

Office of Management and Budget

Mission Statement: The mission of the Office of Management and Budget is to administer the City's budget process and provide analyses and management services to the City Manager in order to achieve financially sustainable and excellent services valued by the community.

Expenditure and Revenue Summary

Expenditure By Classification	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved	% Change 2010-2011
Personnel	\$1,072,747	\$1,089,953	\$1,134,844	4.1%
Non-Personnel	48,622	50,015	51,085	2.1%
Capital Goods Outlay	0	0	0	NA
Total Expenditures	\$1,121,369	\$1,139,968	\$1,185,929	4.0%
Funding Sources				
Internal Service	\$0	\$0	0	0.0%
Special Revenue Fund	0	0	0	0.0%
Total Designated Funding Sources	\$0	\$0	\$0	0.0%
Net General Fund Expenditures	\$1,121,369	\$1,139,968	\$1,185,929	4.0%
Total Department FTE's	11.0	11.0	11.0	0.0%

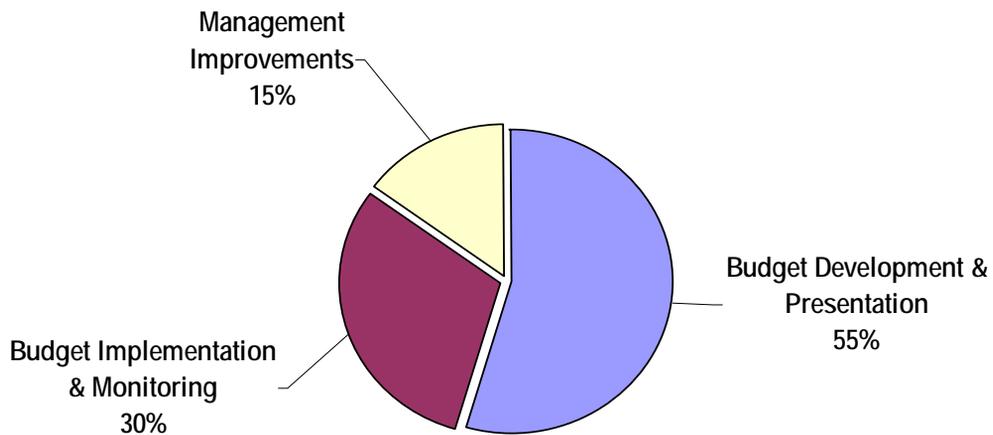
Highlights

- In FY 2011 the approved General Fund budget increased by \$45,961, or 4.0%.
- FY 2011 personnel costs increased by \$44,891, or 4.1%; the increase was due partly to the reclassification of two full-time Senior Budget/Management Analyst positions to a supervisory level. The increase was also due to employee step adjustments and an increase in benefit costs.
- Total non-personnel costs increased by \$1,070, or 2.1%, due to the Department's share of costs of the new Cityworks customer relationship management system.

Selected Performance Measures

Selected Performance Measures	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
% GFOA budget document standards rated proficient	91%	100%	100%
\$ monitored (all funds in millions)	\$730.5	\$641.8	\$659.8
% of departments that do <u>not</u> overspend	100%	100%	100%
% compliance with City adopted debt policies	100%	100%	100%

FY 2011 Approved Expenditures by Activity



Office of Management and Budget

Activity Level Summary Information

Expenditure Summary

Expenditure By Activity	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved	% Change 2010-2011
Budget Development and Presentation	\$664,800	\$622,204	646,685	3.9%
Budget Implementation & Monitoring	\$266,272	\$347,011	360,119	3.8%
Management Improvements & Long Range Financial Analysis	\$190,297	\$170,753	179,125	4.9%
Total Expenditures	\$1,121,369	\$1,139,968	\$1,185,929	4.0%

Staffing Summary

Authorized Positions (FTE's) by Activity	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved	% Change 2010-2011
Budget Development and Presentation	6.5	6.5	6.5	0.0%
Budget Implementation & Monitoring	3	3	3	0.0%
Management Improvements & Long Range Financial Analysis	1.5	1.5	1.5	0.0%
Total Authorized Positions (FTE's) by Activity	11	11	11	0.0%

Office of Management and Budget Programs and Activities

Budget and Management Services
 Budget Development & Presentation
 Budget Implementation & Monitoring
 Management Improvements

Dept Info

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Office of Management and Budget

Budget and Management Services Program

The goal of the Budget and Management Services program is to provide the City Manager, City Council, and public with financial choices to balance the needs of the community for City services with the ability of the community to pay for them.

Program Totals	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
Total Expenditures	\$1,121,369	\$1,139,968	\$1,185,929
Less Revenues	0	0	0
Net General Fund Expenditures	\$1,121,369	\$1,139,968	\$1,185,929
Program Outcomes			
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	88.6%	89.3%	89.3%

Activity Data

BUDGET DEVELOPMENT & PRESENTATION – The goal of Budget Development & Presentation is to prepare a proposed budget for the City Manager and Council that clearly explains how the proposed budget accomplishes effective and efficient operation of the City, presents the City’s budget to Council and the community in a manner that supports informed Council budget deliberations and community participation, and ensures long range financial sustainability.	FY 2009 Actual	FY 2010 Approved	FY 2011 Approved
Expenditures	\$664,800	\$622,204	\$646,685
FTE's	6.5	6.5	6.5
# of activities for which budgets are developed	507	467	450
# of activities per FTE	46.1	42.5	40.9
Budget Memoranda	125	135	135
% of GFOA budget document standards rated proficient	91%	100%	100%
% of GFOA budget document standards rated outstanding	34%	20%	35%
BUDGET IMPLEMENTATION & MONITORING – The goal of Budget Implementation & Monitoring is to regularly review revenues and expenditures throughout the fiscal year on behalf of the City Manager in order to ensure that established procedures are followed, expenditures do not exceed appropriations and compliance with debt policy guidelines.			
Expenditures	\$266,272	\$347,011	\$360,119
FTE's	3.0	3.0	3.0
\$ monitored (all funds in millions)	\$730.5	\$641.8	\$659.8
\$ million monitored per FTE	\$66.4	\$58.3	\$60.0
# of Council Docket and City Manager Signature Items	109	73	73
% of departments that do not overspend	100%	100%	100%
% compliance with City adopted debt policies in last fiscal year	100%	100%	100%
MANAGEMENT IMPROVEMENTS AND LONG RANGE FINANCIAL ANALYSIS – The goal of Management Improvements is to coordinate with various internal and external groups, develop new processes and plans to improve City management, and report on the progress of these and similar efforts to the City Manager.			
Expenditures	\$190,297	\$170,753	\$179,125
FTE's	1.5	1.5	1.15
# of Managing For Results (MFRI) and Efficiency and Best Practices public reports prepared	13	15	15
% of citizens who are satisfied with the overall value of services despite taxes and fees paid	88.6%	89.3%	89.3%