

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 4, 2008

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO # 61: CITY OF ALEXANDRIA ONLINE FEE
COMPENDIUM LAUNCH

The Office of Management and Budget has worked jointly with the Office of Communications E-government team in order to create an Online Fee Compendium. The compendium is accessible by citizens through the following link on the OMB website:

<http://www3.alexandriava.gov/budget/fees/>

Welcome Page

The link above opens to a Welcome page with the following introduction:

“Welcome to the City of Alexandria Fee Compendium!

The purpose of this fee compendium is to provide a readily available source of information on the fees and service charges assessed by City departments. Although it is our intent to keep this information updated, there may be a lag between changes and when they are posted in this document.

It is therefore possible that discrepancies may arise between the information contained within this compendium and Resolutions/Ordinances passed by City Council or regulations issued by departments. In any case, the Resolutions/Ordinances passed by City Council or regulations issued by departments shall be considered authoritative.

As this compendium is a work in progress, it may not necessarily list every fee or service charge that the City assesses. Additional fees will be listed over the coming weeks and months.

If you have any comments or questions in regard to the City’s Fee Compendium, you may contact the Office of Management and Budget at 703-838-4780, or through e-mail using the Contact Us option.”

Using the City Fee Compendium

There are two options for users to access individual fees. One option allows the user to perform a keyword search. The other option allows the user to select a department or division from a drop-down menu.

The results of these searches will show the fee name, the department and division that administers the fee, as well as the category of fee that it falls under. Clicking on the fee name will bring up the fee amount, as well as some additional fee information (see a list of the additional information below).

Additional Information:

- Program and Activity
- Fee Description- Sometimes the fee name does not give readers an idea of what the fee is for. This provides room for explanation, if necessary.
- Legal Authorization- Code #, Resolution #, etc
- Who Has Authority to Change- This generally will be City Council or City Manager/Department Head.

A user may also click on the fee category, or the department or division that administers the fee, instead of the fee name. In this case, all of the fees associated with that fee category, department, or division will appear.

It should be noted that although all the fees currently in the compendium show the amount, not all of the fees show all of the additional information. The goal is eventually to have as much information on each fee as possible. We currently show 12 departments that have listed over 300 different General Fund and Special Revenue fees. There are several departments with Special Revenue fees (e.g. MH/MR/SA and DHS) that still need to upload their information and we will include these as they become available.