | | | | |
| 707405 | Building Improvements | 0 | 0 | 0 | 0 | 0 | 1,200 | |
| 707500 | Vehicles | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707600 | Machinery & Equipment | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707700 | Office Furniture & Fixtures | 0 | 0 | 0 | 0 | 0 | 0 | |
| 707702 | Computer Software | 0 | 0 | 0 | 0 | 0 | 0 | |
| | Total Capital Outlay | 0 | 0 | 0 | 0 | 0 | 1,200 | 0 |
| | TOTAL DEPARTMENT | 112,195 | 141,500 | 131,097 | 150,097 | 133,649 | 141,401 | 0 |

2022-2023 ANNUAL BUDGET

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

GOAL MISSION STATEMENT

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

FUNCTION DESCRIPTION

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

DEMAND PERFORMANCE INDICATORS

| Description | 2020-2021 Estimated | 2021-2022 Estimated | 2022-2023 Projected |
|-------------|---------------------|---------------------|---------------------|
| | | | |

2022-2023 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

| DESCRIPTION | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------|-----------------|
| | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| Salaries and Wages | 294,075 | 235,451 | 324,579 | 244,579 | 340,397 | 0 | -100.00% |
| Fringe Benefits | 101,000 | 101,904 | 151,626 | 129,626 | 161,151 | 0 | -100.00% |
| Operating/Contractual | 29,557 | 22,860 | 65,000 | 53,000 | 65,000 | 0 | -100.00% |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| Total Appropriations | 424,632 | 360,215 | 541,205 | 427,205 | 566,548 | 0 | -100.00% |

PERSONNEL ROSTER

| JOB CODE | TITLE | 2019-2020 | 2020-2021 | 2021-2022 | | 2022-2023 | | |
|----------|-------------------------------------|------------|------------|----------------|--------------|----------------|----------|----------------|
| | | Actual Exp | Actual Exp | Adopted Budget | Final Budget | Admin Approved | Adopted | Percent Change |
| 480104 | Salary - Director of Public Works | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 480604 | Salary - Administrative Assistant | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| 490228 | Salary - Asst Director Public Works | 2 | 2 | 2 | 2 | 2 | | 0.00% |
| 490618 | Salary - Administrative Secretary | 1 | 1 | 1 | 1 | 1 | | 0.00% |
| | Total Positions | 5 | 5 | 5 | 5 | 5 | 0 | 0.00% |