FY 2008 Budget Work Session
General Government Departments
Monday, April 23, 7:00 p.m.
## General Government

### Changes from '07 Amended to '08 Proposed*

<table>
<thead>
<tr>
<th>Department</th>
<th>Proposed All Funds '08 Budget</th>
<th>Estimated Other Revenues '08 Budget</th>
<th>Proposed General Fund '08 Budget</th>
<th>General Fund Change From '07 Amended</th>
<th>General Fund % Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>$12,680,728</td>
<td>$205,487</td>
<td>$12,475,241</td>
<td>$105,556</td>
<td>-0.8%</td>
</tr>
<tr>
<td>Information Tech. Services</td>
<td>$8,850,407</td>
<td>$765,000</td>
<td>$8,085,407</td>
<td>$95,642</td>
<td>1.2%</td>
</tr>
<tr>
<td>Finance</td>
<td>$9,522,829</td>
<td>$71,200</td>
<td>$9,451,629</td>
<td>$161,955</td>
<td>1.7%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>$3,344,552</td>
<td>$6,000</td>
<td>$3,338,552</td>
<td>$182,173</td>
<td>5.8%</td>
</tr>
<tr>
<td>Real Estate Assessments</td>
<td>$1,514,893</td>
<td>$0</td>
<td>$1,514,893</td>
<td>$8,314</td>
<td>0.6%</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>$52,636,116</td>
<td>$4,260,000</td>
<td>$48,376,116</td>
<td>$2,578,586</td>
<td>5.6%</td>
</tr>
<tr>
<td>City Council</td>
<td>$525,233</td>
<td>$0</td>
<td>$525,233</td>
<td>-$42,991</td>
<td>-7.6%</td>
</tr>
<tr>
<td>City Manager</td>
<td>$2,105,929</td>
<td>$0</td>
<td>$2,105,929</td>
<td>-$218,811</td>
<td>-9.4%</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$3,232,848</td>
<td>$0</td>
<td>$3,232,848</td>
<td>$47,639</td>
<td>1.5%</td>
</tr>
<tr>
<td>City Clerk</td>
<td>$393,066</td>
<td>$0</td>
<td>$393,066</td>
<td>$20,726</td>
<td>5.6%</td>
</tr>
<tr>
<td>Management and Budget</td>
<td>$1,177,867</td>
<td>$0</td>
<td>$1,177,867</td>
<td>$4,516</td>
<td>0.4%</td>
</tr>
<tr>
<td>Citizen Assistance</td>
<td>$722,649</td>
<td>$5,498</td>
<td>$717,151</td>
<td>$25,904</td>
<td>-3.5%</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>$229,797</td>
<td>$0</td>
<td>$229,797</td>
<td>$4,355</td>
<td>1.9%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$96,936,714</strong></td>
<td><strong>$5,313,185</strong></td>
<td><strong>$91,623,529</strong></td>
<td><strong>$2,711,416</strong></td>
<td><strong>1.9%</strong></td>
</tr>
</tbody>
</table>

As % of Total City Budget 19.0% 18.0%

* Some amounts may vary slightly from page 2-30 of the budget due to technical adjustments. These adjustments have been reflected elsewhere in the budget document.
## Personnel Changes

Changes from '07 Amended to '08 Proposed

<table>
<thead>
<tr>
<th>Department</th>
<th>Proposed FY 2008 FTE's</th>
<th>Change From FY 2007 Amended</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>74.0</td>
<td>-5.5</td>
<td>-6.9%</td>
</tr>
<tr>
<td>Information Tech. Services</td>
<td>57.5</td>
<td>-1.0</td>
<td>-1.7%</td>
</tr>
<tr>
<td>Finance</td>
<td>96.3</td>
<td>-1.8</td>
<td>-1.8%</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>24.6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Real Estate Assessments</td>
<td>15.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Council</td>
<td>14.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Manager</td>
<td>15.0</td>
<td>-1.0</td>
<td>-6.3%</td>
</tr>
<tr>
<td>City Attorney</td>
<td>15.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City Clerk</td>
<td>4.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management and Budget</td>
<td>11.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Citizen Assistance</td>
<td>6.8</td>
<td>-1.0</td>
<td>-12.9%</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>335.2</strong></td>
<td><strong>-10.3</strong></td>
<td><strong>-3.0%</strong></td>
</tr>
</tbody>
</table>

As % of Total FTE's 12.7%
# Summary of General Fund Changes
## FY 2007 Amended – FY 2008 Proposed*

<table>
<thead>
<tr>
<th></th>
<th>Current Service Adjustments</th>
<th>Expansions To Services</th>
<th>Expenditure Reductions</th>
<th>Total Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>$431,288</td>
<td>$47,000</td>
<td>($583,843)</td>
<td>-$105,555</td>
</tr>
<tr>
<td>Information Tech. Services</td>
<td>$107,992</td>
<td>$1,184,495</td>
<td>($130,845)</td>
<td>$95,642</td>
</tr>
<tr>
<td>Finance</td>
<td>$313,286</td>
<td>$60,000</td>
<td>($211,331)</td>
<td>$161,955</td>
</tr>
<tr>
<td>Personnel Services</td>
<td>$125,164</td>
<td>$57,009</td>
<td>-</td>
<td>$182,173</td>
</tr>
<tr>
<td>Real Estate Assessments</td>
<td>($3,586)</td>
<td>$12,000</td>
<td>-</td>
<td>$8,314</td>
</tr>
<tr>
<td>Non-Departmental</td>
<td>($474,853)</td>
<td>$3,308,720</td>
<td>($254,909)</td>
<td>$2,579,158</td>
</tr>
<tr>
<td>City Council</td>
<td>($34,891)</td>
<td>-</td>
<td>($8,100)</td>
<td>-$42,991</td>
</tr>
<tr>
<td>City Manager</td>
<td>($35,171)</td>
<td>-</td>
<td>($183,440)</td>
<td>-$218,611</td>
</tr>
<tr>
<td>City Attorney</td>
<td>$47,639</td>
<td>-</td>
<td>-</td>
<td>$47,639</td>
</tr>
<tr>
<td>City Clerk</td>
<td>$25,725</td>
<td>-</td>
<td>($5,000)</td>
<td>$20,725</td>
</tr>
<tr>
<td>Management and Budget</td>
<td>$43,316</td>
<td>-</td>
<td>($38,800)</td>
<td>$4,516</td>
</tr>
<tr>
<td>Citizen Assistance</td>
<td>($365)</td>
<td>-</td>
<td>($25,539)</td>
<td>-$25,904</td>
</tr>
<tr>
<td>Internal Audit</td>
<td>$4,355</td>
<td>-</td>
<td>-</td>
<td>$4,355</td>
</tr>
</tbody>
</table>

* Some amounts may vary slightly from those shown on page 2-19 of the budget due to technical errors on that page. However, the amounts shown above match those adjustments shown elsewhere in the budget document.
## Department-Related General Fund Revenues in General Government Departments

<table>
<thead>
<tr>
<th>Department</th>
<th>Types of Revenue</th>
<th>General Fund (GF) Expenditures</th>
<th>Dept. Related GF Revenues</th>
<th>Net City Gen'l Fund Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Services</td>
<td>Charges for Services - parking garage/lot revenues; property rental</td>
<td>$12,475,241</td>
<td>$2,670,000</td>
<td>$9,805,241</td>
</tr>
<tr>
<td>Finance</td>
<td>Fines &amp; Forfeitures - parking fines;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intergovt. Revenues - Comp. Board;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revs From Use of Money - G.F. Investments</td>
<td>$9,451,629</td>
<td>$10,179,546</td>
<td>-$727,917</td>
</tr>
</tbody>
</table>

*Finance General Fund revenues exclude current and delinquent tax collections.
Suggested Items for Discussion

- Energy Management/Green Buildings
- Fleet Management
- Printing Services
- Deferred Maintenance/Planned Life Cycle Asset Replacement

FY 2008 Proposed Expenditures by Program

- Vehicle Operations & Maintenance 26%
- Capital Projects Management 7%
- Energy Management 11%
- Space Management 3%
- Leadership & Management Support Services 9%
- Facility Maintenance & Management 40%
- Printing and Mail Services 4%

General Government
Suggested Items
For Discussion
• Disaster Recovery Initiatives
• Data Infrastructure Reliability
• Cell Phones & Blackberry Devices
• Wireless Alexandria

FY 2008 Proposed Expenditures by Program

- Enterprise Messaging and Network Management 14%
- Application Programming 23%
- Telecom Maintenance 2%
- Citywide IT Security 2%
- Data Management 2%
- E-Government 11%
- Leadership and Management Services 12%
- Customer Service 19%
- Network Operations 8%
- Institutional Network 7%

General Government
Suggested Items
For Discussion
- Delinquent Tax Collection Fees
- New Technology Initiatives
  - new methods for collecting taxes
  - online real estate billing info.
  - Payroll/HR system planning
  - document imaging
- Pension Fund Administration
- Re-engineering Purchasing

FY 2008 Proposed Expenditures by Program

- Leadership & Management Support: 3%
- Pension Administration: 5%
- Purchasing: 9%
- Revenue: 36%
- Accounting: 21%
- Treasury: 26%

General Government
Suggested Items
For Discussion

- No salary benchmark activity planned for FY 2008
- City Wellness Programs
- Personnel Services operations RFP
  (Budget Memo #44, Q&A #14)

FY 2008 Proposed Expenditures by Program

- Classification & Compensation 15%
- Benefits & Records 24%
- Employee Relations & Training 19%
- Leadership & General Management 24%
- Employee Recruitment & Selection 18%

General Government
Suggested Items For Discussion

- Assessment Administration
- Board of Equalization
- Technology
- Customer Service

FY 2008 Proposed Expenditures by Activity

- Assessment Administration 28%
- Administrative Reviews of Assessment 13%
- Board of Equalization Appeals of Assessment 14%
- Supplemental Assessments 7%
- Property Record Management 8%
- Customer Support 16%
- Leadership and Management Support 14%
Non-Departmental Expenditures

- Citywide Communication, $162,000
- Workers' Comp, $844,000
- Other Prop./Liability Insurance, $3,205,103
- City Memberships, $295,433
- Contingent Reserves, $375,000
- Other Operating Expenses, $4,806,891
- Transit Operations, $3,280,000
- Debt Service, $30,887,105

General Government

Suggested Items
For Discussion
- Contingent Reserves
- Workers' Compensation Costs
- Other Operating Expenses
- Debt Service
Non-Departmental
Page 7-70

Significant Insurance Costs
FY 2008 Approved Expenditures, Page 7-73

- Professional Liability, $234,500
- Liability Property, $220,000
- Reinsurance for Large W.C. Claims, $222,000
- Workers' Comp Payments, $622,000
- General Liability, $532,000
- Retirees Group Health, $1,900,000

Other Non-Dept. Expenditures*
FY 2008 Net General Fund, Page 7-75

- Other Misc. Expenditures, $185,342
- Q-Step Allowance, $530,000
- Closed P.S Pension Contribution, $850,000
- Leave Accrual, $210,000
- Waste-to-Energy Prop. Taxes, $650,000
- Radio System Maint., $431,549
- Affordable Home Ownership Preservation Grants, $1,200,000
- Efficiency/Best Practice Studies, $350,000

* Other Non-Dept Expenditures chart does not include a deduction of $600,000 budgeted for a last minute Health Insurance Premium Adjustment that will be spread across all departments with staff. Also, it does not show Allowance for Special Revenue Fund Grants ($1.1 million) and Transit Ops ($3.26 million) as these costs are fully recovered through special revenues.
Other Departments

Legislative and Executive Depts.
FY 2008 All Funds Expenditures $6,256,876
Pages 5-4, 6, 15, & 21

- City Clerk, $393,066
- City Council, $525,233
- City Manager's Office, $2,105,929
- City Attorney, $3,232,648

Other General Government Depts
FY 2008 All Fund Expenditures $2,130,313
Pages 7-3, 62, 65

- Internal Audit, $229,797
- Citizen Assistance, $722,649
- OMB, $1,177,867

General Government