



City of Alexandria  
Annual Budget  
2013-2014

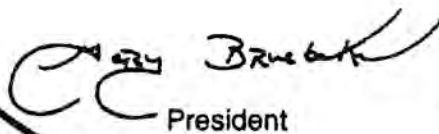


GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

**PRESENTED TO  
City of Alexandria,  
Louisiana**

**For the Fiscal Year Beginning  
May 1, 2012**

  
President

  
Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an Award of Distinguished Presentation to the City of Alexandria for its annual Budget for the fiscal year beginning May 1, 2011.

In order to receive this award, a government unit must publish a budget document that meets the program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to the GFOA to determine its eligibility for another award.

2013-2014 ANNUAL BUDGET

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***CITY OF ALEXANDRIA  
ELECTED OFFICIALS  
2013 - 2014***

**EXECUTIVE**

Jacques M. Roy

Mayor

**LEGISLATIVE**

Edward Larvadain III

Mitzi Gibson

Jules Green

Harry Silver

Chuck Fowler

Jim Villard

Lee Rubin

District One

District Two

District Three

District Four

District Five

At Large

At Large

**JUDICIAL**

Richard Starling

Terrence Grines

City Judge

City Marshal

***CITY OF ALEXANDRIA  
EXECUTIVE OFFICERS  
2013 - 2014***

Joe Page	Chief of Staff
Daniel Williams	Director of Community Services
Loren Lampert	Police Chief
Bernard Wesley	Fire Chief
Michael Marcotte	Director of Utilities
Alainna Mire	Director of Human Resource
Charles Johnson	City Attorney
David Johnson	Director of Finance
Delores Brewer	Director of Planning
David Gill	Director of Public Works

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March 8, 2013

Mr. Charles "Chuck" Fowler, President  
and Members of the Alexandria City Council  
City of Alexandria  
Post Office Box 71  
Alexandria, Louisiana 71309-0071

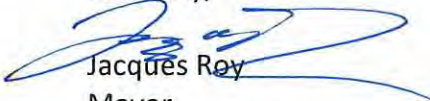
Dear Mr. Fowler and Members of the City Council:

On December 18, 2012, I forwarded to the Alexandria City Council a special budget message for Major Budget Amendment. This letter incorporates that correspondence by reference as if fully set forth herein, subject to additional comments and corrections to follow in my special budget message later this month.

This constitutes my required Budget Message for Fiscal Year 2014 regarding the operating and capital budgets proposed for the new fiscal year. Retained earnings/fund balance was used in formulation of these budgets. There was neither a request nor formulation of a "zero use" budget.<sup>1</sup> 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 2013-2014 (FY 14) are hereby submitted.

This Budget was prepared using conservative expenditure and revenue projections. Recent events in the national economy still 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.

Sincerely,



Jacques Roy  
Mayor

<sup>1</sup> Staff submits there is no evidence a budget not using retained earnings or fund balance is appropriate by ordinance or good practices.

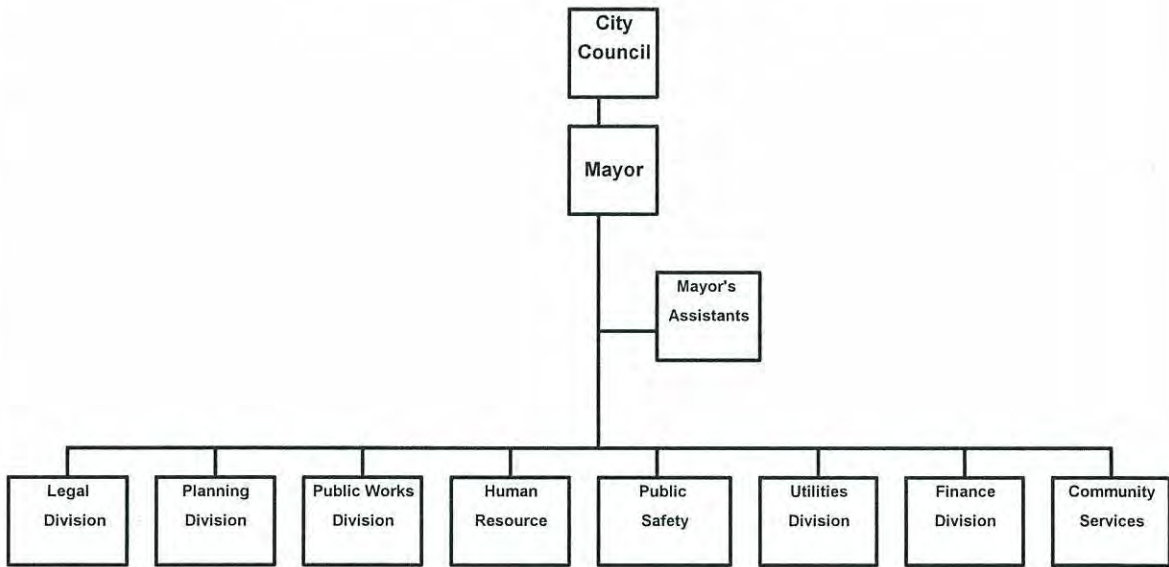


Jacques M. Roy  
Mayor

Office of the Mayor  
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e-mail: aboddie@cityofalex.com

# 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 dispose of such 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 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 purposed.

### **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 a 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 General Capital Projects Fund for the purchase of Vehicle 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.

The City's cash flow is normally lowest during the first four months of the year due to seasonal revenue and expenditure adjustments. In order to address possible cash flow crunches, the Administration has established a policy that limits filling personnel vacancies and purchasing operating 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.

The City's cash flow is normally lowest during the first four months of the year due to seasonal revenue and expenditure adjustments. In order to address possible cash flow crunches, the Administration has established a policy that limits filling personnel vacancies and purchasing operating capital outlay to an emergency or critical needs basis only.

**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. 48-2013**

AN ORDINANCE ADOPTING THE OPERATING BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2013/2014; 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 2013/2014; APPROPRIATING FUNDS FOR THE CAPITAL BUDGET FOR THE CITY OF ALEXANDRIA FOR FISCAL YEAR 2013/2014 AND PROVIDING FOR CAPITAL EXPENDITURES; AND OTHER MATTERS WITH RESPECT TO APPROPRIATIONS, PRIORITIES REGARDING SAME AND THE EXPENDITURE OF FUNDS PERTAINING THERETO.

**WHEREAS**, the Operating and Capital Budgets for the City of Alexandria involve the need for special revenue considerations in order to effectively plan for the normal and extraordinary expenses to operate City government and its services and programs; and,

**WHEREAS**, material local and national economic recovery, while tentative, has occurred allowing for more flexibility in this year's cycle, but nonetheless requiring conservative planning in order to ensure the long term protection of government operations, capital planning, services, and programming; and,

**WHEREAS**, there are emergency needs concerning City of Alexandria infrastructure and the continued failure to address rate reform and equity, as found by professionals, citizens, and officials; and,

**WHEREAS**, current study evaluating best practice and more permanent solutions is underway, with preliminary findings confirming, at minimum, the need for reform, recovery of the costs of service, and the lessening of dependence on Utility Fund subsidization of the General Fund; 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 2013/2014 Operating and Capital Budgets for the City as evidenced by the proposed "City of Alexandria Annual Budget 2013-2014," as amended by the City Council Finance and Legal Affairs Committee, 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 2013-2014" are incorporated by reference herein as if fully stated verbatim and appropriated line for line in this section in its entirety.

**SECTION II.** BE IT FURTHER ORDAINED, etc. that the 2013/2014 budget 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.** 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 the fiscal year 2013/2014 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, in recognition of the probability of the General Fund being required to use both Prior Year Revenues and transfers from the Utility System Fund to balance revenue with expense, the FY 2013 Section VIII priority II replenishment measure to the Utility System Fund shall commence this FY 2014 by replacement of funds over and above 5% provided by the Utility Division in any form as Utility Inter-fund Transfers to the General Fund or any other fund(s) in the amount of \$750,000.

**SECTION V. BE IT FURTHER ORDAINED, etc.** that for the fiscal year 2013/2014, 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 or by priority funding contained in Section VIII.

**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, subject to any Priority fund replenishment as set forth in Section VIII, and further salaries and fringe benefits of all positions shall be as designated in the 2013-2014 (FY 14) 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 covered by collective bargaining agreements with the City, subject to any Priority replenishment provided in Section VIII; the Chief of Police and all Assistant Chiefs of Police and the First Assistants, if excepted from recognition by the Union agreements, and the Chief of the Fire Department shall be paid in accordance with the schedules and designations set out in the respective department appropriation and, subject to any Priority replenishment as provided by Section VIII, and except for promotions, no 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, 2013, except as otherwise provided herein, such as in Section VIII, or in the opinion of the mayor when implementation of line items hereunder are deemed necessary 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 for the purpose of pay matrices; 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 and recognizing revenues in the form of increased sales tax revenue, as defined herein as "continued economic recovery," priority categories shall be considered for funding; provided that in order for the Administration to certify and recommend new revenues as continued economic recovery, for purposes of achieving the goals of the following categories for funding priority, the revenue increases shall be recognized by the Director of Finance in compliance with Alexandria Home Rule Charter, Sec. 5-05(A), as: (i) sales tax revenue mid-year estimates for year-end of FY 2014 (2013-2014) shall be at least 2% higher than projected by the 2013-2014 Annual Budget; and (ii) any use of surplus for FY 2013 (2012-2013) shall be less than \$1,500,000. The categories follow:

CATEGORY ONE (I)

It is recommended any General Fund surplus used in FY 2014 be limited to no more than \$4,700,000, and then, to whatever degree unused surplus exists, replenishment funding be appropriated to Category One, A-C, in order:

- A. In the case no such appropriation is made in FY 2013, and only in that case it being the finding here that an additional such appropriate should not be made in back to back years, then and only then an appropriate across-the-board adjustment to general and utility fund employees and address of such application to fire and police employees through collective bargaining or as provided herein in the Mayor's sole discretion (with the exception that for fire employees the realization of statutory per annum raises shall be deducted therefrom). Notwithstanding the foregoing in Section VIII-IA, in lieu of permanent encumbrances (which carry recurring liability to the City), the City of Alexandria, for the purpose of decreasing employees' 2013-2014 budget year share of retirement and/or health insurance premiums (as a special consideration of financial planning and hardship avoidance to city employees or as otherwise found after further study), upon certification by the Mayor and Finance Director of the appropriateness of such offset, may provide an increase of the normal employer's contribution to retirement and/or health care cost, up to but no more than an additional 2.0-2.5% regarding the City-as-employer's 2013-2014 share in the retirement and/or health insurance premium payments for a one-time offset.

- B. The implementation of the Chief of Police's Vehicle Replacement Program, as recommended and approved by the Administration.
- C. Purchase of operating capital items required to perform needed services.

#### CATEGORY TWO (II)

In order for the Administration to certify and recommend new revenues for purposes of achieving the goals of the following categories for funding priority, Category One (I) shall have been exhausted as certified by the Director of Finance. Category Two (II) may be funded from available revenues after Category One (I) obligations are funded in full and in the following order of priority:

- A. Resolution of disputed indebtedness regarding police or fire pay matrix claims, to the extent ordered and required by final judgment or settlement of the parties. This shall not be considered an appropriation of funds or admission of any liability which is disputed at all times herein as fiscal funding discretion and is merely a recitation of priority, which is subject to further court-ordered and/or approved finality.
- B. Any additional funding of priority city-wide impact nongovernmental or other partners to provide operational and programming services, unless as part of approved NGO and community services reorganization and plan in which case that ordinance shall provide for such priority notwithstanding Section VIII of this Budget Ordinance.
- C. Replacement of funds over and above 5% provided by the Utility Division in any form as Utility Inter-fund Transfers to the General Fund or any other fund(s) in the additional amount (that is, in addition to the amount in Section IV) of \$750,000.

#### CATEGORY THREE (III)

All remaining partnerships, requests for funding, or NGOs shall be subject to the assessments of need as provided by the policies set forth by existing or new executive orders, such as Executive Orders JMR 2007-1, 2010-2.

**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 the local economic recovery. Categories of priority shall be as follows:

#### PRIORITY ONE (I)

Priority I (P-I) projects include *SPARC* projects 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 Chatlin Lake Canal, Hudson Boulevard, 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 \$\_\_00,000 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 must create and sustain employment increases;
- Investments must 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, must 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 SPARC and 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 that 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-Is and P-IIIs, 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 the City Administration, CURE, and experts shall continue to assess the full requirements of the FY 2013 Recapture Plan relative to City infrastructure

planning and spending for the four utility services; and pending such plan, the City shall continue the "Infrastructure Renewal Assessment," in order that the Utility Fund remain solvent and capable of supporting its three required components: a stable rate, operations and maintenance, and a reasonable allocation for future capital needs. This Section X shall sunset at the earlier of final, approved, and implemented rate reform or the end of FY 2015.

**SECTION XI. 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 19<sup>th</sup> day of March, 2013.

**NOTICE PUBLISHED ON THE 22<sup>nd</sup>** day of March, 2013.

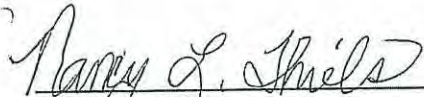
**THIS ORDINANCE** having been submitted in writing, introduced and published, was then submitted to a final vote as a whole, the vote thereon being as follows:


YEAS: Villard, Green, Larvadain, Rubin, Silver, Fowler, LaSalle.

NAYS: None.

ABSENT: None.

**AND THE ORDINANCE** was declared adopted on this the 2<sup>nd</sup> day of April, 2013, and final publication was made in the Alexandria Daily Town Talk on the 5<sup>th</sup> day of April, 2013.

  
CITY CLERK

  
PRESIDENT

  
MAYOR'S APPROVAL

DELIVERED APR 03 2013

RECEIVED APR 08 2013



April 30, 2013

Honorable Mayor and  
Members of the Alexandria City Council

The operating budget requests for fiscal year ending April 30, 2014 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 27.04 % effective May 1, 2013, an increase of 1.07% from the existing rate of 25.97%. The incremental cost by fund at existing staff levels follows:

General Fund	\$ 88,000
CDBG Fund	2,000
Utility Fund	104,000
Sanitation Fund	14,000
Zoo Fund	6,000
Municipal Transit	<u>12,000</u>
Total	\$ 226,000

Conversely, the board of the state run Municipal Police Retirement System kept its' contribution rate at 31%. The board of the state run Municipal Firefighters Retirement System set its' contribution rate at 28.25% increasing from the existing rate of 24%. The budgetary effects of the increase in Fire amounted to roughly \$108,000, all in the General Fund.

Along with the pension costs above, the City, as many other employers, continues to face increases in health care costs. In Fiscal 2013-2014, the City elected to use some of the Retained Earnings of the Employee Benefits Fund as well as a Transfer from the Utilities System Fund to offset anticipated increases in cost.

Jacques M. Roy  
Mayor



David L. Johnson  
Director of Finance  
P.O. Box 71 · Alexandria, LA 71309-0071  
Tel (318) 449-5034 · Fax (318) 449-5231  
e-mail: david.johnson@cityofalex.com

The City eliminated roughly 18 personnel positions in the 2011-2012 budget; and roughly 50 in the previous budget. In the original 2012-2013 Budget, staffing remained substantially the same. It was determined that some positions had to be added back to maintain existing levels of service, so 15 positions were added back either as amendments to the 2012-2013 Budget or in the 2013-2014 Budget.. The City therefore elected to budget a significant use of Fund Balance in the General Fund for the 2013-2014 Budget.

Raises were also budgeted for firefighters having between 3 and 23 years of service as mandated by state law.

Operating capital remains somewhat constrained in the 2013-2014 budget; although not as much as in the previous year. As was the case with personnel positions, it was felt by the Administration and City Council that some operating capital had to be purchased to assure the delivery of critical services. Operating capital totals by fund are as follows:

General Fund	\$2,539,000
CDBG Fund	-0-
Risk Management Fund	-0-
Utility Fund	4,612,000
Sanitation Fund	385,000
Zoo Fund	<u>117,000</u>
Total	<u>\$7,653,000</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 8 of the last 10 years, although 2 of the 3 most recently completed years have been decreasing. Sales Taxes are by nature highly volatile in relation to the economy. Sales taxes for the 2013-2014 Fiscal Year are budgeted 3.98%; or \$1.4 million less than the actual revenues of the 2011-2012 Fiscal Year in an effort to hedge the risk of another downward year, which could otherwise prove devastating to the General Fund.

Further concerns would include the health of the national and even the global economy and the implications of them on the local economy. Opinions abound on the mere presence and strength of an economic recovery, but there seems to be little consensus of opinion. Due to that uncertainty, the responsible course of action is still to err on the side of caution by curtailing spending whenever practical.

The Utility 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 71% 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 generated electricity wholesale as the demand peaked and electrical generation by other suppliers could not keep up. There are no such sales since Fiscal 2002. The hazards of a soft economy are 2 fold in the Utilities System. As businesses close or reduce operations, the potential exists for diminishing sales of utilities. Secondly, as resources for consumers and businesses become scarce, the ability for customers to pay for services used can be lessened. Vigilant monitoring of both situations is warranted.

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

The City has significant revenues in most of its operating funds that have allowed the City to operate over the last six to seven years with out having to borrow short-term funds. The 2012-2013 Budget was prepared to utilize some of those prior year revenues as follows:

The **General Fund** is budgeted to use \$4.7 million in fund balance in Fiscal 2013-2014

The **Utilities System Fund** is budgeted to use \$3.4 million in retained earnings in Fiscal 2013-2014.

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

The General Fund budget reflects an increase of \$421,000; or .74%, compared to the adopted 2012-2013 operating budget. As previously stated, combined sales taxes account for 65% of all General Fund revenues. The summary below details major changes made from 2012-2013 adopted budget:

#### Revenues

**Taxes** were adopted with a 3.39% increase, or \$100,000, over the 2012-2013 adopted budget; increase being in Franchise Taxes.

**Licenses and Permits** decreased 3.09%; or \$85,000 as Building Permits were adjusted down to better reflect recent experience.

**Intergovernmental** increased by 2.01% or \$185,000 from the 2012-2013 adopted budget. The most significant change here is the increase Parish Sales Tax of \$250,000. This is partially offset by decreases in Police & Fire Supplemental Pay revenue from the State of roughly \$50,000 and decreases in State Beer Tax of \$14,000.

**Internal Services/Interfunds** decreased by 2.67%; or \$992,000. All cost allocation line items were adjusted to reflect the adjusted 2012-2013 Budget, resulting in net decreases of nearly \$242,000. The greatest change here is the reduction in Transfers from Utilities System Fund of \$750,000 as the City begins to lower General Fund's dependency on the Utilities System Fund.

**Fine and Forfeitures** decreased by 3.65%; or \$24,000 from the prior year as indicative of actual revenues.

**Other Revenues** increased 32.82%; or \$1.3 million, from the 2012-2013 adopted budget. The major change here is in the **Use of Prior Years Revenues**. 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 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 continues with the 2013-2014 Adopted Budget with a Use of Fund Balance of over \$4.7 million. As stated earlier, this allowed the purchase of some badly needed capital items and ceased the need to eliminate vacant personnel positions in this budget.

### Expenditures

**Salaries and Fringe Benefits** overall increased \$709,000, or 2.00%, the net result of the previously mentioned increases in Fire and other pensions and the addition of the previously mentioned positions..

**Capital Outlay** increased \$706,000; or 38.54%. Although this is considerably higher than the last 3 years, those appropriations were so constrained that they are just now approaching those of the 2010-2011 Adopted Budget.

### Executive Division

The Executive Division increased 25.58%, or \$205,000, due mostly to net addition of 3 personnel positions compared to the prior year.

### Judicial Division

An increase of 1.46%, or \$15,000, was approved for the Judicial Division, mostly due to increases in Vehicle Fuel and Vehicle Repairs for the City Marshal amounting to \$17,000 offset by net decreases in fringe costs in the City Court.

### Finance Division

A decrease of 7.70%; or \$836,000, was approved for the Finance Division. Transfers to other funds such as Zoo and Golf Course decreased by \$89,000. Most of the rest of the decrease stems up an \$800,000 appropriation in the prior year for Employee Compensation that is not in the current budget. These decreases are partially offset by the addition of one personnel position to the Finance Division, and an increase of \$35,000 in Rent for the Print Shop as new equipment is leased for the printing of City utility bills.

### Public Works Division

An increase of 4.26%; or \$436,000 was approved for Public Works. The major changes here include an increase of \$246,000 in Capital Outlay, increases in Contract Labor in various departments for \$108,000; and an upgrade 1 position in the Street Department and 2 positions in Code Enforcement totaling \$7,000. Differences in fringes account for the remaining differences.

### Planning Division

An increase of 23.21%, or \$487,000, was approved for Planning Division. The change in this division is almost completely due to the addition of the Construction Development Department, which took in portions what was formerly budgeted in Planning Director and in the Utilities Division. The net increase from this change is \$530,000. This is partially offset by decreases in Operating Capital in Engineering of about \$50,000.

### Public Safety Division

A decrease of .22%; or \$64,000, was approved for the Public Safety Division. In this division, the costs of pension mergers decreased \$334,000 compared to the prior year, while total salaries and fringes show a net decrease of \$210,000, despite the addition of one personnel position. These slightly more than offset the increases, such as those in Capital Outlay for \$468,000.

### Human Resource Division

An increase of 1.04%, or \$8,000, was approved for this division, comprised mostly of minor adjustments in fringes.

### Legal Division

An increase of 13.99%, or \$135,000, was approved for the Legal Division, mostly due to the transfer of a personnel position from the Executive Division.

### Community Services

An increase of 6.19%, or \$29,000, was approved for this division. Major changes here are funding for Mardi Gras, Special Events, and Quein on the Red totaling \$35,000. These increases more than offset slight decreases in salaries for this division.

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

The Sales Tax Fund's budget remains the same as the adopted budget of the prior year. Although sales taxes were up in Fiscal 2012 compared to the prior year, they were down in the 2 immediate previous years. It was therefore felt by the Administration and City Council that caution was still needed in forecasting revenues for this fund.

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

The Risk Management Fund's overall budget decreased 6.57%; or \$245,000 from the prior year. Increases in revenue include Transfers from the other funds totaling \$202,000 along with an increase of \$43,000 in Subrogation. Changes in expenses include an increase of roughly \$71,000 in Administrative Expense and increases in combined Claims totaling \$174,000.

The Employee Benefits Fund increased 2.78%; or \$238,000 compared to the prior year. On the revenue side, the Use of Retained Earnings is decreased by nearly \$450,000 as the City slows down its use of reserved cash in this fund. This is more than offset by a Transfer from the Utilities System Fund for about \$688,000. The only change in expenses is an increase of \$238,000 in Claims per the actuarial report.

### **General Capital Projects**

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

<b>Category</b>	<b>No. of Projects</b>	<b>Total</b>
Public Enterprise	8	1,910,745
Drainage	7	2,045,000
Streets	13	5,431,000
Police	1	140,000
Fire	1	200,000
Parks/Recreation	1	1,200,000
Zoological Parks	3	615,000
CDBG	<u>0</u>	<u>-0-</u>
Total	<u>34</u>	<u>\$11,541,745</u>

The General Capital Projects are funded by Sales Tax Revenues, Sales Tax Revenue Bond proceeds, Community Development Block Grant Funds, General Obligation Bond Proceeds, Urban System Funds, State and Federal Funds and Property Tax Revenues. A five year 11.25 mileage property tax dedicated to specific street and drainage projects has been approved by the voters in 1988, 1993, 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 20 projects in this category. The 2013/2014 Budget will create 2 new projects and adjust funding for 9 others.

The Renovation of the South American Exhibit, Land of the Jaguar, should be completed during Fiscal 2013-2014, and will include new enclosures for the jaguar, ocelot, bears and primates that are indigenous to South America. Work also continues on 2 phases of Woodale Outfall/Railroad Avenue, and on the Ditch Closure Project.



The 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 traffic softening projects for Bolton Avenue and MacArthur Drive, adding attractive streetscapes to these busy corridors. Fire Station Relocation continues in which the City will relocate 4 of it's 6 fire stations to more strategic locations.

The Reserve for Relocation Projects, 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:

<b>Category</b>	<b>No. of Projects</b>	<b>Total</b>
Electric	4	440,000
Water	9	2,293,331
Gas	3	725,000
Wastewater	2	460,000
Other	2	1,750,000
Municipal Transit	0	-0-
Total	<u>20</u>	<u>\$5,668,331</u>

The Enterprise Capital Projects are funded by revenues generated by the City's Utility System, a Utility Revenue Bond issue, a revolving loan 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. At present, work begins on various water tanks throughout the City to assess whether to repair or replace them, and work continues in the Martin Park Subdivision with the replacement of water and gas lines.

### ***Utilities System Fund:***

The **Utilities System Fund's** 2013-2014 adopted budget increased by .76%, or \$715,000 from the prior year. The summary below shows the major changes from the previous year:

#### Revenues

Cost allocations from other funds were decreased roughly \$30,000 to reflect the most current estimates. This is more than offset by the increase of nearly \$745,000 in Use of Retained Earnings in this fund. Similar to the General Fund, it was felt that the purchase of capital outlay such as vehicles as well as the purchase of infrastructure for the electric, water, gas, and wastewater could not be deferred any further.

#### Expenses

The major changes in this fund can be found in the Utility Administration section. This section which houses among other items transfers to other funds is down 4.50%; or \$1.0 million compared to the prior year. Transfers to other Funds account nearly net out to zero in changes while Debt Service went down almost \$1.0 million..

Operating Capital is the greatest change, increasing by 40.98%; or \$1.3 million compared to the prior year.. 3 Operator personnel positions were added to Electric Production costing about \$124,000; while an Assistant Director of Utilities position was added for \$93,000, and a Chief Information Officer position was added for around \$112,000. In the Information Systems Department, Maintenance of Equipment and Software were increased \$60,000 and \$90,000 respectively. Other relatively small adjustments in the Operating and Contractual category complete the changes.

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

Sanitation's budget decreased .74%; or \$37,000, compared to the prior year. In revenues; Charges for Services including Collection, Disposal, and Garbage Bag Sales were adjusted down by a net of \$37,000 accounting for the entire change.

In expenses, Capital Outlay shows the greatest change with a decrease of \$194,000; while Transfers to Other Funds are down a net of around \$43,000. This is partially offset by increases in Overtime of \$10,000; Vehicle Fuel & Maintenance of \$106,000; Disposal Cost of \$26,000; Uniforms of \$12,000; Operating Garbage Bags of \$20,000. Other relatively minor changes in Salaries, Fringes, and Operating/Contractual account for the remainder.

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

The Zoo's budget decreased .40%; or \$9,000.

In revenues, Gate Receipts were increased by \$200,000; roughly offsetting a decrease in the Transfer from General Fund of \$209,000.

In expenses, the largest change is a decrease in Operating Capital of \$53,000 compared to the prior year. This is partially offset by increases in Operating/Contractual lines item such as Supplies and Utilities for \$17,000 and \$15,000 respectively. Cost Allocation to General Fund was increased by \$22,000. Other minor adjustments in Salaries & Fringes make up the remaining difference.

***Golf Course Fund:***

The Golf Course's budget decreased by .35%; or \$3,000, compared to the previous year.

In revenues, Charges for Services were increased by \$49,000 to reflect recent experience. This is more than offset by the Transfer from General Fund being decreased by almost \$52,000.

In expenses, Cost Allocation to General Fund was decreased by nearly \$3,000.

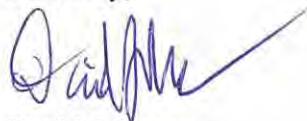
***Municipal Transit Fund:***

Municipal Transit Fund's budget increased 5.12%, or about \$155,000, over the previous year.

In revenues, Charges for Services were decreased by nearly \$78,000 reflecting recent trends, partially offsetting the increase in Transfers from the Utilities System Fund of \$232,000.

In expenses, Transfers to Other Funds were increased by \$46,000. Vehicle Fuel was increased for \$115,000. Minor changes in salaries and fringe account for the remainder.

Sincerely,

A handwritten signature in blue ink, appearing to read "David Johnson", with a long horizontal stroke extending to the right.

David Johnson  
Director of Finance  
City of Alexandria

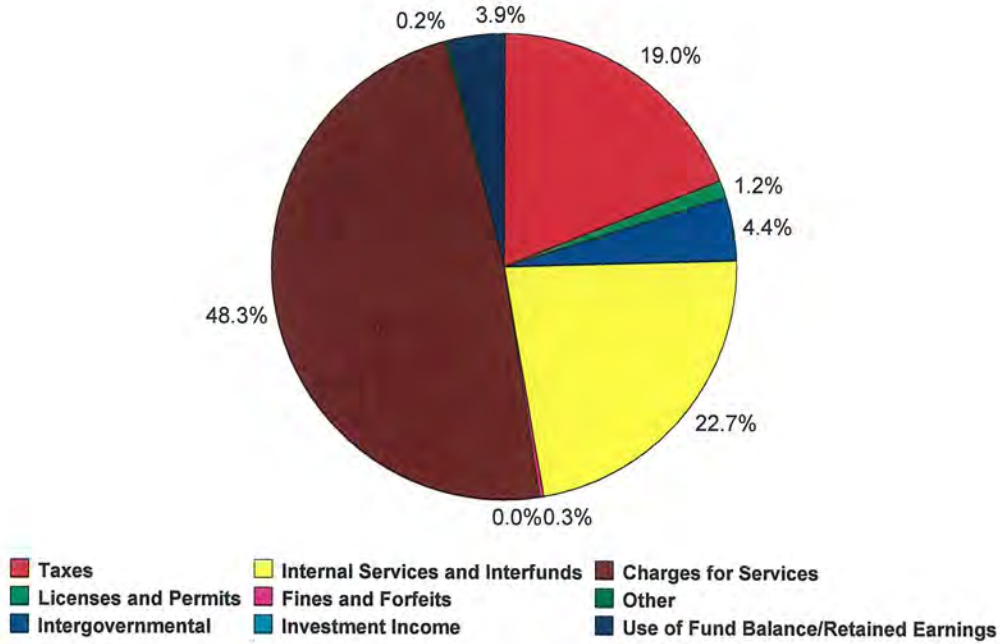
## I. BUDGET SUMMARIES



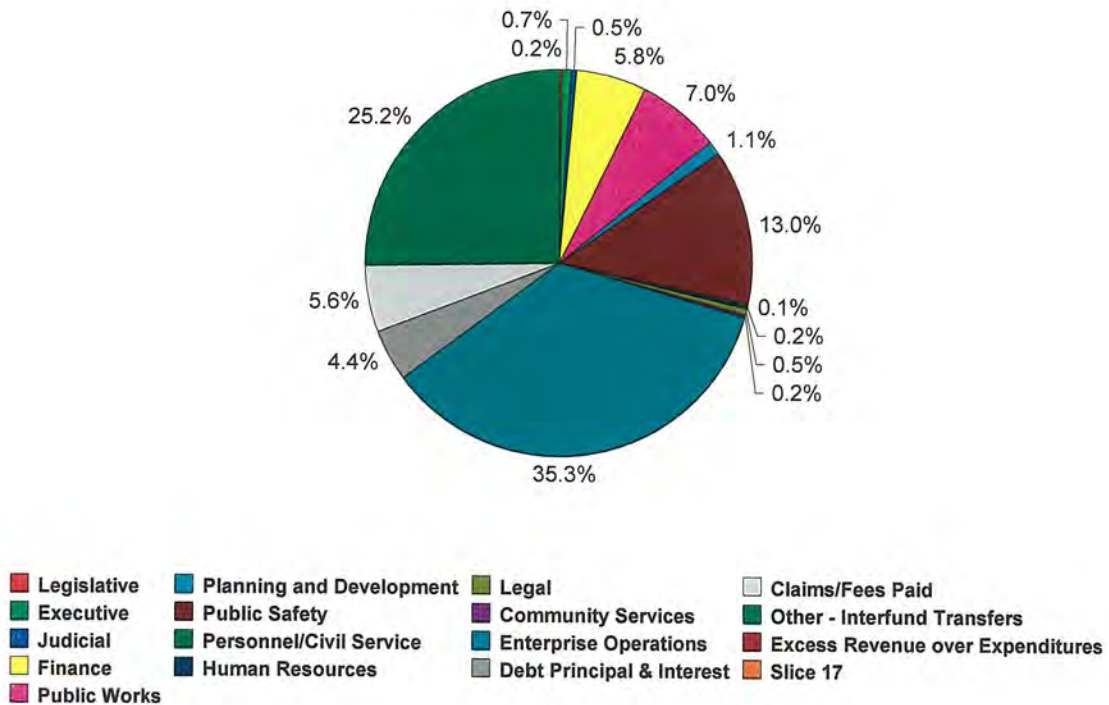
2013-2014 ANNUAL BUDGET

COMBINED ANNUAL BUDGET SUMMARY

Sources of Funds



Uses of Funds



## 2013-2014 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	3,047,000	33,250,000	780,000	5,761,745
Licenses and Permits	2,670,200			
Intergovernmental	9,390,247	0		0
Internal Services and Interfunds	36,221,461	0	4,969,755	100,000
Fines and Forfeits	634,200			
Investment Income			5,600	
Charges for Services	229,430	0		
Other	266,500	0		
Debt Proceeds				
Use of Fund Balance/Retained Earnings	4,741,377	0		0
<b>TOTAL SOURCES OF FUNDS</b>	<b>57,200,415</b>	<b>33,250,000</b>	<b>5,755,355</b>	<b>5,861,745</b>
<b>USES OF FUNDS</b>				
Legislative	488,216			
Executive	1,007,493			0
Judicial	1,025,833			
Finance	5,525,580			
Public Works	10,624,695			5,110,745
Planning and Development	2,585,359	0		
Public Safety	29,065,765			340,000
Personnel/Civil Service	309,063			
Human Resources	479,835			
Legal	1,096,206			
Community Services	496,444			
Enterprise Operations				
Debt Principal & Interest			5,755,355	
Claims/Fees Paid				
Other - Interfund Transfers	4,495,926	33,250,000		411,000
Excess Revenue over Expenditures				
<b>TOTAL USES OF FUNDS</b>	<b>57,200,415</b>	<b>33,250,000</b>	<b>5,755,355</b>	<b>5,861,745</b>

2013-2014 ANNUAL BUDGET

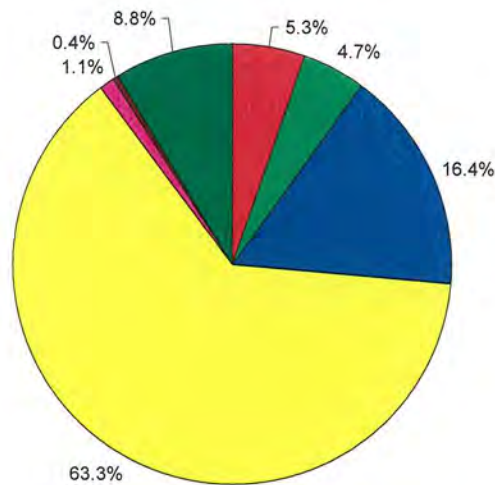
COMBINED SUMMARY OF BUDGET BY FUND GROUPS

PROPRIETARY FUND TYPES							COMBINED TOTAL
INTERNAL SERVICE FUNDS	UTILITY SYSTEM	SANITATION	MUNICIPAL TRANSIT SYSTEM	ZOO FUND	GOLF COURSE FUND	ENTERPRISE CAPITAL PROJECTS	
			525,896				42,838,745
							2,670,200
							9,916,143
687,500	160,374		2,198,643	1,874,480	217,837	4,953,657	51,383,707
							634,200
							5,600
11,345,171	91,266,751	4,982,000	452,435	405,000	602,000		109,282,787
69,000	90,200		6,300				432,000
							0
698,100	3,446,533					0	8,886,010
12,799,771	94,963,858	4,982,000	3,183,274	2,279,480	819,837	4,953,657	226,049,392
							488,216
	673,826						1,681,319
							1,025,833
	7,696,570						13,222,150
							15,735,440
							2,585,359
							29,405,765
							309,063
							479,835
144,671							1,240,877
							496,444
	65,546,695	4,025,766	2,573,820	1,987,876	767,620	4,953,657	79,855,434
	4,086,235						9,841,590
12,655,100							12,655,100
	16,960,532	956,234	609,454	291,604	52,217		57,026,967
							0
12,799,771	94,963,858	4,982,000	3,183,274	2,279,480	819,837	4,953,657	226,049,392



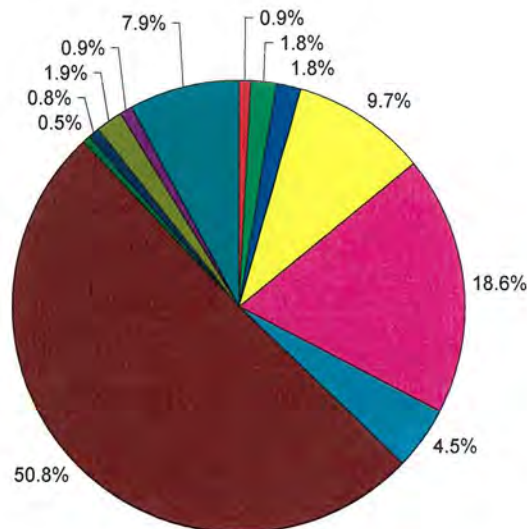
**2013-2014 ANNUAL BUDGET  
GENERAL FUND  
ADOPTED BUDGET SUMMARY**

**Revenues**



- |   |  |   |
|---|--|---|
| <span style="color: red;">■</span> TAXES                  | <span style="color: yellow;">■</span> INTERNAL SERVICES/INTERFUNDS | <span style="color: brown;">■</span> CHARGES FOR SERVICES |
| <span style="color: green;">■</span> LICENSES AND PERMITS | <span style="color: pink;">■</span> FINES AND FORFEITURES          | <span style="color: darkgreen;">■</span> OTHER            |
| <span style="color: blue;">■</span> INTERGOVERNMENTAL     | <span style="color: cyan;">■</span> INVESTMENT INCOME              |   |

**Expenditures**



- |  |  |  |  |
|--|--|--|--|
| <span style="color: red;">■</span> LEGISLATIVE     | <span style="color: pink;">■</span> PUBLIC WORKS   | <span style="color: green;">■</span> CIVIL SERVICE/PERSONNEL | <span style="color: purple;">■</span> COMMUNITY SERVICES |
| <span style="color: darkgreen;">■</span> EXECUTIVE | <span style="color: cyan;">■</span> PLANNING       | <span style="color: blue;">■</span> HUMAN RESOURCES          | <span style="color: teal;">■</span> INTERFUND TRANSFERS  |
| <span style="color: blue;">■</span> JUDICIAL       | <span style="color: brown;">■</span> PUBLIC SAFETY | <span style="color: olive;">■</span> LEGAL                   | <span style="color: gray;">■</span> OPERATING RESERVE    |
| <span style="color: yellow;">■</span> FINANCE      |  |  |  |

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**GENERAL FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	3,317,100	3,198,187	2,947,000	3,248,000	3,047,000	3,047,000	3.39%
LICENSES AND PERMITS	2,822,761	2,942,326	2,755,200	2,820,200	2,670,200	2,670,200	-3.09%
INTERGOVERNMENTAL	9,064,658	10,089,358	9,205,290	10,073,797	9,390,247	9,390,247	0.00%
INTERNAL SERVICES/INTERFUNDS	35,674,175	38,122,013	37,213,452	37,731,461	36,221,461	36,221,461	-2.67%
FINES AND FORFEITURES	659,924	550,839	658,200	634,200	634,200	634,200	-3.65%
INVESTMENT INCOME	4,808	18,686	0	15,000	0	0	0.00%
CHARGES FOR SERVICES	186,073	236,088	229,430	236,430	229,430	229,430	0.00%
OTHER	706,148	677,254	3,770,297	4,949,502	4,874,483	5,007,877	32.82%
TOTAL REVENUE	52,435,647	55,834,751	56,778,869	59,708,590	57,067,021	57,200,415	0.74%

## EXPENDITURE SUMMARY BY DIVISION

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
LEGISLATIVE	443,491	410,269	479,912	479,912	488,216	488,216	1.73%
EXECUTIVE	828,568	801,665	802,293	996,825	1,100,348	1,007,493	25.58%
JUDICIAL	1,105,109	1,116,508	1,011,080	1,027,080	1,025,833	1,025,833	1.46%
FINANCE	4,491,283	4,916,063	6,273,193	7,342,514	5,506,580	5,525,580	-11.92%
PUBLIC WORKS	9,009,840	9,180,358	10,190,120	10,553,179	10,522,834	10,624,695	4.26%
PLANNING	1,881,071	1,857,102	2,098,387	2,381,717	2,582,826	2,585,359	23.21%
PUBLIC SAFETY	27,707,533	27,535,470	29,129,491	29,634,325	29,065,765	29,065,765	-0.22%
CIVIL SERVICE	276,019	243,223	307,198	276,698	309,063	309,063	0.61%
HUMAN RESOURCES	464,458	390,011	473,593	483,593	479,835	479,835	0.00%
LEGAL	1,128,576	1,214,976	961,638	1,386,138	1,003,351	1,096,206	13.99%
COMMUNITY SERVICES	690,338	311,385	467,484	417,752	486,444	496,444	0.00%
INTERFUND TRANSFERS	120,970	5,761,553	4,584,480	4,728,857	4,495,926	4,495,926	-1.93%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	48,147,256	53,738,583	56,778,869	59,708,590	57,067,021	57,200,415	0.74%

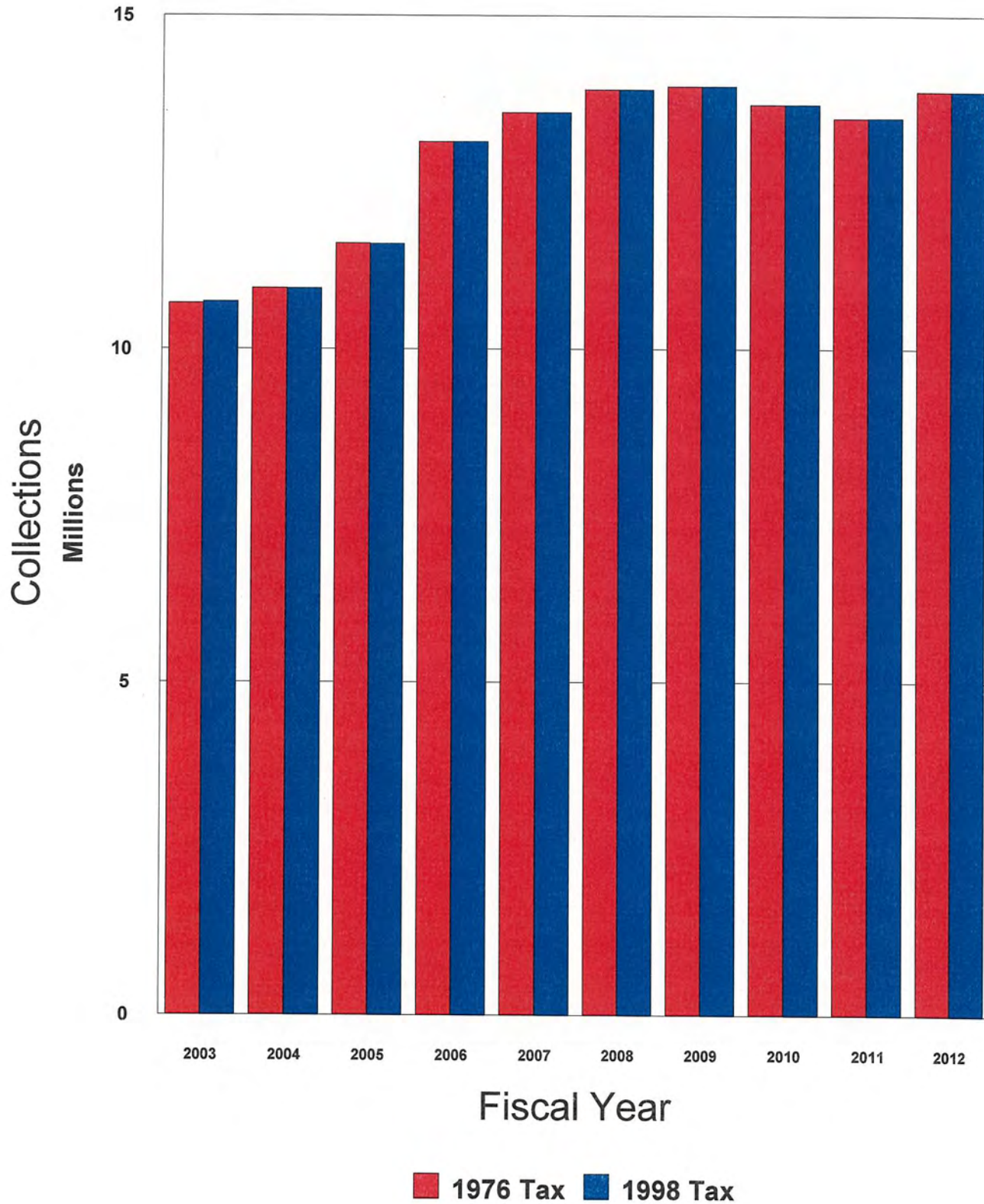
## EXPENDITURE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	24,666,568	24,141,814	24,696,310	26,170,191	25,046,081	25,062,143	1.48%
FRINGE BENEFITS	9,704,819	9,199,648	10,814,040	10,789,895	11,152,299	11,156,875	3.17%
OPERATING AND CONTRACTUAL	8,198,693	8,560,605	9,012,450	10,331,972	9,156,657	9,224,913	2.36%
OTHER	4,817,389	10,869,146	10,423,097	9,832,574	9,207,106	9,217,106	-11.57%
CAPITAL OUTLAY	759,787	967,370	1,832,972	2,583,958	2,504,878	2,539,378	38.54%
TOTAL EXPENDITURES	48,147,256	53,738,583	56,778,869	59,708,590	57,067,021	57,200,415	0.74%

2013-2014 ANNUAL BUDGET

SALES TAX COLLECTION

TEN YEAR HISTORY



## 2013-2014 ANNUAL BUDGET

## SUMMARY OF FUNDS

## SALES TAX FUND

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
TAXES	33,679,269	34,689,006	33,250,000	34,200,000	33,250,000	33,250,000	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	0	0	0	0	0	0	0.00%
INVESTMENT INCOME	0	0	0	0	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	0	0	0	0	0.00%
TOTAL REVENUE	33,679,269	34,689,006	33,250,000	34,200,000	33,250,000	33,250,000	0.00%

## EXPENDITURE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	0	0	0	0	0	0	0.00%
FRINGE	0	0	0	0	0	0	0.00%
OPERATING AND CONTRACTUAL	0	0	0	0	0	0	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
INTERFUND TRANSFERS	33,674,993	34,684,535	33,250,000	34,200,000	33,250,000	33,250,000	0.00%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENDITURES	33,674,993	34,684,535	33,250,000	34,200,000	33,250,000	33,250,000	0.00%

## SALES TAX COLLECTIONS

## Ten Year History of Sales Tax Collections

Fiscal Year	1976 Tax	Percentage Inc/Dec	1998 Tax	Percentage Inc/Dec
2003	10,686,466	3.04%	10,708,877	3.26%
2004	10,910,581	2.10%	10,909,722	1.88%
2005	11,584,525	6.18%	11,577,698	6.12%
2006	13,113,434	13.20%	13,113,434	13.26%
2007	13,552,199	3.35%	13,552,403	3.35%
2008	13,896,279	2.54%	13,896,204	2.54%
2009	13,949,591	0.38%	13,949,547	0.38%
2010	13,677,811	-1.95%	13,677,811	-1.95%
2011	13,471,982	-1.50%	13,472,978	-1.50%
2012	13,876,909	3.01%	13,876,617	3.00%

**2013-2014 ANNUAL BUDGET**  
**SUMMARY OF FUNDS**  
**GENERAL DEBT SERVICE FUND**

**REVENUE SUMMARY**

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	770,219	787,672	780,000	780,000	780,000	780,000	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	4,905,211	4,942,741	4,932,198	4,932,198	4,969,755	4,969,755	0.76%
INVESTMENT INCOME	22,575	12,472	6,600	9,100	5,600	5,600	-15.15%
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	0	0	0	0	100.00%
TOTAL REVENUE	5,698,005	5,742,885	5,718,798	5,721,298	5,755,355	5,755,355	0.64%

**EXPENDITURE SUMMARY BY CATEGORY**

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	0	0	0	0	0	0	0.00%
FRINGE	0	0	0	0	0	0	0.00%
OPERATING AND CONTRACTUAL	1,302	1,302	6,600	5,600	6,600	6,600	0.00%
OTHER	5,474,776	5,519,169	5,712,198	5,715,698	5,748,755	5,748,755	0.64%
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	5,476,078	5,520,471	5,718,798	5,721,298	5,755,355	5,755,355	0.64%

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS  
RISK MANAGEMENT FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	0	0	0	0	0	0	0.00%
INVESTMENT INCOME	20,489	9,735	0	10,000	0	0	0.00%
CHARGES FOR SERVICES	1,555,524	4,984,372	3,708,913	5,716,135	3,911,171	3,911,171	5.45%
USE OF PROPERTY	0	0	0	0	0	0	0.00%
OTHER	126,298	129,007	26,000	49,156	69,000	69,000	0.00%
TOTAL REVENUE	1,702,311	5,123,114	3,734,913	5,775,291	3,980,171	3,980,171	6.57%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	50,123	50,316	50,123	52,623	50,123	50,123	0.00%
FRINGE	15,236	14,539	13,786	14,471	14,322	14,322	3.89%
OPERATING AND CONTRACTUAL	831,356	817,715	792,197	792,197	862,726	862,726	8.90%
OTHER	2,317,142	4,327,215	2,878,807	4,916,000	3,053,000	3,053,000	6.05%
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	3,213,857	5,209,785	3,734,913	5,775,291	3,980,171	3,980,171	6.57%

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**EMPLOYEE BENEFITS FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	0	991,000	0	0	687,500	687,500	0.00%
INVESTMENT INCOME	17,005	8,893	0	8,000	0	0	0.00%
CHARGES FOR SERVICES	7,935,026	7,516,442	7,434,000	7,185,000	7,434,000	7,434,000	0.00%
USE OF PROPERTY	0	0	0	0	0	0	0.00%
OTHER	0	0	1,137,000	1,131,000	687,500	687,500	0.00%
TOTAL REVENUE	7,952,031	8,516,335	8,571,000	8,324,000	8,809,000	8,809,000	2.78%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	0	0	0	0	0	0	0.00%
FRINGE	0	0	0	0	0	0	0.00%
OPERATING AND CONTRACTUAL	1,569,971	1,864,120	1,536,000	1,886,000	1,536,000	1,536,000	0.00%
OTHER	6,775,334	6,941,000	7,035,000	6,438,000	7,273,000	7,273,000	3.38%
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	8,345,305	8,805,120	8,571,000	8,324,000	8,809,000	8,809,000	2.78%

**2013-2014 ANNUAL BUDGET**  
**SUMMARY OF FUNDS**  
**UNEMPLOYMENT BENEFITS FUND**

**REVENUE SUMMARY**

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	0	0	0	0	0	0	0.00%
INVESTMENT INCOME	1,656	976	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	1,656	976	10,600	10,600	10,600	10,600	0.00%

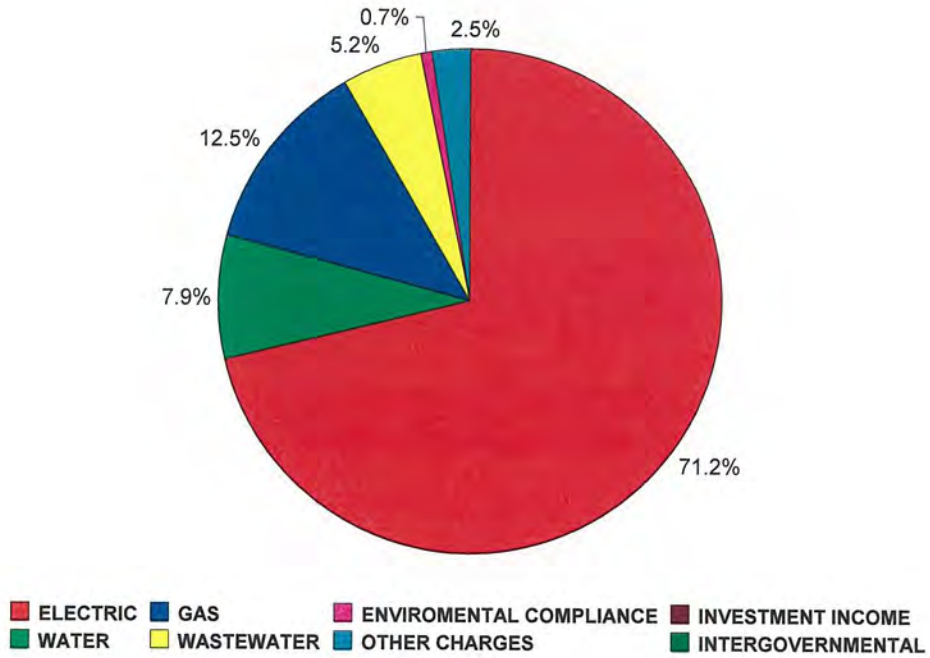
**EXPENSE SUMMARY BY CATEGORY**

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	0	0	0	0	0	0	0.00%
FRINGE	0	0	0	0	0	0	0.00%
OPERATING AND CONTRACTUAL	0	0	0	0	0	0	0.00%
OTHER	26,771	24,853	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	26,771	24,853	10,600	10,600	10,600	10,600	0.00%

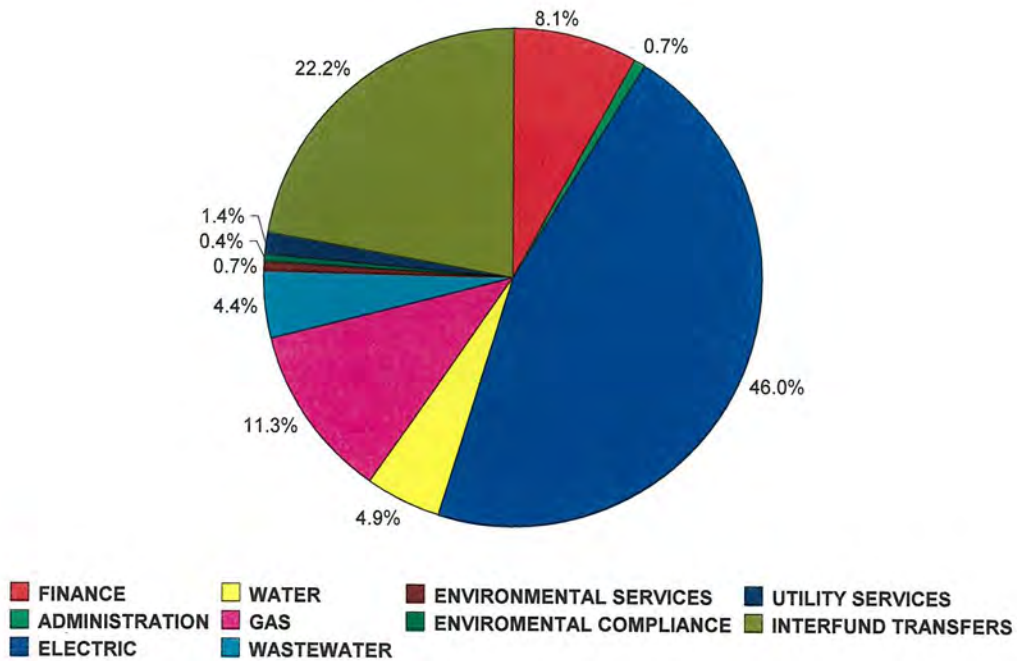


**2013-2014 ANNUAL BUDGET  
UTILITY SYSTEM FUND  
ADOPTED BUDGET SUMMARY**

**Revenues**



**Expenses**



## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS**  
**UTILITY FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
ELECTRIC	78,707,849	75,031,904	65,009,639	61,752,639	65,009,639	65,009,639	0.00%
WATER	6,763,885	7,360,923	7,240,146	7,285,146	7,240,146	7,240,146	0.00%
GAS	10,865,046	10,604,158	11,382,000	9,966,000	11,382,000	11,382,000	0.00%
WASTEWATER	4,053,168	4,709,022	4,706,525	4,739,525	4,706,525	4,706,525	0.00%
ENVIROMENTAL COMPLIANCE	418,166	702,000	652,941	700,000	652,941	652,941	0.00%
OTHER CHARGES	317,028	271,669	2,275,500	1,875,500	2,275,500	2,275,500	0.00%
INVESTMENT INCOME	95,846	67,195	0	65,000	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	14,900	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	190,046	160,374	190,046	160,374	160,374	160,374	-15.61%
OTHER	94,207	142,755	2,792,031	5,658,360	3,536,733	3,536,733	26.67%
TOTAL REVENUE	101,505,241	99,050,000	94,248,828	92,217,444	94,963,858	94,963,858	0.76%

## EXPENSE SUMMARY BY DIVISION

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
FINANCE	6,358,496	6,489,320	7,175,817	8,037,216	7,696,570	7,696,570	7.26%
ADMINISTRATION	314,363	419,700	577,032	599,932	673,826	673,826	16.77%
ELECTRIC	56,197,537	50,192,689	43,441,789	39,611,092	43,712,805	43,712,805	0.62%
WATER	4,037,744	3,903,065	4,620,155	4,910,089	4,630,383	4,630,383	0.22%
GAS	9,775,937	8,450,258	10,443,375	8,788,946	10,689,098	10,689,098	2.35%
WASTEWATER	3,576,644	3,568,299	3,848,237	3,838,065	4,140,851	4,140,851	7.60%
ENVIRONMENTAL SERVICES	522,096	529,175	566,181	559,181	622,672	622,672	9.98%
ENVIROMENTAL COMPLIANCE	91,581	120,085	408,000	408,000	408,000	408,000	0.00%
UTILITY SERVICES	994,142	949,682	1,111,444	1,173,804	1,342,886	1,342,886	20.82%
INTERFUND TRANSFERS	19,566,623	21,374,525	22,056,798	24,291,119	21,046,767	21,046,767	-4.58%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	101,435,163	95,996,798	94,248,828	92,217,444	94,963,858	94,963,858	0.76%

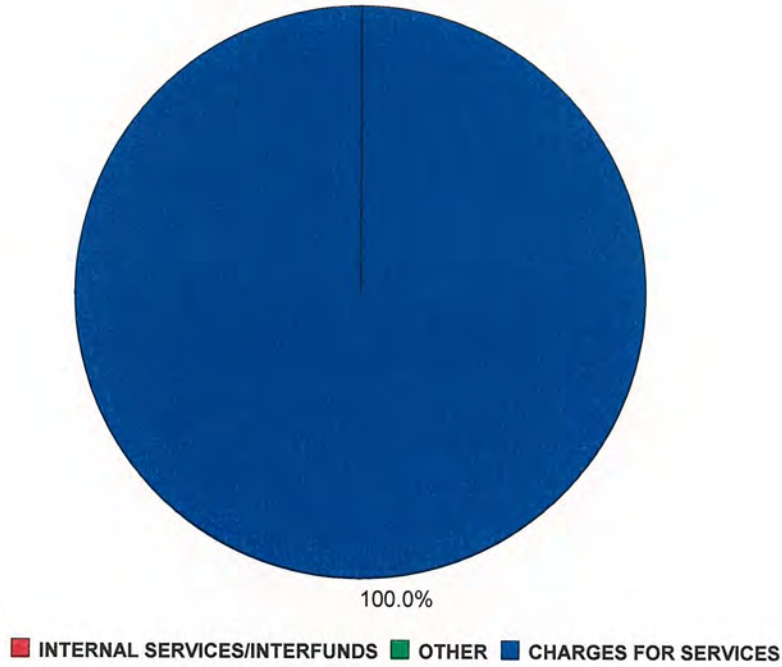
## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	9,387,881	9,049,677	9,765,089	10,100,930	9,774,548	9,774,548	0.10%
FRINGE BENEFITS	4,556,938	4,125,732	4,306,997	4,379,175	4,431,701	4,431,701	2.90%
OPERATING AND CONTRACTUAL	64,201,218	57,734,560	53,048,856	48,126,329	53,299,151	53,299,151	0.47%
OTHER	20,802,094	22,623,392	23,856,798	25,941,119	22,846,767	22,846,767	-4.23%
CAPITAL OUTLAY	2,487,032	2,463,437	3,271,088	3,669,891	4,611,691	4,611,691	40.98%
TOTAL EXPENSES	101,435,163	95,996,798	94,248,828	92,217,444	94,963,858	94,963,858	0.76%

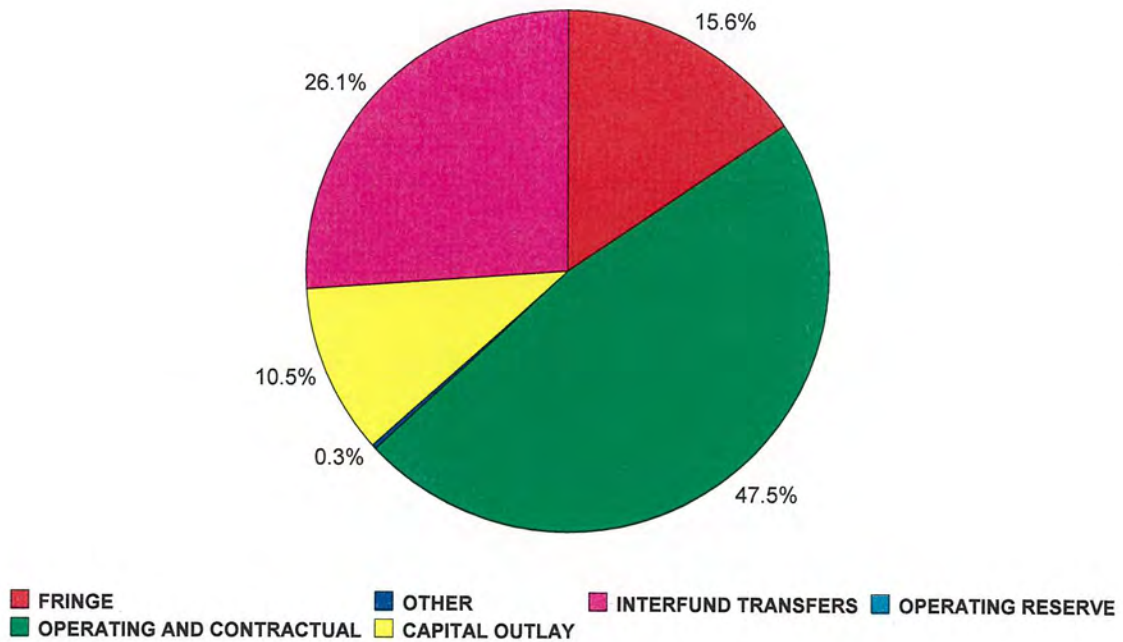
CITY OF ALEXANDRIA

2013-2014 ANNUAL BUDGET  
SANITATION FUND  
ADOPTED BUDGET SUMMARY

Revenues



Expenses



## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS  
SANITATION FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	189,517	0	0	311,800	0	0	0.00%
INVESTMENT INCOME	4,199	1,489	0	1,000	0	0	0.00%
CHARGES FOR SERVICES	4,329,665	5,019,048	5,019,000	5,062,000	4,982,000	4,982,000	-0.74%
USE OF PROPERTY	0	0	0	0	0	0	0.00%
OTHER	975	1,300	0	255,022	0	0	0.00%
TOTAL REVENUE	4,524,356	5,021,837	5,019,000	5,629,822	4,982,000	4,982,000	-0.74%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	1,178,955	1,122,813	1,319,751	1,467,951	1,325,120	1,325,120	0.41%
FRINGE	578,820	487,721	541,723	542,121	568,804	568,804	5.00%
OPERATING AND CONTRACTUAL	1,672,879	1,821,372	1,567,456	1,814,456	1,735,456	1,735,456	10.72%
OTHER	11,645	11,645	11,645	11,645	11,645	11,645	0.00%
CAPITAL OUTLAY	44,629	176,934	579,000	845,773	384,741	384,741	-33.55%
INTERFUND TRANSFERS	986,761	954,110	999,425	947,876	956,234	956,234	0.00%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	4,473,689	4,574,595	5,019,000	5,629,822	4,982,000	4,982,000	-0.74%

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS  
ZOOLOGICAL PARK FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	1,771,409	1,971,734	2,084,004	1,967,355	1,874,480	1,874,480	0.00%
INVESTMENT INCOME	1,186	1,444	0	0	0	0	0.00%
CHARGES FOR SERVICES	280,551	404,103	204,523	404,523	405,000	405,000	0.00%
USE OF PROPERTY	0	0	0	0	0	0	0.00%
OTHER	0	0	0	0	0	0	0.00%
TOTAL REVENUE	2,053,146	2,377,281	2,288,527	2,371,878	2,279,480	2,279,480	0.00%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	474,574	454,336	543,181	563,381	533,859	533,859	0.00%
FRINGE	212,123	182,169	229,050	225,183	227,539	227,539	0.00%
OPERATING AND CONTRACTUAL	1,099,321	1,028,011	1,076,710	1,121,710	1,109,210	1,109,210	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	87,109	170,000	170,000	117,268	117,268	0.00%
INTERFUND TRANSFERS	236,438	291,604	269,586	291,604	291,604	291,604	0.00%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	2,022,456	2,043,229	2,288,527	2,371,878	2,279,480	2,279,480	0.00%

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS  
GOLF COURSE FUND**

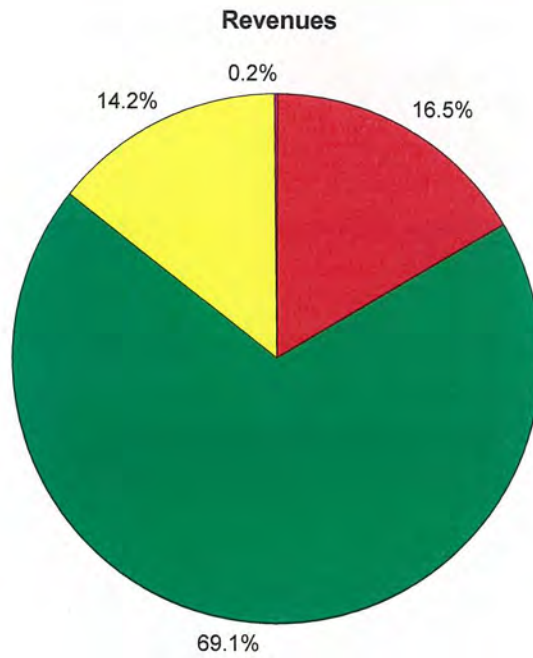
## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	0	0	0	0	0	0	0.00%
INTERNAL SERVICES/INTERFUNDS	235,115	268,681	269,681	217,837	217,837	217,837	0.00%
INVESTMENT INCOME	20	160	0	0	0	0	0.00%
CHARGES FOR SERVICES	580,018	585,468	553,000	611,000	602,000	602,000	0.00%
USE OF PROPERTY	0	0	0	0	0	0	0.00%
OTHER	0	0	0	0	0	0	0.00%
TOTAL REVENUE	815,153	854,309	822,681	828,837	819,837	819,837	0.00%

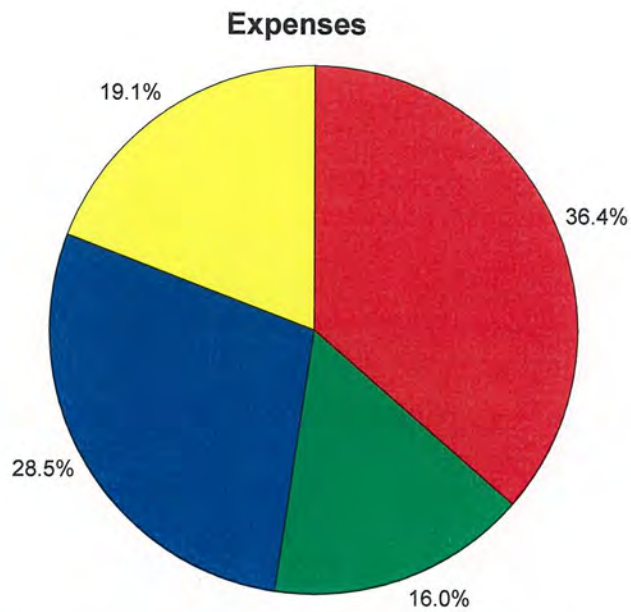
## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	0	0	0	0	0	0	0.00%
FRINGE	0	0	0	0	0	0	0.00%
OPERATING AND CONTRACTUAL	693,786	742,099	767,620	776,620	767,620	767,620	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
INTERFUND TRANSFERS	41,495	52,217	55,061	52,217	52,217	52,217	0.00%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	735,281	794,316	822,681	828,837	819,837	819,837	0.00%

2013-2014 ANNUAL BUDGET  
MUNICIPAL TRANSIT FUND  
ADOPTED BUDGET SUMMARY



■ INTERGOVERNMENTAL ■ INVESTMENT INCOME ■ CHARGES FOR SERVICES ■ OTHER  
■ INTERNAL SERVICES/INTERFUNDS



■ SALARIES ■ OPERATING AND CONTRACTUAL ■ INTERFUND TRANSFERS ■ CAPITAL OUTLAY  
■ FRINGE

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF FUNDS  
MUNICIPAL TRANSIT FUND**

## REVENUE SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED BUDGET	
TAXES	0	0	0	0	0	0	0.00%
INTERGOVERNMENTAL	1,142,285	1,011,336	525,896	959,242	525,896	525,896	0.00%
INTERNAL SERVICES/INTERFUNDS	0	1,595,573	1,966,162	1,793,123	2,198,643	2,198,643	11.82%
INVESTMENT INCOME	6,716	2,363	0	0	0	0	0.00%
CHARGES FOR SERVICES	353,112	454,003	529,935	452,435	452,435	452,435	-14.62%
USE OF PROPERTY	0	0	0	0	0	0	0.00%
OTHER	27,601	(20,705)	6,300	6,300	6,300	6,300	0.00%
TOTAL REVENUE	1,529,714	3,042,570	3,028,293	3,211,100	3,183,274	3,183,274	5.12%

## EXPENSE SUMMARY BY CATEGORY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES	1,128,586	1,108,167	1,176,778	1,200,078	1,157,833	1,157,833	-1.61%
FRINGE	505,993	475,825	495,574	505,287	508,491	508,491	7.75%
OPERATING AND CONTRACTUAL	769,653	943,976	792,496	905,996	907,496	907,496	1.34%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	1,950	0	0	0	0	0	0.00%
INTERFUND TRANSFERS	585,639	549,500	563,445	599,739	609,454	609,454	8.17%
OPERATING RESERVE	0	0	0	0	0	0	0.00%
TOTAL EXPENSES	2,991,821	3,077,468	3,028,293	3,211,100	3,183,274	3,183,274	5.12%



**2013-2014 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

DEPARTMENT	2010-2011	2011-2012	2012-2013	2013-2014		
	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
Deputy City Clerk	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	0	0	0	1	1	1
Clerical Specialist	0	0	1	1	1	1
<b>Total General Government</b>	1	1	2	3	3	3
<b>Intergovernmental Agency</b>						
Mayor's Assistant	0	0	0	1	1	1
Mayor's Assistant	1	1	1	1	1	1
Mayor's Assistant	0	0	0	1	1	0
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	0	0	0	1	1	1
<b>Total Intergovt'l Agency</b>	5	5	5	8	8	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
Administrative Assistant	1	0	0	1	1	1
<b>Total Finance</b>	3	2	2	3	3	3

**2013-2014 ANNUAL BUDGET  
RECAP OF PERSONNEL**

DEPARTMENT	GENERAL FUND					
	2010-2011	2011-2012	2012-2013	2013-2014		
	ADOPTED	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Business Office</b>						
Business Office Manager	1	1	1	1	1	1
Customer Accounts Rep	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>	5	5	5	5	5	5
<b>Accounting</b>						
Accounting Manager	1	1	1	1	1	1
Accountant	2	2	2	3	3	3
Accounting Technician	4	4	4	3	3	3
<b>Total Accounting</b>	7	7	7	7	7	7
<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>	7	7	7	7	7	7
<b>Printing</b>						
Print Shop Coordinator	2	2	2	2	2	2
<b>Total Printing</b>	2	2	2	2	2	2
<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>	6	6	6	6	6	6
<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>	2	2	2	2	2	2
<b>Public Works</b>						
Director of Public Works	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Asst Director Public Works	1	1	2	2	2	2
<b>Total Public Works</b>	3	3	4	4	4	4

**2013-2014 ANNUAL BUDGET  
RECAP OF PERSONNEL**

**GENERAL FUND**

DEPARTMENT	2010-2011	2011-2012	2012-2013	2013-2014		
	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	3	3	3	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	0	0	0	2	2	2
<b>Total Central Facility</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Streets &amp; Parks</b>						
Superintendent-Streets	1	1	1	1	1	1
Crew Supervisor Street Maint	3	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	4	4	4	4	4	3
Supervisor - Streets	0	0	0	0	0	1
<b>Total Streets &amp; Parks</b>	<b>32</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>
<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>8</b>	<b>8</b>

**2013-2014 ANNUAL BUDGET  
RECAP OF PERSONNEL**

DEPARTMENT	GENERAL FUND					
	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Maintenance Public Buildings</b>						
Custodial Worker	3	3	5	5	5	5
Supervisor Custodial	1	1	1	1	1	1
Supervisor Building Maintenance	1	1	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
Maintenance Worker	2	2	0	0	0	0
Trades Worker	1	1	1	1	1	1
Lead Custodial Worker	2	2	2	2	2	2
Building Maintenance Specialist	2	2	2	2	2	2
Mechanical Systems Technician	4	4	3	3	3	3
<b>Total Maint.Public Bldgs.</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>Motor Pool</b>						
Superintendent	1	1	1	1	1	1
Supervisor -Fleet Maintenance	4	4	3	3	3	3
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	0	0	1	1	1	1
Fleet Maintenance Tech Senior	5	5	5	5	5	5
Fleet Maintenance Tech	6	5	5	5	5	5
Fleet Collision Repair Tech	2	2	2	2	2	2
Fleet Service Tech	5	5	6	6	6	6
<b>Total Motor Pool</b>	<b>24</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</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	6	6	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	0	0	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>

**2013-2014 ANNUAL BUDGET  
RECAP OF PERSONNEL**

DEPARTMENT	GENERAL FUND					
	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Animal Shelter</b>						
Crew Leader	1	1	1	1	1	1
Kennel Technician	2	2	2	2	2	2
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>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Planning</b>						
Director of Planning	1	1	1	1	1	1
Historic Preservation Asst PT	0	0	0	1	1	1
Administrative Assistant	1	1	0	0	0	0
Certified Building Official	0	1	1	0	0	0
Planner	1	0	1	1	1	1
Permit Technician	0	0	1	0	0	0
Professional Engineer	1	0	0	0	0	0
Asst Director of Planning	1	1	0	0	0	0
Zoning Enforcement Analyst	1	1	1	1	1	1
Mechanical Inspector	1	0	0	0	0	0
Building Inspector	1	1	0	0	0	0
Multi Trades Inspector	0	1	2	0	0	0
<b>Total Planning</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Construction Development</b>						
Permit Technician	0	0	0	2	2	2
Electrical Inspector	0	0	0	2	2	2
Multi Trades Inspector	0	0	0	5	5	5
Superintendent Construction Dev	0	0	0	1	1	1
Plans Reviewer	0	0	0	1	1	1
<b>Total Construction Develop</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>11</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
Office Assistant	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>

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DEPARTMENT	GENERAL FUND					
	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Urban Forestry</b>						
Landscape Architect	1	1	1	1	1	1
Student Workers	2	0	0	0	0	0
<b>Total Urban Forestry</b>	3	1	1	1	1	1
<b>Public Safety Police</b>						
Chief	1	1	1	1	1	1
Assistant Chief	1	1	1	1	1	1
Deputy Chief	0	0	0	1	1	1
Captain	4	4	4	4	4	4
Lieutenant	10	10	10	12	12	12
Sergeant	36	32	32	32	32	32
Communications Officer	16	16	16	16	16	16
Corporal	78	78	84	82	82	82
Police Officer	30	30	28	28	28	28
Jailer	2	2	2	2	2	2
School Patrol	20	15	15	15	15	15
Reserve Police Officer	0	0	20	20	20	20
Records Clerk	14	14	14	14	14	14
Secretary-Police Chief	1	1	1	1	1	1
Accounting Technician	1	1	1	1	1	1
<b>Total Police Department</b>	214	205	229	230	230	230
<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	40	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	1	1	1	1
<b>Total Fire Department</b>	129	128	128	128	128	128

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<b>GENERAL FUND</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<b>Civil Service</b>						
Director of Personnel	1	1	1	1	1	1
Compensation Analyst	1	1	1	1	1	1
Examination Analyst	1	1	1	1	1	1
Personnel Analyst	1	1	1	1	1	1
<b>Total Civil Service</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Human Resources</b>						
Director of Human Resources	1	1	1	1	1	1
Administrative Assistant	1	0	1	1	1	1
Personnel Analyst	4	4	4	4	4	4
<b>Total Human Resources</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Legal</b>						
City Attorney	1	1	1	1	1	1
Assistant City Attorney	2	2	2	2	2	3
Assistant City Attorney PT	0	0	0	2	2	2
Legal Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
<b>Total Legal</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>8</b>
<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	1	0	0	0	0	0
Community Outreach Coordinator	1	1	1	1	1	1
Clerical Specialist	1	0	0	0	0	0
Student Worker	9	9	9	9	9	9
<b>Total Community Services</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>TOTAL GENERAL FUND</b>	<b>587</b>	<b>568</b>	<b>596</b>	<b>612</b>	<b>612</b>	<b>612</b>

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**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

DEPARTMENT	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Community Development</b>						
Administrator	1	1	1	1	1	1
Permit Technician	0	0	1	1	1	1
Program Manager	1	1	1	1	1	1
Housing Manager	1	1	0	0	0	0
Housing Inspector	1	1	0	0	0	0
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Multi Trades Inspector	0	0	1	0	0	0
<b>Total Community Develop</b>	6	6	6	5	5	5
<b>TOTAL CDBG FUND</b>	6	6	6	5	5	5



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<b>RISK MANAGEMENT FUND</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<b>Office of Risk Manager</b>						
Risk Manager	1	1	1	1	1	1
<b>Total Office of Risk Manager</b>	1	1	1	1	1	1
<b>TOTAL RISK MGMT FUND</b>	1	1	1	1	1	1

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**UTILITY FUND**

DEPARTMENT	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Budget Office</b>						
Mayor's Asst	0	0	0	1	1	1
Assistant Director Finance	1	1	1	1	1	1
Information Systems Analyst	1	1	1	1	1	1
<b>Total Budget Office</b>	2	2	2	3	3	3
<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 Services Representative	13	13	13	13	13	13
Customer Accounts Team Leader	5	5	5	5	5	5
Customer Services Representative	8	8	8	8	8	8
Student Worker	1	1	1	1	1	1
<b>Total Cust.Service Dep.</b>	33	33	33	33	33	33
<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>	21	21	21	21	21	21
<b>Management Infor. Systems</b>						
Information Systems Manager	1	1	1	1	1	1
Information Systems Analyst	3	3	3	3	3	3
Database Manager	2	1	1	0	0	0
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>	11	10	10	9	9	9
<b>Utility Director</b>						
Director of Utilities	1	1	1	1	1	1
Executive Secretary	1	1	1	1	1	1
Enviro Compliance Manager	0	0	1	1	1	1
Assistant Director Utiliies	1	0	0	1	1	1
<b>Total Utility Director</b>	3	2	3	4	4	4

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<b>UTILITY FUND</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<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
Administrative Secretary	1	1	1	1	1	1
Electric Plant Shift Supervisor	4	4	4	4	4	4
Maintenance Mechanic II	1	1	1	1	1	1
Electric Plant Operator II	4	4	4	4	4	4
Electric Plant Operator I	1	1	1	4	4	4
Utilities System Technician	2	2	2	0	0	0
Industrial Electrician-Electric Pr	0	0	0	1	1	1
Electronic & Instr Tech-Electric	0	0	0	1	1	1
Trades Worker	1	1	1	1	1	1
<b>Total Electric Production</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>21</b>	<b>21</b>	<b>21</b>
<b>Electric Distribution</b>						
Superintendent	1	0	0	0	0	0
Crew Supervisor Electric Distribution	3	3	2	2	2	2
Supervisor Electric Distribution	1	1	1	1	1	1
Engineering Tech II	1	1	1	0	0	0
Electrical Inspector	2	2	2	0	0	0
SCADA Operator - Electric Dist	0	0	4	4	4	4
SCADA Operator	4	4	0	0	0	0
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Electric Substation Supervisor	1	1	1	1	1	1
Electric Line Worker Senior	9	9	9	9	9	9
Electric Service Worker	1	1	1	1	1	1
Electric Meter Technician	2	2	2	2	2	2
Electric Line Worker	3	3	3	3	3	3
Utilities System Technician	1	1	1	0	0	0
Electric Substation Tech II	1	1	1	1	1	1
Electric Substation Tech I	2	2	2	2	2	2
Maintenance Worker	2	2	1	1	1	1
Trades Worker	4	4	5	5	5	5
Supervisor Meter & Service	0	0	1	1	1	1
Electric Distribution Tech	0	0	0	1	1	1
<b>Total Electric Distrib.Dept.</b>	<b>40</b>	<b>39</b>	<b>39</b>	<b>36</b>	<b>36</b>	<b>36</b>

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**UTILITY FUND**

DEPARTMENT	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Water Distribution</b>						
Superintendent	1	1	1	1	1	1
Maintenance Worker Senior	2	2	2	2	2	2
Crew Supervisor Water Distribution	5	5	5	5	5	5
Supervisor Water Distribution	1	1	1	1	1	1
Assistant Superintendent	1	1	1	1	1	1
Meter Technician	3	3	2	2	2	2
Construction Inspector	1	1	1	1	1	1
Administrative Secretary	2	2	2	2	2	2
Inventory Coordinator	0	0	1	1	1	1
Pipe Layer	3	3	3	3	3	3
Equipment Operator III	1	1	1	1	1	1
Painter	1	1	0	0	0	0
Maintenance Worker	5	5	5	5	5	5
Industrial Painter	0	0	1	1	1	1
<b>Total Water Distribution</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</b>	<b>26</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	0	0	3	3	3	3
Water Production Operator Sr	0	0	4	4	4	4
SCADA Operator	6	6	0	0	0	0
Utilities System Technician	1	1	1	0	0	0
Equipment Operator III	2	2	2	2	2	2
Painter	1	1	0	0	0	0
Maintenance Worker	1	1	0	0	0	0
Industrial Painter	0	0	1	1	1	1
Electronic & Instr Tech	0	0	0	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>

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<b>UTILITY FUND</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<b>Gas Distribution</b>						
Superintendent	1	1	1	1	1	1
Crew Supervisor Gas Distribution	6	6	5	4	4	4
Gas General Supervisor	1	1	1	1	1	1
Meter Technician	1	1	1	1	1	1
Gas System Technician	1	1	1	1	1	1
Cathodic Protection Technician	1	1	1	1	1	1
Leak Survey Technician	2	2	2	2	2	2
Gas Inspector	2	1	0	0	0	0
SCADA Operator - Gas	0	0	5	5	5	5
SCADA Operator	5	5	0	0	0	0
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Gas Service Technician	2	2	2	2	2	2
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
Multi Trades Inspector	0	0	1	0	0	0
Crew Supervisor Cathodic Protect	0	0	1	1	1	1
Electronic & Instr Tech	0	0	0	1	1	1
<b>Total Gas Distributin Dept.</b>	<b>36</b>	<b>35</b>	<b>35</b>	<b>34</b>	<b>34</b>	<b>34</b>
<b>Wastewater Treatment</b>						
Superintendent	1	1	1	1	1	1
Supervisor Wastewater Treatment	1	1	1	1	1	1
Wastewater Plant Operator Senior	10	9	8	8	8	8
Wastewater Treatment/SCADA	0	0	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	1	1	1	1	1
Utilities System Technician	1	1	1	0	0	0
Electronic & Instr Tech	0	0	0	1	1	1
<b>Total Wastewate Treat Dept.</b>	<b>15</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>

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<b>UTILITY FUND</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<b>Wastewater Collection</b>						
Maintenance Worker Senior	2	1	0	0	0	0
Supervisor Wastewater Collection	1	1	1	1	1	1
Crew Supervisor WW Line Maint	6	6	6	6	6	6
Plumbing Inspector	1	1	1	0	0	0
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	2	2	2	2	2
Equipment Operator I	1	1	1	1	1	1
Maintenance Worker	3	2	2	2	2	2
<b>Total Wastewater Collection</b>	<b>24</b>	<b>22</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Environmental Services</b>						
Superintendent	1	1	1	1	1	1
Environmental Lab Supervisor	1	1	1	1	1	1
Environmental Technician I	1	1	1	1	1	1
Environmental Technician II	2	2	2	2	2	2
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	3	2	2	2	2	2
Crew Supervisor Utility Services	3	3	3	2	2	2
Engineering Tech II	2	2	3	4	4	4
Engineering Tech III	1	1	1	1	1	1
Engineering Tech I	1	1	1	1	1	1
CAD Operator II	1	0	0	0	0	0
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	2	1	1	1	1	1
GIS Manager	0	0	0	1	1	1
<b>Total Utility Services</b>	<b>19</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>
<b>TOTAL UTILITY FUND</b>	<b>268</b>	<b>258</b>	<b>259</b>	<b>259</b>	<b>259</b>	<b>259</b>

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<b>SANITATION</b>						
DEPARTMENT	2010-2011	2011-2012	2012-2013	2013-2014		
	ACTUAL	ADOPTED	ADOPTED	DEP.REQ	ADMN APV	ADOPTED
<b>Sanitation</b>						
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	0	0	7	7	7	7
Equipment Operator II	19	17	10	10	10	10
Equipment Operator I	9	8	8	8	8	8
Refuse Collector	22	20	20	20	20	20
<b>Total Sanitation Department</b>	<b>55</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>TOTAL SANITATION FUND</b>	<b>55</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>

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<b>ZOOLOGICAL PARK</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<b>Zoo</b>						
Zoo Director	1	1	1	1	1	1
Supervisor Zoo Facilities Maint	1	0	0	0	0	0
Veterinarian	0	1	1	1	1	1
Zoo Media Specialist	1	1	1	1	1	1
Zoo Curator - Education	1	0	0	0	0	0
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
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
Security Officer Part Time	1	0	0	0	0	0
Zoo Keeper II	7	5	5	5	5	5
<b>Total Zoo Department</b>	20	16	16	16	16	16
<b>TOTAL ZOO FUND</b>	20	16	16	16	16	16



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<b>MUNICIPAL TRANSIT FUND</b>						
<b>DEPARTMENT</b>	<b>2010-2011</b>	<b>2011-2012</b>	<b>2012-2013</b>	<b>2013-2014</b>		
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>ADOPTED</b>	<b>DEP.REQ</b>	<b>ADMN APV</b>	<b>ADOPTED</b>
<b>General Administration</b>						
Transit Manager	1	1	1	1	1	1
Transit Shift Supervisor	2	1	1	1	1	1
Asst Manager Transit	1	1	1	1	1	1
Transit Analyst	1	1	1	1	1	1
Administrative Secretary	1	1	1	1	1	1
Clerical Specialist	1	0	0	0	0	0
<b>Total Department</b>	<b>7</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	18	18	18	18
Transit Operator (PT)	6	6	6	6	6	6
<b>Total Vehicle Operator</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</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	3	3	3	3
<b>Total Inspection &amp; Maint.</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</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>41</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>
<b>TOTAL CITY WIDE</b>	<b>978</b>	<b>938</b>	<b>967</b>	<b>982</b>	<b>982</b>	<b>982</b>

2013-2014 ANNUAL BUDGET

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**2013-2014 ANNUAL BUDGET**  
**FUND BALANCE ANALYSIS**  
**FOR GOVERNMENTAL FUND TYPES**

FUND	2011-2012	2012-2013	2013-2014
	ACTUAL	ESTIMATED	PROPOSED
<b>GENERAL FUND</b>			
Beginning Balance	16,978,194	19,074,361	14,571,359
Revenues	55,834,749	55,205,588	52,459,038
Expenditures	(53,738,582)	(59,708,590)	(57,200,415)
Ending Balance	19,074,361	14,571,359	9,829,982
Ending Fund Balance as % of Revenues	34.16%	26.39%	18.74%
<b>SPECIAL REVENUE FUNDS</b>			
Beginning Balance	756,853	815,051	796,861
Revenues	37,231,275	36,370,404	33,250,000
Expenditures	(37,173,077)	(36,388,594)	(33,250,000)
Ending Balance	815,051	796,861	796,861
Ending Fund Balance as % of Revenues	2.19%	2.19%	2.40%
<b>GENERAL DEBT SERVICE FUND</b>			
Beginning Balance	5,582,563	5,804,977	5,965,004
Revenues	5,742,885	5,721,298	5,755,355
Expenditures	(5,520,471)	(5,561,271)	(5,605,198)
Ending Balance	5,804,977	5,965,004	6,115,161
Ending Fund Balance as % of Revenues	101.08%	104.26%	106.25%
<b>GENERAL CAPITAL PROJECTS FUND</b>			
Beginning Balance	38,665,433	37,650,644	131,922
Revenues	9,242,057	27,954,863	5,861,745
Expenditures	(10,256,846)	(65,473,585)	(5,861,745)
Ending Balance	37,650,644	131,922	131,922
Ending Fund Balance as % of Revenues	407.38%	0.47%	2.25%

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.

**2013-2014 ANNUAL BUDGET**  
**NET ASSETS ANALYSIS**  
**FOR PROPRIETARY FUND TYPES**

FUND	2011-2012	2012-2013	2013-2014
	ACTUAL	ESTIMATED	PROPOSED
<b>INTERNAL SERVICE FUNDS</b>			
Beginning Balance	(125,595)	(823,492)	(1,964,092)
Revenues	13,640,426	12,969,291	12,101,671
Expenses	(14,338,323)	(14,109,891)	(12,799,771)
Ending Balance	(823,492)	(1,964,092)	(2,662,192)
Ending Retained Earnings as % of Rev	-6.04%	-15.14%	-22.00%
<b>UTILITY FUND</b>			
Beginning Balance	99,417,327	105,700,765	100,132,605
Revenues	99,052,452	86,649,284	91,517,325
Expenses	(92,769,014)	(92,217,444)	(94,963,858)
Ending Balance	105,700,765	100,132,605	96,686,072
Ending Retained Earnings as % of Rev	106.71%	115.56%	105.65%
<b>MUNICIPAL TRANSIT FUND</b>			
Beginning Balance	(8,084,291)	(8,565,072)	(8,565,072)
Revenues	3,042,569	3,211,100	3,183,274
Expenses	(3,523,350)	(3,211,100)	(3,183,274)
Ending Balance	(8,565,072)	(8,565,072)	(8,565,072)
Ending Retained Earnings as % of Rev	-281.51%	-266.73%	-269.06%
<b>SANITATION FUND</b>			
Beginning Balance	1,284,520	1,469,590	1,214,568
Revenues	5,021,837	5,374,800	4,982,000
Expenses	(4,836,767)	(5,629,822)	(4,982,000)
Ending Balance	1,469,590	1,214,568	1,214,568
Ending Retained Earnings as % of Rev	29.26%	22.60%	24.38%

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.

## 2013-2014 ANNUAL BUDGET

**SUMMARY OF SOURCES, USES, AND CHANGES IN FUND BALANCE  
GENERAL FUND**

## SOURCES OF FUNDS

DESCRIPTION	YTD ACTUAL 03-31-13	FISCAL YEAR 2013 PROJECTED	FISCAL YEAR 2014 BUDGET	% CHANGE 2013 PROJ TO 2014 BUDGET
TAXES	3,204,633	3,248,000	3,047,000	-6.19%
LICENSES AND PERMITS	2,716,687	2,820,200	2,670,200	-5.32%
INTERGOVERNMENTAL	7,117,434	10,073,797	9,390,247	-6.79%
INTERNAL SERVICES/INTERFUNDS	33,008,489	37,731,461	36,221,461	-4.00%
FINES AND FORFEITURES	581,898	634,200	634,200	0.00%
INVESTMENT INCOME	14,959	15,000	0	-100.00%
CHARGES FOR SERVICES	733,531	236,430	229,430	-2.96%
BUDGETED USE OF FUND BALANCE	0	4,503,002	4,741,377	5.29%
OTHER	577,891	446,500	266,500	-40.31%
<b>TOTAL SOURCES</b>	<b>47,955,522</b>	<b>59,708,590</b>	<b>57,200,415</b>	<b>-4.20%</b>

## USES OF FUNDS

DESCRIPTION	YTD ACTUAL 03-31-12	FISCAL YEAR 2012 PROJECTED	FISCAL YEAR 2013 BUDGET	% CHANGE 2012 PROJ TO 2013 BUDGET
LEGISLATIVE	355,390	479,912	488,216	1.73%
EXECUTIVE	750,637	996,825	1,007,493	1.07%
JUDICIAL	896,588	1,027,080	1,025,833	-0.12%
FINANCE	3,012,127	7,342,514	5,525,580	-24.75%
PUBLIC WORKS	8,813,355	10,553,179	10,624,695	0.68%
PLANNING	1,781,663	2,381,717	2,585,359	8.55%
PUBLIC SAFETY	24,793,926	29,634,325	29,065,765	-1.92%
CIVIL SERVICE	205,025	276,698	309,063	11.70%
HUMAN RESOURCES	377,574	483,593	479,835	-0.78%
LEGAL	1,206,303	1,386,138	1,096,206	-20.92%
COMMUNITY SERVICES	253,706	417,752	496,444	18.84%
INTERFUND TRANSFERS	4,296,683	4,728,857	4,495,926	-4.93%
<b>TOTAL USES</b>	<b>46,742,977</b>	<b>59,708,590</b>	<b>57,200,415</b>	<b>-4.20%</b>

<b>Net Change in Fund Balance</b>	1,212,545	(4,503,002)	(4,741,377)
<b>Beginning Fund Balance</b>		19,074,360	14,571,358
<b>Ending Fund Balance</b>		14,571,358	9,829,981

CITY OF ALEXANDRIA



2013-2014 ANNUAL BUDGET

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## 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*



**2013-2014 ANNUAL BUDGET**

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2013-2014 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Taxes:</b>								
311101	Taxes - Ad Valorem	2,493,162	2,448,241	2,477,000	2,478,000	2,477,000	2,477,000	2,477,000
311303	Taxes - Franchise	708,065	721,952	400,000	700,000	500,000	500,000	500,000
311900	Interest - Delinquent Taxes	115,873	1,479	60,000	60,000	60,000	60,000	60,000
333103	Housing Authority-P.I.L.O.T	0	26,515	10,000	10,000	10,000	10,000	10,000
<b>Total Taxes</b>		<b>3,317,100</b>	<b>3,198,187</b>	<b>2,947,000</b>	<b>3,248,000</b>	<b>3,047,000</b>	<b>3,047,000</b>	<b>3,047,000</b>
<b>Licenses and Permits:</b>								
322101	Licenses - Occupation	2,647,837	2,829,139	2,500,000	2,650,000	2,500,000	2,500,000	2,500,000
322102	Licenses- Compentency Cards	5,654	3,716	10,000	10,000	10,000	10,000	10,000
322201	Permits - Building	169,270	98,129	235,000	150,000	150,000	150,000	150,000
322202	Permits - Zoning	0	11,342	10,000	10,000	10,000	10,000	10,000
322204	Permits - Bingo	0	0	200	200	200	200	200
<b>Total Licenses And Permits</b>		<b>2,822,761</b>	<b>2,942,326</b>	<b>2,755,200</b>	<b>2,820,200</b>	<b>2,670,200</b>	<b>2,670,200</b>	<b>2,670,200</b>
<b>Intergovernmental:</b>								
311302	Parish Sales Taxes	7,334,108	7,711,470	7,200,000	7,350,000	7,200,000	7,450,000	7,450,000
333107	Intergovernmental - City Marshal	0	0	0	90,400	0	0	0
333407	Intergovernmental - City Court	100,000	0	0	0	0	0	0
333431	State - Forestry & Agriculture	0	0	10,000	10,000	10,000	10,000	10,000
333480	Federal - FEMA Recovery	0	4,209	0	0	0	0	0
333484	Federal - Homeland Security	0	0	0	0	0	0	0
333502	State - Beer Tax	91,610	75,079	89,000	75,000	75,000	75,000	75,000
333504	State - Fire Insurance Rebate	117,725	120,464	82,880	119,268	82,880	82,880	82,880
333510	State Grant - DARE Officers	16,993	26,682	0	22,842	0	0	0
333526	State Grant - LA Comm on Law Enf	16,809	22,376	0	1,250	0	0	0
333527	Grants - Police	181,826	148,745	0	200,320	0	0	0
333529	State - Dept of Culture, Recreation	60,600	2,825	0	0	0	0	0
333534	Parish - Sales Tax Rebate	250,000	250,000	108,000	108,000	108,000	108,000	108,000
333536	State - Police Supplemental Pay	0	909,450	955,882	909,450	909,450	909,450	909,450
333537	State - Fire Supplemental Pay	0	719,917	724,528	719,917	719,917	719,917	719,917
333543	Federal - US Dept of Justice	293,238	41,638	0	117,350	0	0	0
333545	Federal - Drug Confiscations	224,650	3,388	35,000	35,000	35,000	35,000	35,000
333546	State - Economic Development	0	0	0	250,000	0	0	0
333547	Federal - Weed &Seed	114,635	0	0	0	0	0	0
333548	State - Crisis Intervention Team	47,953	0	0	0	0	0	0
333549	State - Small Business Development	89,116	53,115	0	65,000	0	0	0
399014	State - Confiscations	125,395	0	0	0	0	0	0
<b>Total Intergovernmental</b>		<b>9,064,658</b>	<b>10,089,358</b>	<b>9,205,290</b>	<b>10,073,797</b>	<b>9,140,247</b>	<b>9,390,247</b>	<b>9,390,247</b>
<b>Internal Services/Interfunds:</b>								
333401	Transfer from Utility-Other	24,000	24,000	24,000	24,000	24,000	24,000	24,000
333401	Cost Allocation-Utility Fund	1,680,838	1,875,323	2,151,555	1,875,323	1,875,323	1,875,323	1,875,323
333402	Cost Allocation-Sanitation Fund	730,753	664,706	686,283	664,706	664,706	664,706	664,706
333403	Cost Allocation-Zoo Fund	236,438	291,604	269,586	291,604	291,604	291,604	291,604
333404	Cost Allocation-Golf Course Fund	41,495	52,217	55,061	52,217	52,217	52,217	52,217
333450	Cost Allocation-Municipal Transit	383,873	419,264	382,620	419,264	419,264	419,264	419,264
381151	Transfers-1976 Sales Tax	6,735,991	6,938,455	6,650,000	6,840,000	6,650,000	6,650,000	6,650,000
382151	Transfers-1998 Sales Tax	13,472,978	13,876,617	13,300,000	13,680,000	13,300,000	13,300,000	13,300,000
384151	Transfers-2005 Sales Tax	6,734,309	6,935,480	6,650,000	6,840,000	6,650,000	6,650,000	6,650,000
388300	Transfers - General Capital Projects	433,500	411,000	411,000	411,000	411,000	411,000	411,000
388401	Transfers-Utility System 5%	5,200,000	6,633,347	6,633,347	6,633,347	6,633,347	5,883,347	5,883,347
<b>Total Internal Services/Interfunds</b>		<b>35,674,175</b>	<b>38,122,013</b>	<b>37,213,452</b>	<b>37,731,461</b>	<b>36,971,461</b>	<b>36,221,461</b>	<b>36,221,461</b>

2013-2014 ANNUAL BUDGET

GENERAL FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
367101	<b>Investment Income:</b>							
	Interest - Investments	4,808	18,686	0	15,000	0	0	0
	<b>Total Investment Income</b>	4,808	18,686	0	15,000	0	0	0
	<b>Fines and Forfeitures:</b>							
354701	City Court - Civil Fees	79,295	77,844	79,000	80,000	80,000	80,000	80,000
354702	City Court - Legal	92,118	73,756	90,000	85,000	85,000	85,000	85,000
354703	City Court - Fines	469,680	381,937	470,000	450,000	450,000	450,000	450,000
354705	Fines - Parking Tickets	1,300	1,720	1,000	1,000	1,000	1,000	1,000
354708	City Court-Police Officers Witness	11,967	9,715	12,000	12,000	12,000	12,000	12,000
354709	Fines-PTI Collections	0	0	0	0	0	0	0
354710	Fines-DWI Collections	5,564	5,867	6,200	6,200	6,200	6,200	6,200
	<b>Total Fines and Forfeitures</b>	659,924	550,839	658,200	634,200	634,200	634,200	634,200
	<b>Charges for Services:</b>							
334701	Charges - Training Academy	191	1,211	30,000	15,000	30,000	30,000	30,000
344001	Charges - Grass Mowing	10,219	70,518	20,000	50,000	20,000	20,000	20,000
344205	Charges - Demolition	253	888	0	0	0	0	0
344206	Charges - Debris Removal	0	2,300	0	0	0	0	0
344703	Charges - R-O-W Maintenance	60,190	60,190	56,430	56,430	56,430	56,430	56,430
344705	Charges - Animal Shelter	67,298	72,487	75,000	71,000	75,000	75,000	75,000
344708	Charges - Photo Copies	47,922	28,494	48,000	44,000	48,000	48,000	48,000
	<b>Total Charges for Services</b>	186,073	236,088	229,430	236,430	229,430	229,430	229,430
	<b>Other:</b>							
377502	Rent - Corps of Engineers	500	0	0	0	0	0	0
377504	Rent - Startech	95,479	0	0	0	0	0	0
377505	Rent - Incubator	121,222	132,928	0	110,000	110,000	110,000	110,000
377600	Rent - Bolton Avenue Center	12,718	13,090	10,000	13,000	10,000	10,000	10,000
377601	Rent - Convention Hall	64,369	61,827	55,000	60,000	55,000	55,000	55,000
377602	Rent - Building Security	0	(4,318)	0	0	0	0	0
377604	Rent - M.L. King Center	9,545	7,160	5,000	8,000	5,000	5,000	5,000
377605	Rent - Broadway Resource Center	9,295	10,060	12,000	10,000	12,000	12,000	12,000
377700	Rent - Harold Miles Park	10,505	8,530	5,000	8,000	5,000	5,000	5,000
377702	Rent - Farmers Market	15,180	18,446	10,000	14,000	10,000	10,000	10,000
377703	Rent - Ampitheatre	1,760	3,134	1,000	1,000	1,000	1,000	1,000
377708	Rent - Martin Center	18,663	16,988	3,000	12,000	3,000	3,000	3,000
388200	Sale of Fixed Assets	205,000	9,201	0	65,000	0	0	0
399000	Miscellaneous Revenue	133,950	391,147	45,000	135,000	45,000	45,000	45,000
399001	Misc - Return Checks	0	2,039	500	500	500	500	500
399004	Misc - Arts & Humanities	0	0	2,000	2,000	2,000	2,000	2,000
399015	Misc - Field Usage	7,962	7,022	20,000	8,000	8,000	8,000	8,000
399521	Other - Quein on the Red	0	0	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	3,601,797	4,503,002	0	4,607,983	4,741,377
	<b>Total Other</b>	706,148	677,254	3,770,297	4,949,502	266,500	4,874,483	5,007,877
	<b>TOTAL REVENUES</b>	52,435,647	55,834,751	56,778,869	59,708,590	52,959,038	57,067,021	57,200,415

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

*Legislative Division*



# City of Alexandria LEGISLATIVE DIVISION ORGANIZATIONAL CHART

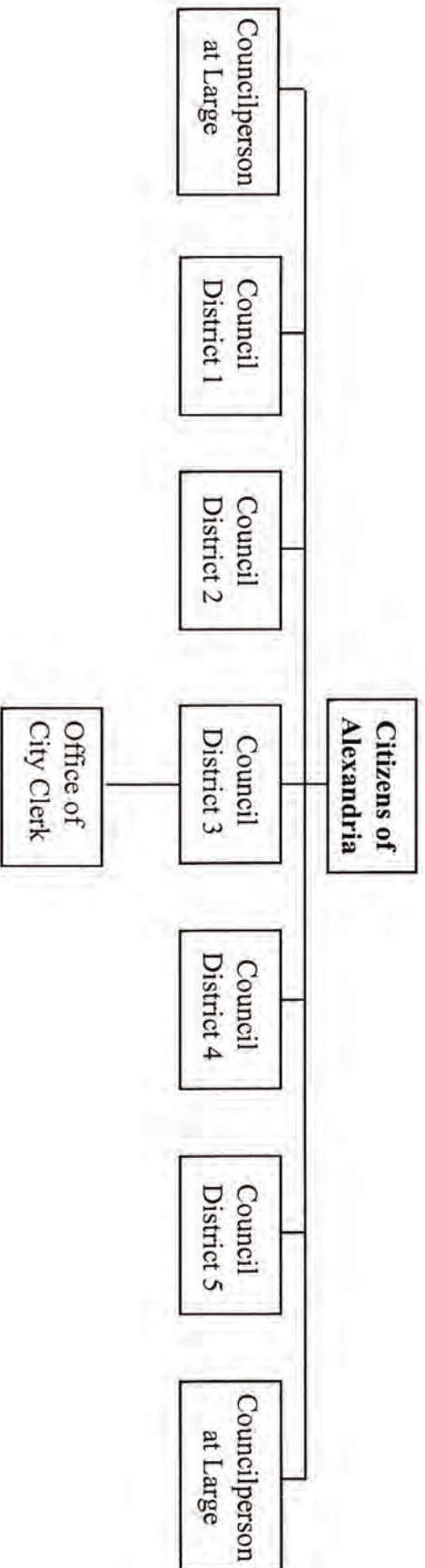


Chart depicts organizational structure of the City Council.

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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



2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	126,139	126,070	126,000	126,000	126,000	126,000	0.00%
FRINGE BENEFITS	44,700	44,017	44,858	44,858	55,118	55,118	22.87%
OPERATING/CONTRACTUAL	70,761	40,456	85,955	85,955	85,955	85,955	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	1,592	0	0	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>241,600</b>	<b>212,135</b>	<b>256,813</b>	<b>256,813</b>	<b>267,073</b>	<b>267,073</b>	<b>4.00%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
480110	Salary - City Council Persons	7	7	7	7	7	7	0.00%
	<b>Total Positions</b>	7	7	7	7	7	7	0.00%

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
480110	<b>Salaries:</b>							
	Salary - City Council Persons	126,139	126,070	126,000	126,000	126,000	126,000	126,000
	<b>Total Salaries</b>	126,139	126,070	126,000	126,000	126,000	126,000	126,000
	<b>Fringe:</b>							
510202	Fringe - Hospital	35,422	35,168	34,925	34,925	45,185	45,185	45,185
510206	Fringe - Medicare Insurance Tax	1,733	1,651	1,827	1,827	1,827	1,827	1,827
510207	Fringe - Life Insurance	136	137	294	294	294	294	294
510208	Fringe - FICA Tax Retirement	7,409	7,061	7,812	7,812	7,812	7,812	7,812
	<b>Total Fringe</b>	44,700	44,017	44,858	44,858	55,118	55,118	55,118
	<b>Operating &amp; Contractual:</b>							
531500	Printing	36	140	250	250	250	250	250
531900	Advertising	17,099	22,246	30,705	30,705	30,705	30,705	30,705
533024	Economic Development	19,421	0	10,000	10,000	10,000	10,000	10,000
543000	Miscellaneous	13,712	7,093	15,000	15,000	15,000	15,000	15,000
543003	Travel & Training	20,493	10,977	30,000	30,000	30,000	30,000	30,000
	<b>Total Operating &amp; Contractual</b>	70,761	40,456	85,955	85,955	85,955	85,955	85,955
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	1,592	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	1,592	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	241,600	212,135	256,813	256,813	267,073	267,073	267,073

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	130,678	131,181	130,679	130,679	130,679	130,679	0.00%
FRINGE BENEFITS	49,458	46,267	51,120	51,120	49,164	49,164	-3.83%
OPERATING/CONTRACTUAL	21,755	20,686	41,300	41,300	41,300	41,300	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>201,891</b>	<b>198,134</b>	<b>223,099</b>	<b>223,099</b>	<b>221,143</b>	<b>221,143</b>	<b>-0.88%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
480101	Salary - City Clerk	1	1	1	1	1	1	0.00%
480301	Salary - Deputy City 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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
480101	Salary - City Clerk	69,084	69,350	69,085	69,085	69,085	69,085	69,085
480301	Salary - Deputy City Clerk	61,594	61,831	61,594	61,594	61,594	61,594	61,594
	<b>Total Salaries</b>	130,678	131,181	130,679	130,679	130,679	130,679	130,679
<b>Fringe:</b>								
510201	Fringe - Pension	30,994	29,012	33,937	33,937	35,336	35,336	35,336
510202	Fringe - Hospital	18,421	17,212	17,099	17,099	13,744	13,744	13,744
510207	Fringe - Life Insurance	43	43	84	84	84	84	84
	<b>Total Fringe</b>	49,458	46,267	51,120	51,120	49,164	49,164	49,164
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	1,680	1,560	2,000	2,000	2,000	2,000	2,000
520400	Office	1,474	4,053	7,750	7,750	7,750	7,750	7,750
531410	Telephone	3,830	3,787	4,500	4,500	4,500	4,500	4,500
531500	Printing	4	78	50	50	50	50	50
531800	Rent	4,810	5,291	9,000	9,000	9,000	9,000	9,000
543000	Miscellaneous Expense	840	2,377	6,000	6,000	6,000	6,000	6,000
543003	Travel & Training	9,117	3,540	12,000	12,000	12,000	12,000	12,000
	<b>Total Operating &amp; Contractual</b>	21,755	20,686	41,300	41,300	41,300	41,300	41,300
<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>	0	0	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	201,891	198,134	223,099	223,099	221,143	221,143	221,143

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

## *Executive Division*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

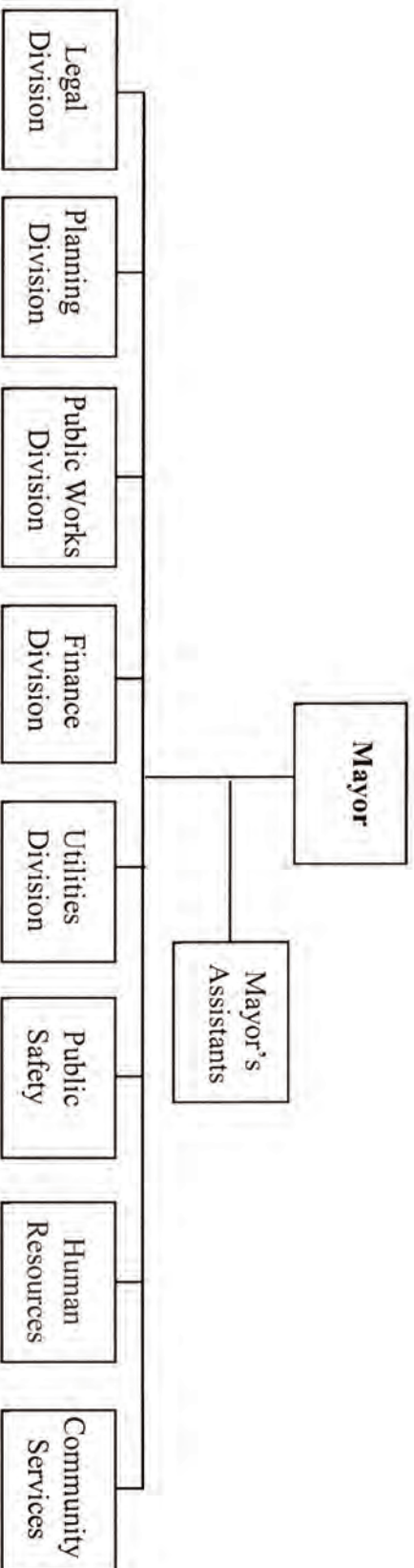


Chart depicts line of command of divisions within the city.

**2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected



2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	151,895	152,479	155,134	155,134	151,895	151,895	-2.09%
FRINGE BENEFITS	50,000	46,603	47,348	47,348	47,301	47,301	-0.10%
OPERATING/CONTRACTUAL	52,739	43,954	53,349	70,349	70,349	70,349	31.87%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>254,634</b>	<b>243,036</b>	<b>255,831</b>	<b>272,831</b>	<b>269,545</b>	<b>269,545</b>	<b>5.36%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
480109	Salary - Mayor	107,980	108,395	111,219	111,219	107,980	107,980	107,980
480604	Salary - Executive Secretary	43,915	44,084	43,915	43,915	43,915	43,915	43,915
	<b>Total Salaries</b>	<b>151,895</b>	<b>152,479</b>	<b>155,134</b>	<b>155,134</b>	<b>151,895</b>	<b>151,895</b>	<b>151,895</b>
<b>Fringe:</b>								
510201	Fringe - Pension	26,261	23,041	24,405	24,405	24,405	24,405	24,405
510202	Fringe - Hospital	13,736	13,042	12,792	12,792	12,792	12,792	12,792
510206	Fringe - Medicare Insurance Tax	2,255	2,742	2,362	2,362	2,315	2,315	2,315
510207	Fringe - Life Insurance	43	43	84	84	84	84	84
510208	Fringe - FICA Tax Retirement	0	0	0	0	0	0	0
510209	Fringe - Car Allowance	7,705	7,735	7,705	7,705	7,705	7,705	7,705
	<b>Total Fringe</b>	<b>50,000</b>	<b>46,603</b>	<b>47,348</b>	<b>47,348</b>	<b>47,301</b>	<b>47,301</b>	<b>47,301</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	1,194	695	0	0	0	0	0
520400	Office	1,943	982	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs - Gas & Oil	0	0	1,438	1,438	1,438	1,438	1,438
531304	Vehicle Costs - R & M	0	0	800	800	800	800	800
531410	Telephone	4,156	5,516	6,000	6,000	6,000	6,000	6,000
531500	Printing	1,256	331	1,271	1,271	1,271	1,271	1,271
531800	Rent	3,099	2,802	0	0	0	0	0
543000	Miscellaneous	12,862	20,193	20,000	22,000	22,000	22,000	22,000
543002	Dues & Subscriptions	9,560	500	1,500	1,500	1,500	1,500	1,500
543017	Placques & Awards	0	0	500	500	500	500	500
543003	Travel & Training	18,669	12,935	20,000	35,000	35,000	35,000	35,000
605106	Maintenance Equipment	0	0	840	840	840	840	840
	<b>Total Operating &amp; Contractual</b>	<b>52,739</b>	<b>43,954</b>	<b>53,349</b>	<b>70,349</b>	<b>70,349</b>	<b>70,349</b>	<b>70,349</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>254,634</b>	<b>243,036</b>	<b>255,831</b>	<b>272,831</b>	<b>269,545</b>	<b>269,545</b>	<b>269,545</b>

**2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	82,611	96,022	95,654	88,354	122,719	122,719	28.29%
FRINGE BENEFITS	18,975	24,134	24,685	23,185	39,655	39,655	60.64%
OPERATING/CONTRACTUAL	104,227	145,200	17,250	84,250	19,250	19,250	11.59%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>205,813</b>	<b>265,356</b>	<b>137,589</b>	<b>195,789</b>	<b>181,624</b>	<b>181,624</b>	<b>32.00%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
480204	Salary - Mayor's Asst-Diversity Officer	1	1	1	1	1	1	0.00%
490614	Salary - Administrative Assistant	0	0	0	0	1	1	0.00%
490626	Salary - Clerical Specialist	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>3</b>	<b>3</b>	<b>50.00%</b>

2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	0	0	0	0	0	0	0
480204	Salary - Mayor's Asst-Diversity Officer	74,460	74,746	74,460	74,460	74,460	74,460	74,460
490614	Salary - Administrative Assistant	0	0	0	0	27,065	27,065	27,065
490626	Salary - Clerical Specialist	8,151	21,276	21,194	13,894	21,194	21,194	21,194
	<b>Total Salaries</b>	<b>82,611</b>	<b>96,022</b>	<b>95,654</b>	<b>88,354</b>	<b>122,719</b>	<b>122,719</b>	<b>122,719</b>
<b>Fringe:</b>								
510201	Fringe - Pension	15,874	17,988	18,907	17,407	24,006	24,006	24,006
510202	Fringe - Hospital	1,865	4,463	4,307	4,307	13,744	13,744	13,744
510206	Fringe - Medicare Insurance Tax	1,217	1,652	1,387	1,387	1,779	1,779	1,779
510207	Fringe - Life Insurance	19	31	84	84	126	126	126
	<b>Total Fringe</b>	<b>18,975</b>	<b>24,134</b>	<b>24,685</b>	<b>23,185</b>	<b>39,655</b>	<b>39,655</b>	<b>39,655</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520400	Office	485	2,175	1,500	1,500	1,500	1,500	1,500
531301	Vehicle Costs - Gas & Oil	0	0	0	1,000	1,000	1,000	1,000
531304	Vehicle Costs - R & M	0	0	0	1,000	1,000	1,000	1,000
531410	Telephone	2,257	2,681	2,000	2,000	2,000	2,000	2,000
543002	Dues & Subscriptions	225	0	250	250	250	250	250
543003	Travel & Training	2,087	32	3,500	3,500	3,500	3,500	3,500
543036	Small Business Development	99,173	140,312	0	65,000	0	0	0
543037	Human Relations Committee	0	0	10,000	10,000	10,000	10,000	10,000
	<b>Total Operating &amp; Contractual</b>	<b>104,227</b>	<b>145,200</b>	<b>17,250</b>	<b>84,250</b>	<b>19,250</b>	<b>19,250</b>	<b>19,250</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>205,813</b>	<b>265,356</b>	<b>137,589</b>	<b>195,789</b>	<b>181,624</b>	<b>181,624</b>	<b>181,624</b>

**2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	277,507	223,901	287,910	380,815	481,118	411,318	42.86%
FRINGE BENEFITS	84,735	65,637	87,963	114,390	135,061	112,006	27.33%
OPERATING/CONTRACTUAL	5,879	3,735	33,000	33,000	33,000	33,000	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>368,121</b>	<b>293,273</b>	<b>408,873</b>	<b>528,205</b>	<b>649,179</b>	<b>556,324</b>	<b>36.06%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
480201	Salary - Mayor's Asst Chief of Staff	0	0	0	1	1	1	0.00%
480202	Salary - Mayor's Asst	1	1	1	1	1	1	0.00%
480212	Salary - Mayor's Asst Special Counsel	0	0	0	1	1	0	0.00%
480218	Salary - Mayor's Asst- Asst Chief Ops	1	1	1	1	1	1	0.00%
480219	Salary - Mayor's Asst -Eco Development	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	0	0	0	0	1	1	0.00%
	<b>Total Positions</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>8</b>	<b>7</b>	<b>60.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
480201	Salary - Mayor's Asst Chief of Staff	0	0	0	52,367	90,168	90,168	90,168
480202	Salary - Mayor's Asst	37,231	36,613	39,500	39,500	51,000	51,000	51,000
480212	Salary - Mayor's Asst Special Counsel	0	0	0	40,538	69,800	69,800	0
480218	Salary - Mayor's Asst- Asst Chief Ops	45,866	0	65,000	65,000	69,800	69,800	69,800
480219	Salary - Mayor's Asst -Eco Development	79,560	79,866	79,560	79,560	50,000	50,000	50,000
480221	Salary - Mayor's Asst-Publicist	51,000	43,327	40,000	40,000	50,000	50,000	50,000
480226	Salary - Mayor's Asst-Capital Projects	63,850	64,095	63,850	63,850	63,850	63,850	63,850
480227	Salary - Mayor's Asst	0	0	0	0	36,500	36,500	36,500
<b>Total Salaries</b>		<b>277,507</b>	<b>223,901</b>	<b>287,910</b>	<b>380,815</b>	<b>481,118</b>	<b>481,118</b>	<b>411,318</b>
<b>Fringe:</b>								
510201	Fringe - Pension	49,220	35,484	51,824	68,547	80,031	80,031	67,467
510202	Fringe - Hospital	26,611	20,853	31,795	37,276	45,539	45,539	36,102
510206	Fringe - Medicare Insurance Tax	4,009	4,078	4,176	5,563	6,447	6,976	5,964
510207	Fringe - Life Insurance	95	72	168	216	252	252	210
510208	Fringe - FICA	0	331	0	0	2,263	2,263	2,263
510209	Fringe - Car Allowance	4,800	4,819	0	2,788	0	0	0
<b>Total Fringe</b>		<b>84,735</b>	<b>65,637</b>	<b>87,963</b>	<b>114,390</b>	<b>134,532</b>	<b>135,061</b>	<b>112,006</b>
<b>Operating &amp; Contractual:</b>								
520400	Office	13	58	9,000	9,000	9,000	9,000	9,000
531410	Telephone	2,588	2,470	3,500	3,500	3,500	3,500	3,500
543000	Miscellaneous	1,018	757	5,500	5,500	5,500	5,500	5,500
543003	Travel & Training	2,260	450	15,000	15,000	15,000	15,000	15,000
<b>Total Operating &amp; Contractual</b>		<b>5,879</b>	<b>3,735</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</b>	<b>33,000</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>368,121</b>	<b>293,273</b>	<b>408,873</b>	<b>528,205</b>	<b>648,650</b>	<b>649,179</b>	<b>556,324</b>

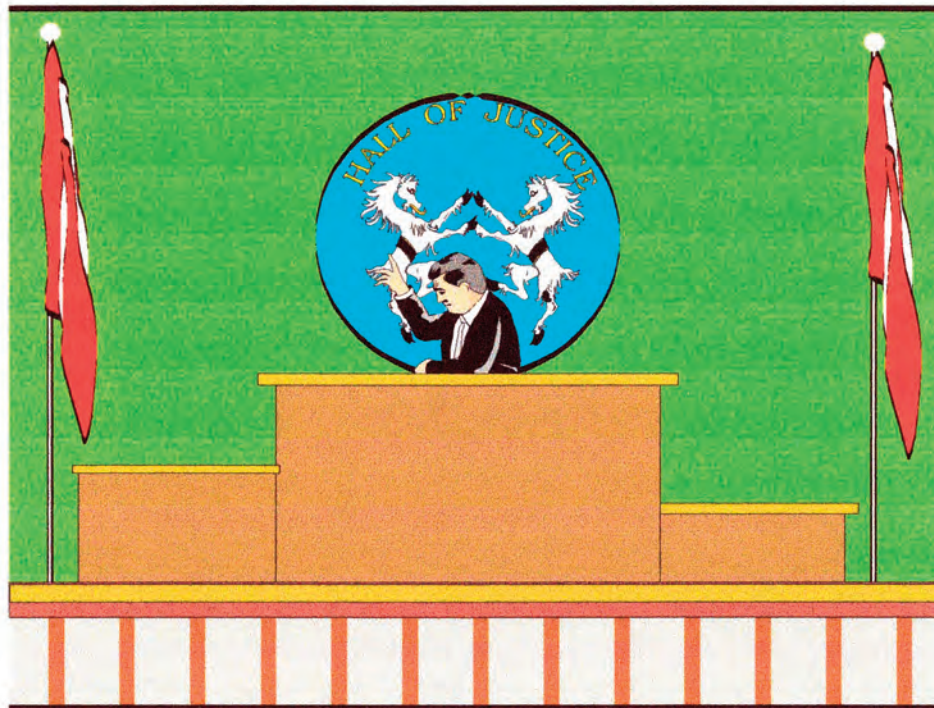


2013-2014 ANNUAL BUDGET

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# *City of Alexandria* Annual Operating Budget

## *Judicial Division*



# City of Alexandria JUDICIAL DIVISION ORGANIZATIONAL CHART

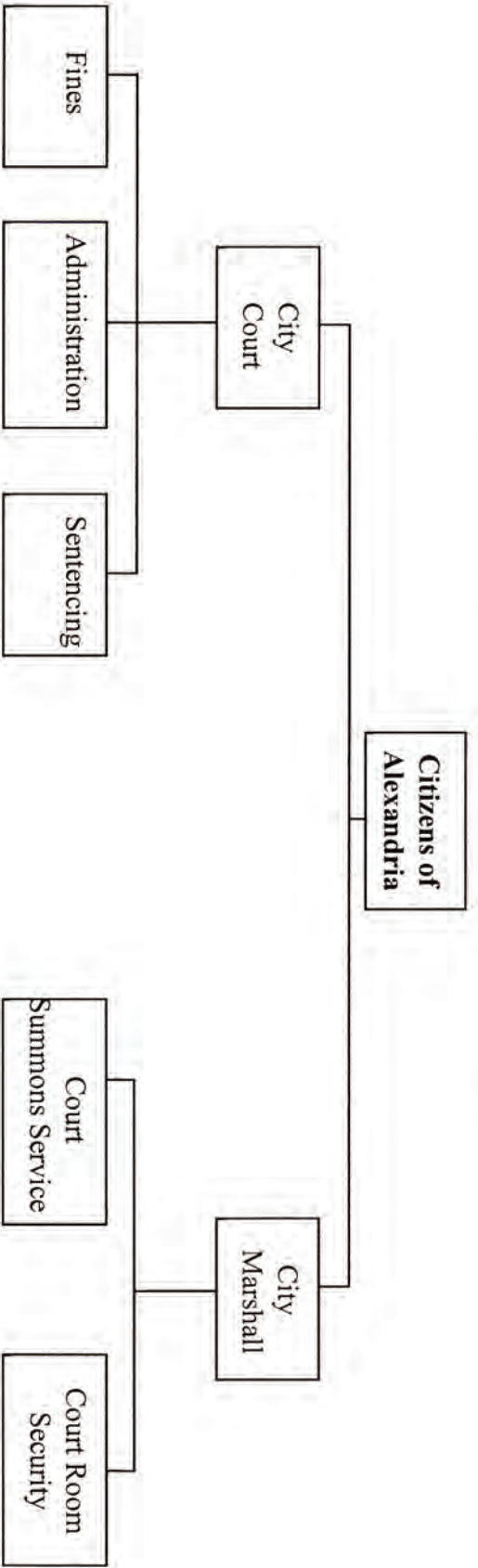


Chart depicts organizational structure and function of the city judge.  
City of Alexandria and Rapides Parish Police Jury jointly assist in the funding of this division.

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Judicial	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	City Court	<b>ORGANIZATION:</b>	020801

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	292,976	294,354	293,227	293,227	293,637	293,637	0.14%
FRINGE BENEFITS	160,801	156,795	157,418	157,418	154,761	154,761	-1.69%
OPERATING/CONTRACTUAL	45,205	45,272	54,995	53,995	54,995	54,995	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>498,982</b>	<b>496,421</b>	<b>505,640</b>	<b>504,640</b>	<b>503,393</b>	<b>503,393</b>	<b>-0.44%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	0	0	0	0	0	0	0
480111	Salary - City Judge	45,890	46,319	46,142	46,142	46,552	46,552	46,552
480607	Salary - Deputy Clerk	187,858	188,580	187,858	187,858	187,858	187,858	187,858
480608	Salary - Clerk of Court	24,889	24,984	24,888	24,888	24,888	24,888	24,888
480609	Salary - Secretary	34,339	34,471	34,339	34,339	34,339	34,339	34,339
	<b>Total Salaries</b>	292,976	294,354	293,227	293,227	293,637	293,637	293,637
	<b>Fringe:</b>							
510201	Fringe - Pension	68,681	69,663	71,775	71,775	74,242	74,242	74,242
510202	Fringe - Hospital	88,372	83,174	81,383	81,383	76,253	76,253	76,253
510206	Fringe - Medicare Insurance Tax	3,532	3,742	3,840	3,840	3,846	3,846	3,846
510207	Fringe - Life Insurance	216	216	420	420	420	420	420
	<b>Total Fringe</b>	160,801	156,795	157,418	157,418	154,761	154,761	154,761
	<b>Operating &amp; Contractual:</b>							
520400	Office	4,504	3,720	7,000	7,000	7,000	7,000	7,000
520501	Operating - Janitorial	15,104	13,317	14,995	14,995	14,995	14,995	14,995
531410	Telephone	6,986	8,235	9,000	9,000	9,000	9,000	9,000
531500	Printing	40	152	0	0	0	0	0
531701	Utilities	17,888	18,850	18,000	21,000	21,000	21,000	21,000
605101	Maintenance Buildings & Facilities	683	998	3,500	1,500	2,500	2,500	2,500
605106	Maintenance Equipment	0	0	2,500	500	500	500	500
	<b>Total Operating &amp; Contractual</b>	45,205	45,272	54,995	53,995	54,995	54,995	54,995
	<b>TOTAL DEPARTMENT</b>	498,982	496,421	505,640	504,640	503,393	503,393	503,393

2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Judicial	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	City Marshal	<b>ORGANIZATION:</b>	020802

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	39,902	54,147	39,500	56,500	56,500	56,500	43.04%
OTHER	566,225	565,940	465,940	465,940	465,940	465,940	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	606,127	620,087	505,440	522,440	522,440	522,440	3.36%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Judicial	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	City Marshal	<b>ORGANIZATION:</b>	020802

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
	<b>Operating &amp; Contractual:</b>							
520400	Office	1,623	1,796	3,000	3,000	3,000	3,000	3,000
531301	Vehicle Costs - Gas & Oil	25,945	31,507	25,000	35,000	35,000	35,000	35,000
531304	Vehicle Costs - Repairs & Maint	7,693	15,954	7,000	14,000	14,000	14,000	14,000
531410	Telephone	4,641	4,890	4,500	4,500	4,500	4,500	4,500
531500	Printing	0	0	0	0	0	0	0
	<b>Total Operating &amp; Contractual</b>	<b>39,902</b>	<b>54,147</b>	<b>39,500</b>	<b>56,500</b>	<b>56,500</b>	<b>56,500</b>	<b>56,500</b>
	<b>Other:</b>							
646015	RPPJ Cost Share	566,225	565,940	465,940	465,940	465,940	465,940	465,940
	<b>Total Other</b>	<b>566,225</b>	<b>565,940</b>	<b>465,940</b>	<b>465,940</b>	<b>465,940</b>	<b>465,940</b>	<b>465,940</b>
	<b>TOTAL DEPARTMENT</b>	<b>606,127</b>	<b>620,087</b>	<b>505,440</b>	<b>522,440</b>	<b>522,440</b>	<b>522,440</b>	<b>522,440</b>

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

## *Finance Division*



# City of Alexandria FINANCE DIVISION ORGANIZATIONAL CHART

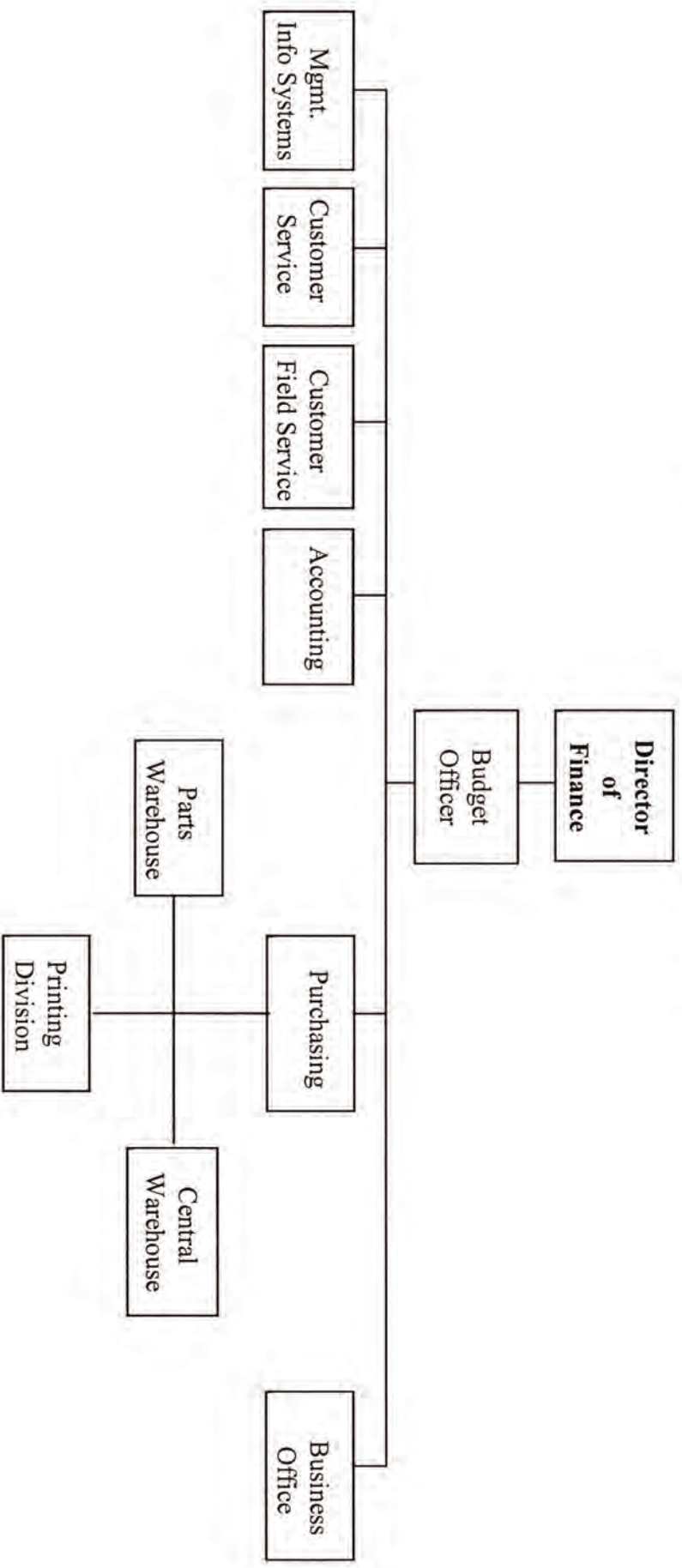


Chart depicts organizational structure of the Finance Division

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	0	0	0	1,160,000	0	0	0.00%
FRINGE BENEFITS	0	0	0	335,820	0	0	0.00%
OPERATING/CONTRACTUAL	563,205	451,052	683,000	750,760	683,000	702,000	2.78%
OTHER	2,077,044	8,386,455	7,963,113	7,638,004	7,056,073	7,056,073	-11.39%
CAPITAL OUTLAY	115,837	12,051	250,000	240,000	250,000	250,000	0.00%
TOTAL APPROPRIATIONS	2,756,086	8,849,558	8,896,113	10,124,584	7,989,073	8,008,073	-9.98%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450011	One Time Pay Adjustment	0	0	0	1,160,000	0	0	0
	<b>Total Salaries</b>	0	0	0	1,160,000	0	0	0
<b>Fringe:</b>								
510201	Fringe - Pension	0	0	0	319,000	0	0	0
510206	Fringe - Medicare Insurance Tax	0	0	0	16,820	0	0	0
	<b>Total Fringe</b>	0	0	0	335,820	0	0	0
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	18,260	0	0	19,000
531106	Professional Fees - Audit	69,927	53,750	68,000	68,000	68,000	68,000	68,000
531110	Professional Fees & Services	201,702	128,180	315,000	335,000	335,000	315,000	315,000
531122	Fees - Occupal Licenses Collection	197,243	196,217	175,000	197,000	197,000	175,000	175,000
531209	Services - Bank Charges	11,117	8,298	7,000	7,000	7,000	7,000	7,000
533024	Economic Development	33,124	10,240	25,000	25,000	25,000	25,000	25,000
543000	Miscellaneous	23,169	22,622	53,000	60,500	53,000	53,000	53,000
543002	Dues & Subscriptions	26,923	31,745	40,000	40,000	40,000	40,000	40,000
	<b>Total Operating &amp; Contractual</b>	563,205	451,052	683,000	750,760	725,000	683,000	702,000
<b>Other:</b>								
520010	Supplemental Pay - Police	0	909,450	955,882	909,450	909,450	909,450	909,450
520011	Supplemental Pay - Fire	0	719,917	724,528	719,917	719,917	719,917	719,917
543012	Fire Hydrant	94,646	94,646	94,646	94,646	94,646	94,646	94,646
543013	Street Lights	282,639	282,639	282,639	282,639	282,639	282,639	282,639
543028	Election Cost	9,840	0	15,000	40,000	15,000	15,000	15,000
543031	Economic Development - STR	9,260	449	59,643	59,643	59,643	59,643	59,643
646001	Civil Defense	10,000	10,000	10,000	10,000	10,000	10,000	10,000
646003	Dept of Veteran Affairs	7,566	7,176	6,734	6,734	6,734	6,734	6,734
646006	Probation Officer	244,109	241,740	262,443	245,000	245,000	245,000	245,000
646014	Arts Council of Central Louisiana	45,000	45,000	45,000	45,000	45,000	45,000	45,000
646017	Alexandria Riverfront Center	0	0	25,000	25,000	25,000	25,000	25,000
646033	Small Business Incubator	223,518	254,473	60,000	420,000	110,000	110,000	110,000
646034	Land Lease	8,692	9,892	15,618	15,618	15,618	15,618	15,618
646037	Emergency Storm Preparedness	946	0	0	14,000	0	0	0
646040	Transfer to Fire Pension Fund	25,000	21,500	21,500	21,500	21,500	21,500	21,500
646171	Youth Sports Subsidy	12,250	28,020	0	0	0	0	0
646174	Transfer to Riverfront Center Fund	174,535	0	0	0	0	0	0
646402	Transfer to Sanitation Fund	189,517	0	0	311,800	0	0	0
646403	Transfer to Zoo Fund	0	1,971,734	2,084,004	1,967,355	1,874,480	1,874,480	1,874,480
646404	Transfer to Golf Course Fund	0	268,681	269,681	217,837	269,681	269,681	269,681
646551	Transfer to Risk Management Fund	739,526	3,180,138	2,230,795	2,231,865	2,351,765	2,351,765	2,351,765
646552	Transfer to Employee Benefit Fund	0	341,000	0	0	687,500	0	0
698000	Employee Compensation Reservation	0	0	800,000	0	0	0	0
	<b>Total Other</b>	2,077,044	8,386,455	7,963,113	7,638,004	7,743,573	7,056,073	7,056,073
<b>Capital Outlay:</b>								
707600	Machinery and Equipment	115,837	12,051	250,000	240,000	250,000	250,000	250,000
	<b>Total Capital Outlay</b>	115,837	12,051	250,000	240,000	250,000	250,000	250,000
	<b>TOTAL DEPARTMENT</b>	2,756,086	8,849,558	8,896,113	10,124,584	8,718,573	7,989,073	8,008,073

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Finance	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Division Director	<b>ORGANIZATION:</b>	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, the Policeman's Pension Boards and various committees as assigned or appointed.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	105,255	96,261	108,402	102,901	133,065	133,065	22.75%
FRINGE BENEFITS	36,408	40,786	39,782	39,783	56,124	56,124	41.08%
OPERATING/CONTRACTUAL	8,618	7,401	10,550	10,550	10,550	10,550	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	4,000	4,000	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>150,281</b>	<b>144,448</b>	<b>158,734</b>	<b>153,234</b>	<b>203,739</b>	<b>203,739</b>	<b>28.35%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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%
490614	Salary - Administrative Assistant	1	0	0	0	1	1	0.00%
	<b>Total Positions</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>50.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
480103	Salary - Director of Finance	55,028	71,165	83,402	77,901	81,000	81,000	81,000
480604	Salary - Administrative Assistant	25,000	25,096	25,000	25,000	25,000	25,000	25,000
490614	Salary - Administrative Assistant	25,227	0	0	0	27,065	27,065	27,065
	<b>Total Salaries</b>	<b>105,255</b>	<b>96,261</b>	<b>108,402</b>	<b>102,901</b>	<b>133,065</b>	<b>133,065</b>	<b>133,065</b>
<b>Fringe:</b>								
510201	Fringe - Pension	22,328	23,557	19,512	19,513	27,192	27,192	27,192
510202	Fringe - Hospital	9,112	11,941	13,744	13,744	23,181	23,181	23,181
510206	Fringe - Medicare Insurance Tax	1,448	426	1,642	1,642	825	825	825
510207	Fringe - Life Insurance	49	43	84	84	126	126	126
510209	Fringe - Car Allowance	3,471	4,819	4,800	4,800	4,800	4,800	4,800
	<b>Total Fringe</b>	<b>36,408</b>	<b>40,786</b>	<b>39,782</b>	<b>39,783</b>	<b>56,124</b>	<b>56,124</b>	<b>56,124</b>
<b>Operating &amp; Contractual:</b>								
520204	Uniforms	0	0	0	0	0	0	0
520400	Office	2,439	1,126	3,500	2,500	3,500	3,500	3,500
531410	Telephone	3,143	2,904	1,750	2,750	2,750	1,750	1,750
531500	Printing	23	0	0	0	0	0	0
543002	Dues & Subscriptions	406	231	300	300	300	300	300
543003	Travel & Training	2,607	3,140	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	<b>8,618</b>	<b>7,401</b>	<b>10,550</b>	<b>10,550</b>	<b>11,550</b>	<b>10,550</b>	<b>10,550</b>
<b>Capital Outlay:</b>								
707600	Machinery & Equipment	0	0	0	0	7,000	4,000	4,000
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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000</b>	<b>4,000</b>	<b>4,000</b>
	<b>TOTAL DEPARTMENT</b>	<b>150,281</b>	<b>144,448</b>	<b>158,734</b>	<b>153,234</b>	<b>207,739</b>	<b>203,739</b>	<b>203,739</b>



**2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Tax notices prepared	21,337	22,102	22,867

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	150,346	135,855	155,675	152,375	155,711	155,711	0.02%
FRINGE BENEFITS	72,330	61,992	71,854	70,854	68,344	68,344	-4.88%
OPERATING/CONTRACTUAL	79,706	109,938	129,922	126,922	129,922	129,922	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	1,007	3,592	0	0	6,598	6,598	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>303,389</b>	<b>311,377</b>	<b>357,451</b>	<b>350,151</b>	<b>360,575</b>	<b>360,575</b>	<b>0.87%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490126	Salary - Business Office Manager	1	1	1	1	1	1	0.00%
490642	Salary - Customer Accounts Representati	2	2	2	2	2	2	0.00%
490644	Salary - Customer Accounts Team Leade	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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	0	990	5,964	3,964	6,000	6,000	6,000
490126	Salary - Business Officer Manager	52,257	52,458	52,258	52,258	52,258	52,258	52,258
490642	Salary - Customer Accounts Representati	53,306	39,508	53,625	52,325	53,625	53,625	53,625
490644	Salary - Customer Accounts Team Leade	38,472	38,620	38,472	38,472	38,472	38,472	38,472
490690	Salary - Student Worker	6,311	4,279	5,356	5,356	5,356	5,356	5,356
<b>Total Salaries</b>		150,346	135,855	155,675	152,375	155,711	155,711	155,711
<b>Fringe:</b>								
510201	Fringe - Pension	41,602	36,008	39,037	39,037	40,656	40,656	40,656
510202	Fringe - Hospital	28,767	24,383	30,618	29,618	25,488	25,488	25,488
510206	Fringe - Medicare Insurance Tax	1,484	1,260	1,699	1,699	1,700	1,700	1,700
510207	Fringe - Life Insurance	86	76	168	168	168	168	168
510208	Fringe - FICA Tax Retirement	391	265	332	332	332	332	332
<b>Total Fringe</b>		72,330	61,992	71,854	70,854	68,344	68,344	68,344
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	0	0	0	0	0	0	0
520400	Office	5,445	3,857	6,000	6,000	6,000	6,000	6,000
531101	Fees Recording	21,075	12,940	12,500	13,500	13,500	13,500	13,500
531301	Vehicle Costs - Gas & Oil	235	631	2,000	2,000	2,000	2,000	2,000
531304	Vehicle Cost - R & M	323	418	1,500	1,500	1,500	1,500	1,500
531401	Postage	28,201	32,803	40,000	35,000	39,000	39,000	39,000
531410	Telephone	1,522	1,482	2,400	1,400	2,400	2,400	2,400
531500	Printing	116	32	2,500	2,500	2,500	2,500	2,500
531800	Rent	2,328	1,691	2,522	2,522	2,522	2,522	2,522
531900	Advertising	0	35,777	33,000	35,000	35,000	33,000	33,000
543003	Travel & Training	380	276	5,000	5,000	5,000	5,000	5,000
543025	Tax Rolls	19,965	20,031	20,000	20,000	20,000	20,000	20,000
605106	Maintenance Equipment	116	0	2,500	2,500	2,500	2,500	2,500
<b>Total Operating and Contractual</b>		79,706	109,938	129,922	126,922	131,922	129,922	129,922
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	0	0	20,692	0	0
707600	Machinery & Equipment	1,007	3,592	0	0	3,982	3,982	3,982
707700	Office Furniture & Fixtures	0	0	0	0	616	616	616
707702	Computer Software	0	0	0	0	2,000	2,000	2,000
<b>Total Capital Outlay</b>		1,007	3,592	0	0	27,290	6,598	6,598
<b>TOTAL DEPARTMENT</b>		303,389	311,377	357,451	350,151	383,267	360,575	360,575

**2013-2014 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 Policemen's and Firefighter's Pension Funds.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	276,895	277,750	281,710	267,310	272,313	272,313	-3.34%
FRINGE BENEFITS	147,788	139,887	136,140	129,640	136,478	136,478	0.25%
OPERATING/CONTRACTUAL	18,362	16,281	21,860	22,860	21,860	21,860	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	10,500	10,500	10,000	10,000	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>443,045</b>	<b>433,918</b>	<b>450,210</b>	<b>430,310</b>	<b>440,651</b>	<b>440,651</b>	<b>-2.12%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490108	Salary - Accounting Manager	1	1	1	1	1	1	0.00%
490230	Salary - Accountant	2	2	2	3	3	3	50.00%
490339	Salary - Accounting Technician	4	4	4	3	3	3	-25.00%
	<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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	697	490	5,514	4,514	6,000	6,000	6,000
490108	Salary - Accounting Manager	58,697	58,923	58,696	58,696	58,696	58,696	58,696
490230	Salary - Accountant	83,851	84,173	83,850	104,280	107,797	107,797	107,797
490399	Salary - Accounting Technician	133,650	134,164	133,650	99,820	99,820	99,820	99,820
<b>Total Salaries</b>		<b>276,895</b>	<b>277,750</b>	<b>281,710</b>	<b>267,310</b>	<b>272,313</b>	<b>272,313</b>	<b>272,313</b>
<b>Fringe:</b>								
510201	Fringe - Pension	79,974	76,062	73,160	69,160	73,634	73,634	73,634
510202	Fringe - Hospital	64,446	60,490	59,154	56,654	59,154	59,154	59,154
510206	Fringe - Medicare Insurance Tax	3,217	3,184	3,532	3,532	3,396	3,396	3,396
510207	Fringe - Life Insurance	151	151	294	294	294	294	294
<b>Total Fringe</b>		<b>147,788</b>	<b>139,887</b>	<b>136,140</b>	<b>129,640</b>	<b>136,478</b>	<b>136,478</b>	<b>136,478</b>
<b>Operating &amp; Contractual:</b>								
520400	Office	8,072	7,311	8,000	8,000	8,000	8,000	8,000
531301	Vehicle Costs - Gas & Oil	253	434	460	460	460	460	460
531304	Vehicle Costs - R & M	28	74	200	200	200	200	200
531410	Telephone	2,293	2,705	2,000	3,000	3,000	2,000	2,000
531500	Printing	0	0	700	700	700	700	700
543002	Dues and Subscriptions	801	220	1,500	1,500	1,500	1,500	1,500
543003	Travel & Training	2,778	1,236	4,000	4,000	4,000	4,000	4,000
605106	Maintenance of Equipment	4,137	4,301	5,000	5,000	5,000	5,000	5,000
<b>Total Operating &amp; Contractual</b>		<b>18,362</b>	<b>16,281</b>	<b>21,860</b>	<b>22,860</b>	<b>22,860</b>	<b>21,860</b>	<b>21,860</b>
<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	7,500	7,500	8,000	8,000	8,000
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	3,000	3,000	2,000	2,000	2,000
<b>Total Capital Outlay</b>		<b>0</b>	<b>0</b>	<b>10,500</b>	<b>10,500</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>
<b>TOTAL DEPARTMENT</b>		<b>443,045</b>	<b>433,918</b>	<b>450,210</b>	<b>430,310</b>	<b>441,651</b>	<b>440,651</b>	<b>440,651</b>

**2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Requisitions/Purchase Orders Process	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 Audited	14	60	60
Capital invoices process for payment	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 Hours	0	3,000	3,100

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	245,303	222,545	246,122	234,422	241,446	241,446	-1.90%
FRINGE BENEFITS	119,071	102,136	113,622	109,622	105,487	105,487	-7.16%
OPERATING/CONTRACTUAL	19,986	19,530	22,442	24,442	24,442	24,442	8.91%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	929	0	7,500	7,500	1,000	1,000	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>385,289</b>	<b>344,211</b>	<b>389,686</b>	<b>375,986</b>	<b>372,375</b>	<b>372,375</b>	<b>-4.44%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
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>



2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET		2013-2014						
CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		DEPT	ADMIN	ADOPTED
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
450001	Overtime	0	98	2,701	2,701	3,000	3,000	3,000
490109	Salary - Purchasing Manager	57,121	57,335	57,115	57,115	57,115	57,115	57,115
490135	Salary - Purchasing Technician	60,564	60,797	60,564	51,664	60,564	60,564	60,564
490238	Salary - Senior Buyer	70,651	47,202	68,776	65,976	63,801	63,801	63,801
490363	Salary - Buyer	30,377	30,421	30,376	30,376	30,376	30,376	30,376
490618	Salary - Administrative Secretary	26,590	26,692	26,590	26,590	26,590	26,590	26,590
	<b>Total Salaries</b>	245,303	222,545	246,122	234,422	241,446	241,446	241,446
<b>Fringe:</b>								
510201	Fringe - Pension	70,850	60,669	63,918	62,418	65,288	65,288	65,288
510202	Fringe - Hospital	45,517	39,108	46,669	44,169	37,232	37,232	37,232
510206	Fringe - Medicare Insurance Tax	2,553	2,224	2,741	2,741	2,673	2,673	2,673
510207	Fringe - Life Insurance	151	135	294	294	294	294	294
	<b>Total Fringe</b>	119,071	102,136	113,622	109,622	105,487	105,487	105,487
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	0	0	0	0	0	0	0
520400	Office	4,944	5,003	5,070	5,070	5,070	5,070	5,070
531301	Vehicle Costs - Gas & Oil	1,788	2,220	2,012	2,012	2,012	2,012	2,012
531304	Vehicle Costs - R & M	440	940	1,100	2,100	2,100	1,100	1,100
531410	Telephone	5,477	5,771	5,500	6,500	6,500	5,500	5,500
531500	Printing	29	98	1,000	1,000	1,000	1,000	1,000
543002	Dues & Subscriptions	1,301	904	1,400	1,400	1,400	1,400	1,400
543003	Travel & Training	1,332	924	2,500	2,500	4,500	4,500	4,500
605106	Maintenance Equipment	4,675	3,670	3,860	3,860	3,860	3,860	3,860
	<b>Total Operating &amp; Contractual</b>	19,986	19,530	22,442	24,442	26,442	24,442	24,442
<b>Capital Outlay:</b>								
707500	Vehicles	0	0	0	0	17,500	0	0
707600	Machinery & Equipment	929	0	6,500	6,500	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	1,000	1,000	1,000	1,000	1,000
	<b>Total Capital Outlay</b>	929	0	7,500	7,500	18,500	1,000	1,000
	<b>TOTAL DEPARTMENT</b>	385,289	344,211	389,686	375,986	391,875	372,375	372,375

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Number of sheets printed (includes letterheads, envelopes, forms, and special projects) Special reports and projects	2,000,000 Sheets 200 Books 925 Projects 150 Sp. Projects	2,050,000 Sheets 225 Books 1,000 Projects 200 Sp. Projects	2,100,000 Sheets 250 Books 1,100 Projects 225 Sp. Projects

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	65,330	65,656	68,390	67,390	68,351	68,351	-0.06%
FRINGE BENEFITS	47,197	42,258	41,065	41,065	38,431	38,431	-6.41%
OPERATING/CONTRACTUAL	92,884	94,745	93,300	115,300	128,300	128,300	37.51%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	602	0	7,600	7,600	7,600	7,600	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>206,013</b>	<b>202,659</b>	<b>210,355</b>	<b>231,355</b>	<b>242,682</b>	<b>242,682</b>	<b>15.37%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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%

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	0	53	3,039	2,039	3,000	3,000	3,000
490735	Salary - Print Shop Coordinator	65,330	65,603	65,351	65,351	65,351	65,351	65,351
	<b>Total Salaries</b>	65,330	65,656	68,390	67,390	68,351	68,351	68,351
	<b>Fringe:</b>							
510201	Fringe - Pension	18,869	17,981	17,761	17,761	18,482	18,482	18,482
510202	Fringe - Hospital	27,471	23,422	22,229	22,229	18,874	18,874	18,874
510206	Fringe - Medicare	814	812	991	991	991	991	991
510207	Fringe - Life Insurance	43	43	84	84	84	84	84
	<b>Total Fringe</b>	47,197	42,258	41,065	41,065	38,431	38,431	38,431
	<b>Operating &amp; Contractual:</b>							
520204	Uniforms	381	0	400	400	400	400	400
520500	Operating Supplies	1,827	1,502	1,900	1,900	1,900	1,900	1,900
531410	Telephone	882	851	1,000	1,000	1,000	1,000	1,000
531800	Rent	86,620	86,387	83,000	105,000	118,000	118,000	118,000
543003	Travel & Training	207	850	1,000	1,000	1,000	1,000	1,000
605106	Maintenance Equipment	2,967	5,155	6,000	6,000	6,000	6,000	6,000
	<b>Total Operating &amp; Contractual</b>	92,884	94,745	93,300	115,300	128,300	128,300	128,300
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	602	0	5,000	5,000	6,600	6,600	6,600
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	2,600	2,600	1,000	1,000	1,000
	<b>Total Capital Outlay</b>	602	0	7,600	7,600	7,600	7,600	7,600
	<b>TOTAL DEPARTMENT</b>	206,013	202,659	210,355	231,355	242,682	242,682	242,682

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Pick tickets issued	3,195	3,905	4,000
Inventory stock 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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	161,133	160,056	166,902	152,202	166,389	166,389	-0.31%
FRINGE BENEFITS	83,948	77,797	76,987	72,987	88,889	88,889	15.46%
OPERATING/CONTRACTUAL	30,569	32,382	35,300	63,627	35,300	35,300	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	22,996	10,300	10,300	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>275,650</b>	<b>293,231</b>	<b>289,489</b>	<b>299,116</b>	<b>290,578</b>	<b>290,578</b>	<b>0.38%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490136	Salary - Supervisor 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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
450001	Overtime	2,954	3,120	8,665	8,665	9,000	9,000	9,000
490136	Salary - Supervisor Central Warehouse	40,428	40,584	40,428	40,428	40,428	40,428	40,428
490624	Salary - Inventory Coordinator	31,015	31,134	31,015	31,015	31,015	31,015	31,015
490626	Salary - Clerical Specialist	21,882	21,861	21,940	21,940	21,940	21,940	21,940
490841	Salary - Stock Clerk	64,854	63,357	64,854	50,154	64,006	64,006	64,006
	<b>Total Salaries</b>	<b>161,133</b>	<b>160,056</b>	<b>166,902</b>	<b>152,202</b>	<b>166,389</b>	<b>166,389</b>	<b>166,389</b>
<b>Fringe:</b>								
510201	Fringe - Pension	46,535	43,820	43,344	40,344	44,993	44,993	44,993
510202	Fringe - Hospital	35,062	31,673	30,972	29,972	41,232	41,232	41,232
510206	Fringe - Medicare Insurance Tax	2,221	2,176	2,419	2,419	2,412	2,412	2,412
510207	Fringe - Life Insurance	130	128	252	252	252	252	252
	<b>Total Fringe</b>	<b>83,948</b>	<b>77,797</b>	<b>76,987</b>	<b>72,987</b>	<b>88,889</b>	<b>88,889</b>	<b>88,889</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	1,004	0	28,000	0	0	0
520200	Obsolete Inventory	1,859	1,441	2,500	2,500	2,500	2,500	2,500
520204	Uniforms	1,800	1,798	1,800	1,800	1,800	1,800	1,800
520400	Office	2,769	1,783	2,500	2,500	2,500	2,500	2,500
520500	Operating Supplies	3,822	3,585	3,500	3,500	4,000	4,000	4,000
520501	Operating - Janitorial	996	991	1,000	1,000	1,000	1,000	1,000
520514	Small Tools	498	486	500	500	500	500	500
531301	Vehicle Costs - Gas & Oil	1,466	1,799	1,500	1,500	1,500	1,500	1,500
531304	Vehicle Costs - R & M	989	4,220	3,000	3,000	3,000	3,000	3,000
531410	Telephone	3,582	3,570	3,500	3,500	3,500	3,500	3,500
531500	Printing	49	52	1,000	1,000	1,000	1,000	1,000
531701	Utilities	0	0	500	500	0	0	0
531800	Rent	9,252	8,175	9,100	9,100	9,100	9,100	9,100
543002	Dues & Subscriptions	0	25	300	300	300	300	300
543003	Travel & Training	0	0	0	0	0	0	0
605101	Maintenance Bldg & Facilities	1,883	1,479	2,500	2,500	2,500	2,500	2,500
605106	Maintenance Equipment	1,604	1,974	2,100	2,100	2,100	2,100	2,100
646037	Emergency Storm Preparedness	0	0	0	327	0	0	0
	<b>Total Operating &amp; Contractual</b>	<b>30,569</b>	<b>32,382</b>	<b>35,300</b>	<b>63,627</b>	<b>35,300</b>	<b>35,300</b>	<b>35,300</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	22,996	0	0	0	0	0
707600	Machinery & Equipment	0	0	10,300	10,300	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>22,996</b>	<b>10,300</b>	<b>10,300</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>275,650</b>	<b>293,231</b>	<b>289,489</b>	<b>299,116</b>	<b>290,578</b>	<b>290,578</b>	<b>290,578</b>

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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



2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	54,881	55,374	57,219	57,219	57,518	57,518	0.52%
FRINGE BENEFITS	28,418	34,453	36,001	36,001	36,700	36,700	1.94%
OPERATING/CONTRACTUAL	7,501	8,387	8,615	9,615	8,615	8,615	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	1,700	0	3,800	3,800	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>92,500</b>	<b>98,214</b>	<b>105,635</b>	<b>106,635</b>	<b>102,833</b>	<b>102,833</b>	<b>-2.65%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	363	646	2,701	2,701	3,000	3,000	3,000
490624	Salary - Inventory Coordinator	32,900	33,027	32,900	32,900	32,900	32,900	32,900
490841	Salary - Stock Clerk	21,618	21,701	21,618	21,618	21,618	21,618	21,618
	<b>Total Salaries</b>	<b>54,881</b>	<b>55,374</b>	<b>57,219</b>	<b>57,219</b>	<b>57,518</b>	<b>57,518</b>	<b>57,518</b>
<b>Fringe:</b>								
510201	Fringe - Pension	15,848	15,163	14,859	14,859	15,553	15,553	15,553
510202	Fringe - Hospital	11,780	18,570	20,229	20,229	20,229	20,229	20,229
510206	Fringe - Medicare Insurance Tax	747	677	829	829	834	834	834
510207	Fringe - Life Insurance	43	43	84	84	84	84	84
	<b>Total Fringe</b>	<b>28,418</b>	<b>34,453</b>	<b>36,001</b>	<b>36,001</b>	<b>36,700</b>	<b>36,700</b>	<b>36,700</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	547	540	550	550	550	550	550
520400	Office	929	850	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	1,577	768	1,000	1,000	1,000	1,000	1,000
520514	Small Tools	438	495	500	500	500	500	500
531301	Vehicle Costs - Gas & Oil	1,135	2,149	1,265	2,265	2,265	1,265	1,265
531304	Vehicle Costs - R & M	570	856	800	800	800	800	800
531410	Telephone	1,585	1,836	2,100	2,100	2,100	2,100	2,100
531500	Printing	0	0	100	100	100	100	100
605101	Maintenance Bldg & Facilities	607	0	300	300	300	300	300
605106	Maintenance Equipment	113	893	1,000	1,000	1,000	1,000	1,000
	<b>Total Operating &amp; Contractual</b>	<b>7,501</b>	<b>8,387</b>	<b>8,615</b>	<b>9,615</b>	<b>9,615</b>	<b>8,615</b>	<b>8,615</b>
<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	1,700	0	3,800	3,800	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>1,700</b>	<b>0</b>	<b>3,800</b>	<b>3,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>92,500</b>	<b>98,214</b>	<b>105,635</b>	<b>106,635</b>	<b>103,833</b>	<b>102,833</b>	<b>102,833</b>

2013-2014 ANNUAL BUDGET

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

## *Public Works Division*



# City of Alexandria PUBLIC WORKS DIVISION ORGANIZATIONAL CHART

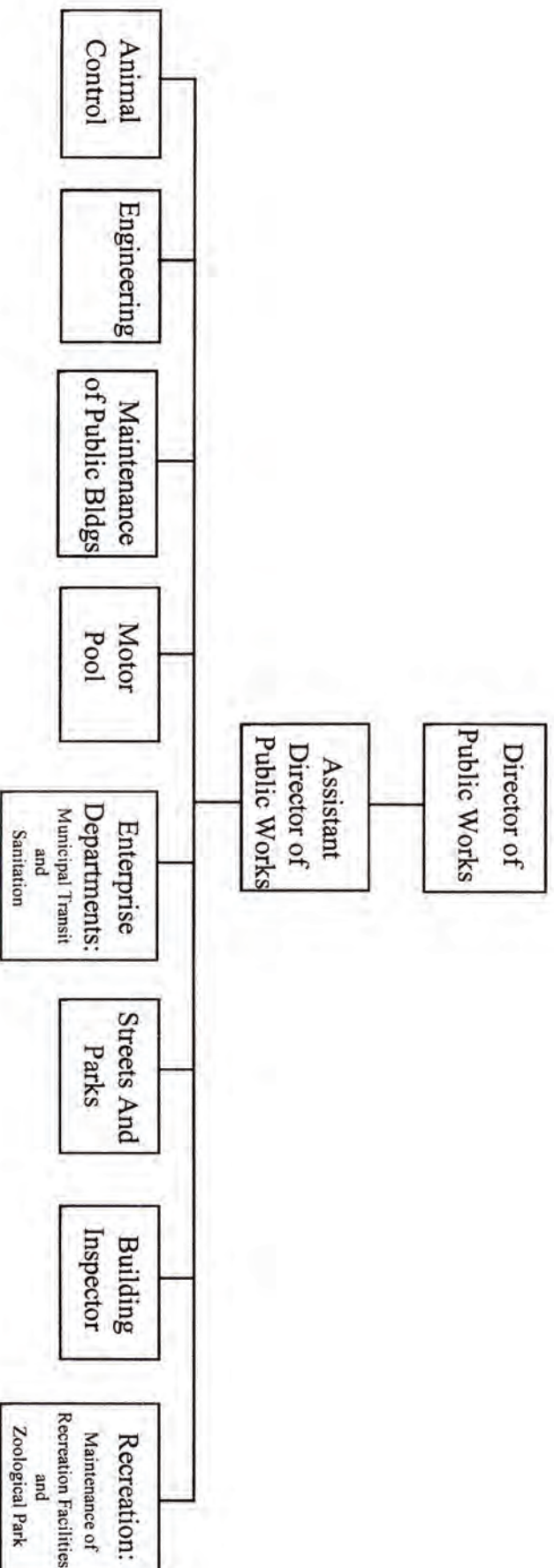


Chart depicts organizational structure of the Public Works Division

**2013-2014 ANNUAL BUDGET**

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

**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 inspection, licensing and permits for public buildings, transit operations and sanitation.

**FUNCTION DESCRIPTION**

The Director of Public Works manages and coordinates all public work activities for the city, including Streets, Parks and Recreation, Zoo, Maintenance of Public Buildings, Municipal Transit, Motor Pool, Traffic, Sanitation, Central Facilities, Animal Control, and Community Centers.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	174,536	169,327	236,494	222,422	265,568	265,568	12.29%
FRINGE BENEFITS	48,498	42,650	69,578	65,664	98,952	98,952	42.22%
OPERATING/CONTRACTUAL	32,335	35,809	51,245	58,045	58,045	58,045	13.27%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	3,352	0	39,870	39,870	4,800	39,300	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>258,721</b>	<b>247,786</b>	<b>397,187</b>	<b>386,001</b>	<b>427,365</b>	<b>461,865</b>	<b>16.28%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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%
490228	Salary - Asst Director Public Works	1	1	2	2	2	2	0.00%
	<b>Total Positions</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
450001	Overtime	0	0	0	1,000	0	0	0
480104	Salary - Director of Public Works	88,062	81,914	81,600	81,600	86,500	86,500	86,500
480604	Salary - Administrative Assistant	28,326	29,041	30,326	30,326	54,500	54,500	54,500
490228	Salary - Asst Director Public Works	58,148	58,372	124,568	109,496	124,568	124,568	124,568
<b>Total Salaries</b>		174,536	169,327	236,494	222,422	265,568	265,568	265,568
<b>Fringe:</b>								
510201	Fringe - Pension	37,494	31,808	52,497	48,583	66,883	66,883	66,883
510202	Fringe - Hospital	3,524	3,124	8,614	8,614	13,744	23,181	23,181
510206	Fringe - Medicare Insurance Tax	2,620	2,839	3,499	3,499	3,920	3,920	3,920
510207	Fringe - Life Insurance	60	60	168	168	168	168	168
510209	Fringe - Car Allowance	4,800	4,819	4,800	4,800	4,800	4,800	4,800
<b>Total Fringe</b>		48,498	42,650	69,578	65,664	89,515	98,952	98,952
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	13,082	15,000	23,500	23,500	23,500	23,500
520204	Uniforms	799	168	800	800	800	800	800
520400	Office	6,238	2,415	5,500	5,500	5,500	5,500	5,500
531110	Professional Fees & Services	4,534	0	5,000	2,300	2,300	2,300	2,300
531301	Vehicle Costs - Gas & Oil	2,027	1,620	3,645	3,645	3,645	3,645	3,645
531304	Vehicle Costs - R & M	157	191	1,000	2,000	2,000	2,000	2,000
531410	Telephone	9,036	9,288	10,000	10,000	10,000	10,000	10,000
531500	Printing	70	190	500	500	500	500	500
531800	Rent	5,341	6,079	3,300	3,300	3,300	3,300	3,300
531900	Advertising	0	0	1,000	1,000	1,000	1,000	1,000
543002	Dues & Subscriptions	132	132	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	4,001	2,644	4,500	4,500	4,500	4,500	4,500
<b>Total Operating &amp; Contractual</b>		32,335	35,809	51,245	58,045	58,045	58,045	58,045
<b>Capital Outlay:</b>								
707101	Acquisition	0	0	0	0	0	0	0
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	36,000	36,000	34,500	0	34,500
707600	Machinery & Equipment	3,352	0	3,870	3,870	4,800	4,800	4,800
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>		3,352	0	39,870	39,870	39,300	4,800	39,300
<b>TOTAL DEPARTMENT</b>		258,721	247,786	397,187	386,001	452,428	427,365	461,865



**2013-2014 ANNUAL BUDGET**

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

**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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Grass cutting work orders completed	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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	259,559	239,355	256,174	271,074	254,501	254,501	-0.65%
FRINGE BENEFITS	105,948	94,232	100,374	100,374	101,815	101,815	1.44%
OPERATING/CONTRACTUAL	274,197	293,618	355,624	377,790	355,624	404,880	13.85%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	1,600	25,460	26,990	26,990	84,700	84,700	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>641,304</b>	<b>652,665</b>	<b>739,162</b>	<b>776,228</b>	<b>796,640</b>	<b>845,896</b>	<b>14.44%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490119	Salary - Superintendent Code Enforceme	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	3	3	3	3	1	1	-66.67%
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 Senio	0	0	0	0	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>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	29,199	14,604	10,000	30,000	20,000	10,000	10,000
490119	Salary - Superintendent Code Enforceme	41,903	42,337	42,918	42,918	42,918	42,918	42,918
490141	Salary - Crew Leader	33,000	31,228	33,538	33,538	33,538	33,538	33,538
490337	Salary - Code Enforcement Officer	91,216	82,385	95,604	92,304	29,868	29,868	29,868
490618	Salary - Administrative Secretary	25,212	25,308	25,211	25,211	25,211	25,211	25,211
490746	Salary - Equipment Operator II	19,105	24,551	28,883	28,883	28,883	28,883	28,883
490820	Salary - Maintenance Worker	19,924	18,942	20,020	18,220	20,020	20,020	20,020
490902	Salary - Code Enforcement Officer Senio	0	0	0	0	64,063	64,063	64,063
<b>Total Salaries</b>		259,559	239,355	256,174	271,074	264,501	254,501	254,501
<b>Fringe:</b>								
510201	Fringe - Pension	74,961	65,518	66,529	66,529	71,521	68,817	68,817
510202	Fringe - Hospital	27,168	25,211	29,795	29,795	28,972	28,972	28,972
510206	Fringe - Medicare Insurance Tax	3,650	3,340	3,714	3,714	3,835	3,690	3,690
510207	Fringe - Life Insurance	169	163	336	336	336	336	336
<b>Total Fringe</b>		105,948	94,232	100,374	100,374	104,664	101,815	101,815
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	53,892	50,396	40,744	90,744	40,744	40,744	90,000
520204	Uniforms	990	1,035	1,000	1,000	1,000	1,000	1,000
520400	Office	979	989	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	9,626	12,830	10,000	10,000	10,000	10,000	10,000
520503	Operating Chemicals	150	62	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs - Gas & Oil	24,488	21,087	19,630	39,630	33,630	19,630	19,630
531304	Vehicle Costs R & M	43,376	34,701	47,000	37,000	47,000	47,000	47,000
531401	Postage	4,986	12,511	10,000	12,000	12,000	10,000	10,000
531410	Telephone	3,410	3,721	5,000	5,000	5,000	5,000	5,000
531500	Printing	275	208	250	250	250	250	250
531701	Utilities	129,105	153,471	216,500	176,500	194,500	216,500	216,500
531800	Rent	906	642	1,000	1,000	1,000	1,000	1,000
531900	Advertising	952	402	1,000	1,000	1,000	1,000	1,000
543002	Dues & Subscriptions	10	576	500	500	500	500	500
543003	Travel & Training	720	0	0	0	0	0	0
605106	Maintenance Equipment	332	987	1,000	1,000	1,000	1,000	1,000
646037	Emergency Storm Preparedness	0	0	0	166	0	0	0
<b>Total Operating &amp; Contractual</b>		274,197	293,618	355,624	377,790	349,624	355,624	404,880
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	20,000	20,000	40,000	40,000	40,000
707600	Machinery & Equipment	1,600	25,460	6,990	6,990	98,200	44,700	44,700
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>		1,600	25,460	26,990	26,990	138,200	84,700	84,700
<b>TOTAL DEPARTMENT</b>		641,304	652,665	739,162	776,228	856,989	796,640	845,896

**2013-2014 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, fail and slope mow ditches, canals, city 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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
Work orders & complaints completed	400	585	700
Emergency Call-Out	0	66	91

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	1,003,456	1,079,170	1,045,539	1,112,839	1,030,888	1,044,978	-0.05%
FRINGE BENEFITS	477,194	481,195	467,840	459,840	488,811	492,826	5.34%
OPERATING/CONTRACTUAL	851,818	924,685	874,684	1,097,510	872,684	872,684	-0.23%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	21,147	283,540	287,330	448,520	448,520	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>2,332,468</b>	<b>2,506,197</b>	<b>2,671,603</b>	<b>2,957,519</b>	<b>2,840,903</b>	<b>2,859,008</b>	<b>7.01%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490125	Salary - Superintendent	1	1	1	1	1	1	0.00%
490145	Salary - Supervisor Street Maintenance	3	2	2	2	2	2	0.00%
490146	Salary - Crew Leader Street Maintenance	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	4	4	4	4	4	3	0.00%
490919	Salary - Supervisor Streets	0	0	0	0	0	1	0.00%
	<b>Total Positions</b>	<b>32</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>0.00%</b>

2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET								
CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	137,237	227,387	140,000	270,000	200,000	140,000	140,000
490125	Salary - Superintendent	62,832	63,074	62,832	62,832	62,832	62,832	62,832
490145	Salary - Supervisor Street Maintenance	99,253	77,366	77,068	77,068	77,068	77,068	77,068
490146	Salary - Crew Leader Street Maintenance	101,799	106,335	105,927	103,927	99,647	99,647	99,647
490147	Salary - Maintenance Worker Senior	75,758	63,388	75,758	75,758	70,639	70,639	70,639
490618	Salary - Administrative Secretary	28,133	28,242	28,242	28,242	28,242	28,242	28,242
490624	Salary - Inventory Coordinator	30,001	30,117	30,001	30,001	30,001	30,001	30,001
490738	Salary - Equipment Operator III	98,842	125,597	125,116	116,616	126,921	126,921	126,921
490746	Salary - Equipment Operator II	187,419	166,629	189,607	174,307	184,550	184,550	184,550
490751	Salary - Fleet Maintenance Technician	36,833	36,975	36,833	36,833	36,833	36,833	36,833
490819	Salary - Equipment Operator I	75,880	80,919	93,275	67,975	93,275	93,275	93,275
490820	Salary - Maintenance Worker	69,469	73,141	80,880	69,280	80,880	80,880	60,860
490919	Salary - Supervisor Streets	0	0	0	0	0	0	34,110
<b>Total Salaries</b>		1,003,456	1,079,170	1,045,539	1,112,839	1,090,888	1,030,888	1,044,978
<b>Fringe:</b>								
510201	Fringe - Pension	289,840	294,323	271,523	271,523	294,973	278,749	282,559
510202	Fringe - Hospital	174,077	172,924	180,880	172,880	194,270	194,270	194,270
510206	Fringe - Medicare Insurance Tax	12,656	13,322	14,135	14,135	15,360	14,490	14,695
510207	Fringe - Life Insurance	621	626	1,302	1,302	1,302	1,302	1,302
<b>Total Fringe</b>		477,194	481,195	467,840	459,840	505,905	488,811	492,826
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	4,793	9,968	0	0	0	0	0
520106	Contract Labor - Inmates	111,540	102,747	102,184	112,184	112,184	102,184	102,184
520204	Uniforms	6,240	4,471	3,500	3,500	3,500	3,500	3,500
520400	Office	594	102	200	200	200	200	200
520500	Operating Supplies	60,759	72,253	67,000	75,000	75,000	67,000	67,000
520503	Operating Chemicals	18,152	14,688	30,000	25,000	25,000	30,000	30,000
520506	Operating Concrete & Asphalt	80,288	60,689	81,000	78,000	81,000	81,000	81,000
520507	Operating - Sand & Gravel	6,227	2,180	7,000	7,000	7,000	7,000	7,000
520514	Small Tools	2,362	2,270	2,500	2,500	2,500	2,500	2,500
531301	Vehicle Costs - Gas & Oil	185,014	229,470	190,000	265,000	265,000	190,000	190,000
531304	Vehicle Costs - R & M	359,839	408,248	365,000	495,000	495,000	365,000	365,000
531410	Telephone	4,805	4,652	5,000	5,000	5,000	5,000	5,000
531500	Printing	56	98	300	300	300	300	300
531800	Rent	2,000	1,070	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	2,494	4,550	4,000	4,000	4,000	4,000	4,000
605106	Maintenance Equipment	6,655	7,229	15,000	13,000	13,000	13,000	13,000
646037	Emergency Storm Preparedness	0	0	0	9,826	0	0	0
<b>Total Operating &amp; Contractual</b>		851,818	924,685	874,684	1,097,510	1,090,684	872,684	872,684
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	25,000	25,000	25,000
707500	Vehicles	0	0	148,000	148,000	84,800	84,800	84,800
707600	Machinery & Equipment	0	21,147	135,540	139,330	985,720	338,720	338,720
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	21,147	283,540	287,330	1,095,520	448,520	448,520
<b>TOTAL DEPARTMENT</b>		2,332,468	2,506,197	2,671,603	2,957,519	3,782,997	2,840,903	2,859,008

**2013-2014 ANNUAL BUDGET**

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

**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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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 Light Repaired	950	950	1,000
Traffic Counts	1,100	1,100	1,300
Speed Humps Installed	200	200	0

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	276,650	275,751	270,017	275,017	270,559	270,559	0.20%
FRINGE BENEFITS	145,419	136,433	125,701	125,701	128,746	128,746	2.42%
OPERATING/CONTRACTUAL	74,999	95,136	90,867	95,084	90,867	90,867	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	36,963	27,300	27,300	51,291	51,291	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>497,068</b>	<b>544,283</b>	<b>513,885</b>	<b>523,102</b>	<b>541,463</b>	<b>541,463</b>	<b>5.37%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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>



2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
450001	Overtime	17,645	14,012	5,458	10,458	10,000	6,000	6,000
490310	Salary - Traffic Signal Technician	72,744	73,024	72,743	72,743	72,743	72,743	72,743
490618	Salary - Administrative Secretary	26,590	26,692	26,589	26,589	26,589	26,589	26,589
490736	Salary - Superintendent Traffic Signals	49,954	50,146	49,955	49,955	49,955	49,955	49,955
490741	Salary - Sign Artist	36,003	36,141	36,003	36,003	36,003	36,003	36,003
490821	Salary - Sign & Marking Specialist	73,714	75,736	79,269	79,269	79,269	79,269	79,269
	<b>Total Salaries</b>	276,650	275,751	270,017	275,017	274,559	270,559	270,559
<b>Fringe:</b>								
510201	Fringe - Pension	79,893	75,493	70,122	70,122	74,241	73,159	73,159
510202	Fringe - Hospital	62,516	58,019	52,249	52,249	52,249	52,249	52,249
510206	Fringe - Medicare Insurance Tax	2,837	2,749	2,994	2,994	3,060	3,002	3,002
510207	Fringe - Life Insurance	173	172	336	336	336	336	336
	<b>Total Fringe</b>	145,419	136,433	125,701	125,701	129,886	128,746	128,746
<b>Operating &amp; Contractual:</b>								
520204	Uniforms	0	0	0	0	0	0	0
520500	Operating Supplies	14,100	23,067	22,344	22,344	22,344	22,344	22,344
520509	Operating - Signs	19,364	16,581	18,500	18,500	18,500	18,500	18,500
520510	Operating - Paint	4,354	4,354	8,000	8,000	8,000	8,000	8,000
520514	Small Tools	0	0	0	0	0	0	0
531117	Street Striping	9,302	8,625	11,923	9,923	11,923	11,923	11,923
531301	Vehicle Costs - Gas & Oil	17,478	23,274	18,500	23,500	23,500	18,500	18,500
531304	Vehicle Costs - R & M	7,771	13,599	9,000	9,000	9,000	9,000	9,000
531410	Telephone	1,669	2,213	1,200	2,200	2,200	1,200	1,200
531500	Printing	0	416	0	0	0	0	0
543003	Travel & Training	0	496	0	0	0	0	0
605106	Maintenance Equipment	961	2,511	1,400	1,400	1,400	1,400	1,400
646037	Emergency Storm Preparedness	0	0	0	217	0	0	0
	<b>Total Operating &amp; Contractual</b>	74,999	95,136	90,867	95,084	96,867	90,867	90,867
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	34,140	0	0	36,291	36,291	36,291
707600	Machinery & Equipment	0	2,823	27,300	27,300	15,000	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>	0	36,963	27,300	27,300	51,291	51,291	51,291
	<b>TOTAL DEPARTMENT</b>	497,068	544,283	513,885	523,102	552,603	541,463	541,463

**2013-2014 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 is work 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	837,339	760,995	831,060	787,660	836,341	836,341	0.64%
FRINGE BENEFITS	463,001	377,623	398,101	385,601	402,464	402,464	1.10%
OPERATING/CONTRACTUAL	750,859	959,678	928,493	1,020,216	929,150	929,150	0.07%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	2,388	1,424	133,492	133,492	90,967	90,967	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>2,053,587</b>	<b>2,099,720</b>	<b>2,291,146</b>	<b>2,326,969</b>	<b>2,258,922</b>	<b>2,258,922</b>	<b>-1.41%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490149	Salary - Custodial Worker	3	5	5	5	5	5	0.00%
490150	Salary - Supervisor Custodial	1	1	1	1	1	1	0.00%
490153	Salary - Supervisor Building Maintenance	1	1	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%
490820	Salary - Maintenance Worker	2	0	0	0	0	0	0.00%
490822	Salary - Trades Worker	1	1	1	1	1	1	0.00%
490823	Salary - Lead Custodial Worker	2	2	2	2	2	2	0.00%
490830	Salary - Building Maintenance Specialist	2	2	2	2	2	2	0.00%
490859	Salary - Mechanical Systems Technician	4	4	3	3	3	3	0.00%
	<b>Total Positions</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	57,619	38,576	32,595	37,595	33,000	33,000	33,000
490149	Salary - Custodial Worker	41,888	62,574	94,206	94,206	94,206	94,206	94,206
490150	Salary - Supervisor Custodial	37,449	25,079	30,588	30,588	30,588	30,588	30,588
490153	Salary - Supervisor Building Maintenance	35,809	35,946	82,671	70,671	82,671	82,671	82,671
490234	Salary - Superintendent-Bldg Maint	57,149	57,369	57,149	57,149	57,149	57,149	57,149
490503	Salary - Community Center Attendant	34,243	34,375	34,243	34,243	34,243	34,243	34,243
490618	Salary - Administrative Secretary	25,199	22,788	24,717	24,717	24,717	24,717	24,717
490626	Salary - Clerical Specialist	25,949	26,065	25,965	25,965	25,965	25,965	25,965
490711	Salary - Electrician	36,032	36,171	36,033	36,033	36,033	36,033	36,033
490742	Salary - Painter	85,593	85,923	85,593	85,593	85,593	85,593	85,593
490748	Salary - Carpenter	82,819	74,916	82,818	67,018	82,277	82,277	82,277
490820	Salary - Maintenance Worker	40,841	31,416	0	0	0	0	0
490822	Salary - Trades Worker	23,979	17,292	34,319	34,319	34,319	34,319	34,319
490823	Salary - Lead Custodial Worker	47,950	39,596	47,836	34,236	47,836	47,836	47,836
490830	Salary - Building Maintenance Specialist	57,608	57,829	57,608	57,608	57,608	57,608	57,608
490859	Salary - Mechanical Systems Technician	147,212	115,080	104,719	97,719	110,136	110,136	110,136
<b>Total Salaries</b>		<b>837,339</b>	<b>760,995</b>	<b>831,060</b>	<b>787,660</b>	<b>836,341</b>	<b>836,341</b>	<b>836,341</b>
<b>Fringe:</b>								
510201	Fringe - Pension	240,055	205,769	215,825	209,825	226,147	226,147	226,147
510202	Fringe - Hospital	211,608	161,591	169,591	163,091	163,556	163,556	163,556
510206	Fringe - Medicare Insurance Tax	10,780	9,750	11,551	11,551	11,627	11,627	11,627
510207	Fringe - Life Insurance	558	513	1,134	1,134	1,134	1,134	1,134
<b>Total Fringe</b>		<b>463,001</b>	<b>377,623</b>	<b>398,101</b>	<b>385,601</b>	<b>402,464</b>	<b>402,464</b>	<b>402,464</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	24,828	43,843	25,000	26,000	26,000	25,000	25,000
520106	Contract Labor-Inmates	55,770	51,373	48,000	60,000	60,000	48,000	48,000
520204	Uniforms	5,573	5,347	5,350	5,350	5,350	5,350	5,350
520400	Office	1,511	546	1,440	1,440	1,440	1,440	1,440
520500	Operating Supplies	30,917	38,893	37,000	40,000	40,000	37,000	37,000
520501	Operating - Janitorial	38,570	31,651	32,000	32,000	32,000	32,000	32,000
520510	Operating - Paint	2,929	4,360	4,860	4,860	4,860	4,860	4,860
520514	Small Tools	5,553	4,207	4,860	4,860	4,860	4,860	4,860
520520	Operating - Locks/Keys	3,280	993	1,400	1,400	1,400	1,400	1,400
531110	Professional Fees & Services	2,073	5,000	5,000	5,000	5,000	5,000	5,000
531301	Vehicle Costs - Gas & Oil	32,385	39,182	32,140	40,140	40,140	32,140	32,140
531304	Vehicle Costs - R & M	20,870	17,674	18,000	19,000	19,000	18,000	18,000
531410	Telephone	10,036	10,506	10,500	11,500	10,500	10,500	10,500
531500	Printing	88	72	400	400	400	400	400
531701	Utilities	257,070	429,016	445,000	430,000	445,000	445,000	445,000
543003	Travel & Training	815	2,428	0	0	0	0	0
605101	Maintenance Bldg & Facilities	232,562	249,292	222,343	302,343	282,000	223,000	223,000
605106	Maintenance Equipment	7,854	8,376	10,200	10,200	10,200	10,200	10,200
605110	Maintenance Grounds & ROW	18,175	16,919	25,000	25,000	25,000	25,000	25,000
646037	Emergency Storm Preparedness	0	0	0	723	0	0	0
<b>Total Operating &amp; Contractual</b>		<b>750,859</b>	<b>959,678</b>	<b>928,493</b>	<b>1,020,216</b>	<b>1,013,150</b>	<b>929,150</b>	<b>929,150</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	75,500	15,500	15,500
707500	Vehicles	0	0	69,434	69,434	44,047	18,347	18,347
707600	Machinery & Equipment	2,388	1,424	64,058	64,058	40,726	23,400	23,400
707700	Office Furniture & Fixtures	0	0	0	0	33,720	33,720	33,720
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>2,388</b>	<b>1,424</b>	<b>133,492</b>	<b>133,492</b>	<b>193,993</b>	<b>90,967</b>	<b>90,967</b>
	<b>TOTAL DEPARTMENT</b>	<b>2,053,587</b>	<b>2,099,720</b>	<b>2,291,146</b>	<b>2,326,969</b>	<b>2,445,948</b>	<b>2,258,922</b>	<b>2,258,922</b>

**2013-2014 ANNUAL BUDGET**

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

**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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected



2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	23,012	24,560	25,000	25,000	25,000	25,000	25,000
520501	Operating - Janitorial	2,481	0	2,500	2,500	2,500	2,500	2,500
531410	Telephone	967	1,085	1,000	1,000	1,000	1,000	1,000
531701	Utilities	6,924	4,938	12,000	12,000	12,000	12,000	12,000
	<b>Total Operating &amp; Contractual</b>	<b>33,384</b>	<b>30,583</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</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>33,384</b>	<b>30,583</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>	<b>40,500</b>



**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Martin Community Center	<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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	46,702	45,745	46,500	46,500	46,500	46,500	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	46,702	45,745	46,500	46,500	46,500	46,500	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	25,435	25,274	25,000	25,000	25,000	25,000	25,000
520500	Operating	0	0	0	0	0	0	0
520501	Operating - Janitorial	1,969	1,494	2,500	2,500	2,500	2,500	2,500
531410	Telephone	1,276	1,586	1,000	1,000	1,000	1,000	1,000
531701	Utilities	18,022	17,391	18,000	18,000	18,000	18,000	18,000
	<b>Total Operating &amp; Contractual</b>	<b>46,702</b>	<b>45,745</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</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>46,702</b>	<b>45,745</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>	<b>46,500</b>

**2013-2014 ANNUAL BUDGET**

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

**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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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
Front End and Alignment	135	140	145
Body Shop Repairs	266	270	280
Brakes/Clutch Repairs	333	340	345
State Inspections on Road Vehicles	775	800	825

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	756,976	756,353	759,147	727,447	752,099	752,099	-0.93%
FRINGE BENEFITS	389,130	340,534	349,496	335,496	345,896	345,896	-1.03%
OPERATING/CONTRACTUAL	65,446	67,852	84,985	84,918	84,985	84,985	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	16,542	106,682	110,082	70,176	70,176	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>1,211,552</b>	<b>1,181,281</b>	<b>1,300,310</b>	<b>1,257,943</b>	<b>1,253,156</b>	<b>1,253,156</b>	<b>-3.63%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490118	Salary - Superintendent Fleet Maint	1	1	1	1	1	1	0.00%
490139	Salary - Supervisor Fleet Maintenance	4	4	3	3	3	3	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	0	0	1	1	1	1	0.00%
490750	Salary - Fleet Maintenance Tech Senior	5	5	5	5	5	5	0.00%
490751	Salary - Fleet Maintenance Tech	6	5	5	5	5	5	0.00%
490752	Salary - Fleet Collision Repair Tech	2	2	2	2	2	2	0.00%
490834	Salary - Fleet Service Technician	5	5	6	6	6	6	0.00%
	<b>Total Positions</b>	<b>24</b>	<b>23</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	11,077	23,531	13,053	18,053	14,000	14,000	14,000
490118	Salary - Superintendent Fleet Maint	52,225	52,426	52,225	52,225	52,225	52,225	52,225
490139	Salary - Supervisor Fleet Maintenance	147,622	164,911	109,642	109,642	109,642	109,642	109,642
490618	Salary - Administrative Secretary	32,435	32,560	32,435	32,435	32,435	32,435	32,435
490626	Salary - Clerical Specialist	0	0	21,194	15,994	21,194	21,194	21,194
490750	Salary - Fleet Maintenance Tech Senior	181,899	177,725	181,899	178,599	175,230	175,230	175,230
490751	Salary - Fleet Maintenance Tech	149,306	130,062	142,717	137,817	141,862	141,862	141,862
490752	Salary - Fleet Collision Repair Tech	58,686	51,006	58,713	58,713	58,713	58,713	58,713
490834	Salary - Fleet Service Technician	123,726	124,132	147,269	123,969	146,798	146,798	146,798
<b>Total Salaries</b>		<b>756,976</b>	<b>756,353</b>	<b>759,147</b>	<b>727,447</b>	<b>752,099</b>	<b>752,099</b>	<b>752,099</b>
<b>Fringe:</b>								
510201	Fringe - Pension	215,086	200,944	197,150	190,150	203,365	203,365	203,365
510202	Fringe - Hospital	165,027	130,234	141,925	134,925	131,665	131,665	131,665
510206	Fringe - Medicare Insurance Tax	8,544	8,888	9,413	9,413	9,858	9,858	9,858
510207	Fringe - Life Insurance	473	468	1,008	1,008	1,008	1,008	1,008
<b>Total Fringe</b>		<b>389,130</b>	<b>340,534</b>	<b>349,496</b>	<b>335,496</b>	<b>345,896</b>	<b>345,896</b>	<b>345,896</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	4,062	3,595	3,600	3,600	3,600	3,600	3,600
520400	Office	1,599	564	1,600	1,600	1,600	1,600	1,600
520500	Operating Supplies	15,650	15,275	21,000	19,000	21,000	21,000	21,000
520514	Small Tools	2,811	4,040	4,000	4,000	4,000	4,000	4,000
531212	Disposal	1,100	1,570	5,000	5,000	5,000	5,000	5,000
531301	Vehicle Costs Gas & Oil	12,000	13,624	11,785	14,785	14,785	11,785	11,785
531304	Vehicle Costs - R & M	8,065	12,981	16,000	16,000	16,000	16,000	16,000
531410	Telephone	3,320	3,375	4,000	4,000	4,000	4,000	4,000
531500	Printing	197	142	0	0	0	0	0
543003	Travel & Training	4,038	5,111	4,500	4,500	4,500	4,500	4,500
605101	Maintenance Bldg & Facilities	1,131	586	1,500	1,500	1,500	1,500	1,500
605106	Maintenance Equipment	11,473	6,989	12,000	10,000	12,000	12,000	12,000
646037	Emergency Storm Preparedness	0	0	0	933	0	0	0
<b>Total Operating &amp; Contractual</b>		<b>65,446</b>	<b>67,852</b>	<b>84,985</b>	<b>84,918</b>	<b>87,985</b>	<b>84,985</b>	<b>84,985</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	49,889	49,889	31,595	31,595	31,595
707600	Machinery & Equipment	0	11,964	50,623	54,023	32,497	32,497	32,497
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	4,578	6,170	6,170	6,084	6,084	6,084
<b>Total Capital Outlay</b>		<b>0</b>	<b>16,542</b>	<b>106,682</b>	<b>110,082</b>	<b>70,176</b>	<b>70,176</b>	<b>70,176</b>
<b>TOTAL DEPARTMENT</b>		<b>1,211,552</b>	<b>1,181,281</b>	<b>1,300,310</b>	<b>1,257,943</b>	<b>1,256,156</b>	<b>1,253,156</b>	<b>1,253,156</b>

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Parks & Recreation	<b>ORGANIZATION:</b>	044100

**GOAL MISSION STATEMENT**

To provide for a properly maintained system for playground, ball parks, and other recreational facilities available to all citizens for active and passive recreation and meeting at city owned buildings.

**FUNCTION DESCRIPTION**

The Parks & Recreation Department is a service organization that performs maintenance and repair work to support recreational and other competitive activities for the city involving golf courses, soccer fields, ball fields, and rental facilities.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Telephone Calls	11,000	14,000	17,000
Lining of Ball Fields	16,000	19,000	26,000
Cutting Ball Fields	12,000	15,000	18,000
Limb Cutting and Hauling	1,000	2,000	6,000
Maintenance of Building and Fences	2,000	2,000	3,000
Trimming of all Ball Fields	2,400	3,000	6,000
Seeding	1,800	2,400	5,000
Weed Eating	1,400	1,800	3,500

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Parks & Recreation	<b>ORGANIZATION:</b>	044100

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	483,213	457,856	506,527	489,327	500,778	500,778	-1.13%
FRINGE BENEFITS	210,522	186,760	204,227	194,227	207,157	207,157	1.43%
OPERATING/CONTRACTUAL	716,512	692,309	889,405	895,630	939,405	939,405	5.62%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	31,702	28,673	45,040	87,040	90,861	90,861	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>1,441,949</b>	<b>1,365,598</b>	<b>1,645,199</b>	<b>1,666,224</b>	<b>1,738,201</b>	<b>1,738,201</b>	<b>5.65%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490117	Salary-Superintendent Parks & Recreation	1	1	1	1	1	1	0.00%
490330	Salary - Crew Leader Parks Maintenance	3	3	3	3	3	3	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490819	Salary - Equipment Operator I	6	5	5	5	5	5	0.00%
490819	Salary - Equipment Operator I (Seasonal)	4	4	4	4	4	4	0.00%
490820	Salary - Maintenance Worker	4	4	4	4	4	4	0.00%
490820	Salary - Maintenance Worker (Seasonal)	3	3	3	3	3	3	0.00%
490830	Salary - Building Maintenance Specialist	0	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>0.00%</b>

Ninety Day Temporary Employees will work May thru August.  
 Seasonal Employees will work in two cycles, May thru August and March thru April.



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Parks & Recreation	<b>ORGANIZATION:</b>	044100

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	48,268	62,067	45,000	40,000	45,000	45,000	45,000
490117	Salary-Superintendent Parks & Recreation	46,171	13,312	46,171	46,171	45,266	45,266	45,266
490330	Salary - Crew Leader Parks Maintenance	115,060	116,222	105,761	105,761	100,870	100,870	100,870
490618	Salary - Administrative Secretary	25,211	25,308	25,211	25,211	25,211	25,211	25,211
490819	Salary - Equipment Operator I	136,351	138,441	118,499	118,499	118,946	118,946	118,946
490899	Salary - Equipment Operator I (Seasonal)	41,222	69,629	34,736	34,736	34,736	34,736	34,736
490820	Salary - Maintenance Worker	51,841	6,720	80,880	68,680	80,480	80,480	80,480
490830	Salary - Building Maintenance Specialist	0	11,774	28,239	28,239	28,239	28,239	28,239
490898	Salary - Maintenance Worker (Seasonal)	19,089	14,383	22,030	22,030	22,030	22,030	22,030
<b>Total Salaries</b>		<b>483,213</b>	<b>457,856</b>	<b>506,527</b>	<b>489,327</b>	<b>500,778</b>	<b>500,778</b>	<b>500,778</b>
<b>Fringe:</b>								
510201	Fringe - Pension	120,170	112,445	116,804	110,804	120,059	120,059	120,059
510202	Fringe - Hospital	80,550	66,633	76,511	72,511	75,688	75,688	75,688
510206	Fringe - Medicare Insurance Tax	5,354	5,298	6,762	6,762	7,260	7,260	7,260
510207	Fringe - Life Insurance	286	288	630	630	630	630	630
510208	Fringe - FICA Tax Retirement	4,162	2,096	3,520	3,520	3,520	3,520	3,520
<b>Total Fringe</b>		<b>210,522</b>	<b>186,760</b>	<b>204,227</b>	<b>194,227</b>	<b>207,157</b>	<b>207,157</b>	<b>207,157</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	25,000	50,000	50,000	50,000
520204	Uniforms	3,018	3,491	3,500	3,500	3,500	3,500	3,500
520500	Operating Supplies	11,301	26,011	30,000	28,000	30,000	30,000	30,000
520503	Operating Chemicals	4,084	4,462	4,700	4,700	4,700	4,700	4,700
520514	Small Tools	794	2,978	3,000	3,000	3,000	3,000	3,000
531208	Services - Plumbing	12,907	3,116	9,000	9,000	9,000	9,000	9,000
531301	Vehicle Costs - Gas & Oil	61,432	73,387	62,705	57,705	62,705	62,705	62,705
531304	Vehicle Costs - R & M	55,158	42,673	47,700	47,700	47,700	47,700	47,700
531410	Telephone	5,200	5,265	7,000	6,000	6,000	7,000	7,000
531500	Printing	198	55	500	500	500	500	500
531701	Utilities	189,763	159,226	225,000	200,000	205,000	225,000	225,000
543003	Travel & Training	3,588	4,694	2,500	2,500	2,500	2,500	2,500
605101	Maintenance Bldg & Facilities	15,545	13,656	15,000	15,000	15,000	15,000	15,000
605103	Maintenance Bringhurst Golf Course	20,575	16,369	50,000	35,000	50,000	50,000	50,000
605105	Maintenance Johnny Downs Park	241,105	246,372	205,000	240,000	240,000	205,000	205,000
605106	Maintenance Equipment	5,202	2,033	5,000	5,000	5,000	5,000	5,000
605108	Maintenance Ball Parks	55,570	49,217	54,000	57,500	54,000	54,000	54,000
605109	Maintenance Natatorium	15,300	0	15,300	5,500	5,500	15,300	15,300
605113	Maintenance Lines & Poles	0	0	1,500	1,500	1,500	1,500	1,500
605124	Bringhurst Stadium	15,772	16,559	16,000	16,000	16,000	16,000	16,000
646030	Lease Obligations	0	22,745	132,000	132,000	132,000	132,000	132,000
646037	Emergency Storm Preparedness	0	0	0	525	0	0	0
<b>Total Operating &amp; Contractual</b>		<b>716,512</b>	<b>692,309</b>	<b>889,405</b>	<b>895,630</b>	<b>943,605</b>	<b>939,405</b>	<b>939,405</b>
<b>Capital Outlay:</b>								
707500	Vehicles	31,702	5,990	0	0	144,003	28,236	28,236
707600	Machinery & Equipment	0	20,928	45,040	87,040	173,149	62,625	62,625
707702	Computer Software	0	1,755	0	0	0	0	0
<b>Total Capital Outlay</b>		<b>31,702</b>	<b>28,673</b>	<b>45,040</b>	<b>87,040</b>	<b>317,152</b>	<b>90,861</b>	<b>90,861</b>
<b>TOTAL DEPARTMENT</b>		<b>1,441,949</b>	<b>1,365,598</b>	<b>1,645,199</b>	<b>1,666,224</b>	<b>1,968,692</b>	<b>1,738,201</b>	<b>1,738,201</b>

**2013-2014 ANNUAL BUDGET**

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

**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 for sale 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Telephone Calls	7,200	7,800	8,000
Animals Returned to Owner	374	335	350
Animals Impounded	7,356	8,200	9,100
Animals Adopted	347	417	450
Animals Incinerated	7,695	7,618	7,800
Citations Issued	170	305	350
Animals Euthanized	6,216	7,150	7,500

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	243,966	234,492	243,379	239,179	242,485	242,485	-0.37%
FRINGE BENEFITS	105,306	96,630	101,171	97,671	103,521	103,521	2.32%
OPERATING/CONTRACTUAL	143,833	162,420	147,078	182,343	147,078	147,078	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	12,958	53,000	53,000	86,100	86,100	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>493,105</b>	<b>506,500</b>	<b>544,628</b>	<b>572,193</b>	<b>579,184</b>	<b>579,184</b>	<b>6.34%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490141	Salary - Crew Leader	1	1	1	1	1	1	0.00%
490144	Salary - Kennel Technician	2	2	2	2	2	2	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 Control	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>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	22,099	23,688	20,000	24,000	20,000	20,000	20,000
490141	Salary - Crew Leader	28,239	28,348	28,239	28,239	28,239	28,239	28,239
490144	Salary - Kennel Technician	40,841	40,998	40,840	36,640	40,440	40,440	40,440
490618	Salary - Administrative Secretary	23,875	13,361	25,211	21,211	24,717	24,717	24,717
490626	Salary - Clerical Specialist	21,452	21,701	21,618	21,618	21,618	21,618	21,618
490855	Salary - Superintendent Animal Control	52,257	52,458	52,259	52,259	52,259	52,259	52,259
490856	Salary - Animal Control Officer	55,203	53,938	55,212	55,212	55,212	55,212	55,212
<b>Total Salaries</b>		243,966	234,492	243,379	239,179	242,485	242,485	242,485
<b>Fringe:</b>								
510201	Fringe - Pension	70,406	63,756	63,205	62,205	65,569	65,569	65,569
510202	Fringe - Hospital	31,301	29,458	34,102	31,602	34,102	34,102	34,102
510206	Fringe - Medicare Insurance Tax	3,426	3,249	3,528	3,528	3,514	3,514	3,514
510207	Fringe - Life Insurance	173	167	336	336	336	336	336
<b>Total Fringe</b>		105,306	96,630	101,171	97,671	103,521	103,521	103,521
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	10,389	0	25,000	0	0	0
520204	Uniforms	3,485	3,025	2,280	2,280	2,280	2,280	2,280
520400	Office	983	927	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	23,800	28,307	16,000	28,000	28,000	16,000	16,000
520502	Operating Cleaner	2,786	2,412	2,500	2,500	2,500	2,500	2,500
520504	Operating - Animal Food	4,986	4,932	5,000	5,000	5,000	5,000	5,000
520515	Operating Medical Supplies	1,921	1,532	2,000	2,000	2,000	2,000	2,000
531103	Professional Fees - Veterinarian	32,349	34,503	36,000	33,000	36,000	36,000	36,000
531215	Fees, Licences, & Permits	455	349	500	500	500	500	500
531301	Vehicle Costs - Gas & Oil	18,001	20,191	18,120	20,120	20,120	18,120	18,120
531304	Vehicle Costs - R & M	6,575	8,101	7,500	7,500	7,500	7,500	7,500
531410	Telephone	7,918	8,090	8,500	8,500	8,500	8,500	8,500
531500	Printing	273	146	800	800	800	800	800
531701	Utilities	22,355	22,495	25,000	25,000	25,000	25,000	25,000
543003	Travel & Training	459	654	2,000	2,000	2,000	2,000	2,000
605101	Maintenance Bldg & Facilities	10,534	11,730	12,878	12,878	12,878	12,878	12,878
605106	Maintenance Equipment	6,953	4,637	7,000	6,000	7,000	7,000	7,000
646037	Emergency Storm Preparedness	0	0	0	265	0	0	0
<b>Total Operating &amp; Contractual</b>		143,833	162,420	147,078	182,343	161,078	147,078	147,078
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	13,900	13,900	13,900
707500	Vehicles	0	0	41,000	41,000	28,000	28,000	28,000
707600	Machinery & Equipment	0	12,958	10,000	10,000	74,637	42,600	42,600
707700	Office Furniture & Fixtures	0	0	2,000	2,000	1,600	1,600	1,600
707702	Computer Software	0	0	0	0	0	0	0
<b>Total Capital Outlay</b>		0	12,958	53,000	53,000	118,137	86,100	86,100
<b>TOTAL DEPARTMENT</b>		493,105	506,500	544,628	572,193	625,221	579,184	579,184

2013-2014 ANNUAL BUDGET

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

*Planning Division*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

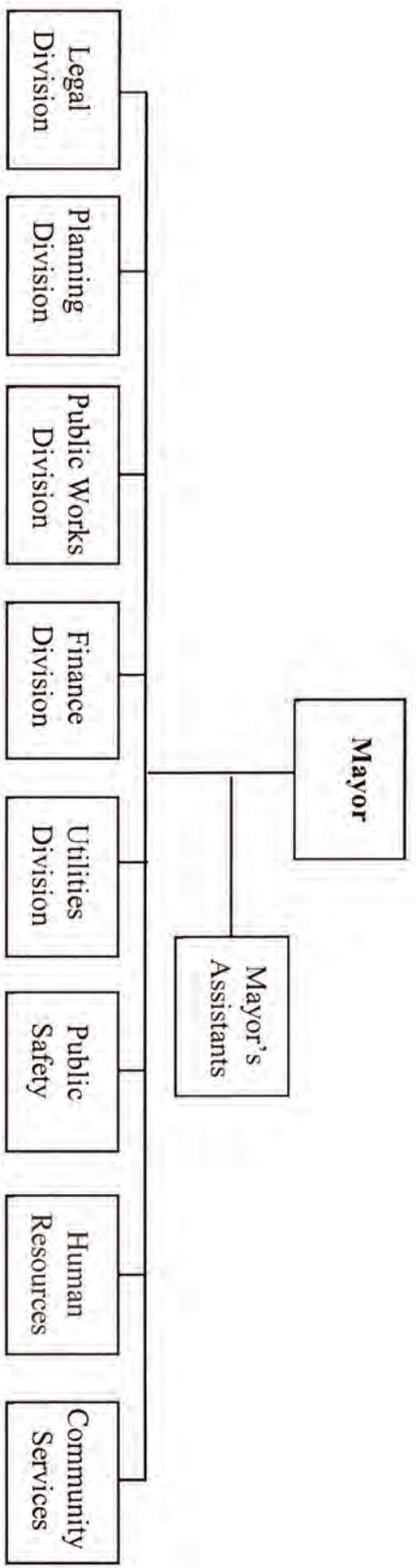


Chart depicts line of command of divisions within the city.

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Planning</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Administration</b>	<b>ORGANIZATION:</b>	<b>054700</b>

**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 inquires, 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 Planing 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 work division. This 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 and 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Planning	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Administration	<b>ORGANIZATION:</b>	054700

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	309,813	337,859	317,607	277,375	172,352	172,352	-45.73%
FRINGE BENEFITS	111,607	125,092	126,833	126,385	61,619	61,619	-51.42%
OPERATING/CONTRACTUAL	170,039	118,729	126,800	169,838	128,550	128,550	1.38%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>591,459</b>	<b>581,680</b>	<b>571,240</b>	<b>573,598</b>	<b>362,521</b>	<b>362,521</b>	<b>-36.54%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
480105	Salary - Director of Planning	1	1	1	1	1	1	0.00%
480230	Salary - Historic Preservation Asst-PT	0	0	0	1	1	1	0.00%
480604	Salary - Executive Secretary	1	0	0	0	0	0	0.00%
490159	Salary - Assistant Certified Bldg Official	1	1	1	0	0	0	0.00%
490160	Salary - Planner	1	0	1	1	1	1	0.00%
490161	Salary - Permit Technician	0	1	1	0	0	0	0.00%
490229	Salary - Assistant Director Planning	1	1	0	0	0	0	0.00%
490240	Salary - Zoning Enforcement Analyst	1	1	1	1	1	1	0.00%
490348	Salary - Building Inspector	1	0	0	0	0	0	0.00%
490903	Salary - Multi Trades Inspector	1	2	2	0	0	0	0.00%
	<b>Total Positions</b>	<b>8</b>	<b>7</b>	<b>7</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>-42.86%</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Planning	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Administration	<b>ORGANIZATION:</b>	054700

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	18	561	0	0	0	0	0
480105	Salary - Director of Planning	90,168	90,515	90,168	78,068	72,000	72,000	72,000
480230	Salary - Historic Preservation Asst-PT	0	0	0	20,160	29,120	29,120	29,120
480604	Salary - Executive Secretary	21,538	5,729	0	0	0	0	0
490159	Salary - Assistant Certified Bldg Official	17,061	60,176	59,946	41,271	0	0	0
490160	Salary - Planner	18,236	0	34,110	27,110	34,110	34,110	34,110
490161	Salary - Permit Technician	0	17,784	23,543	16,208	0	0	0
490229	Salary - Assistant Director Planning	66,421	66,676	0	15,072	0	0	0
490240	Salary - Zoning Enforcement Analyst	37,122	37,265	37,122	29,422	37,122	37,122	37,122
490345	Salary - Mechanical Inspector	17,025	4,319	0	0	0	0	0
490348	Salary - Building Inspector	42,224	0	0	0	0	0	0
490903	Salary - Multi Trades Inspector	0	54,834	72,718	50,064	0	0	0
<b>Total Salaries</b>		<b>309,813</b>	<b>337,859</b>	<b>317,607</b>	<b>277,375</b>	<b>172,352</b>	<b>172,352</b>	<b>172,352</b>
<b>Fringe:</b>								
510201	Fringe - Pension	74,720	82,445	70,702	68,702	29,138	29,138	29,138
510202	Fringe - Hospital	27,545	32,537	46,362	46,362	23,181	23,181	23,181
510206	Fringe - Medicare Insurance Tax	4,422	5,152	4,675	4,967	2,569	2,569	2,569
510207	Fringe - Life Insurance	120	139	294	294	126	126	126
510208	Fringe - FICA Tax Retirement	4,800	0	0	1,260	1,805	1,805	1,805
510209	Fringe - Car Allowance		4,819	4,800	4,800	4,800	4,800	4,800
<b>Total Fringe</b>		<b>111,607</b>	<b>125,092</b>	<b>126,833</b>	<b>126,385</b>	<b>61,619</b>	<b>61,619</b>	<b>61,619</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	34,422	11,526	11,000	46,000	11,000	11,000	11,000
520204	Uniforms	0	0	0	0	0	0	0
520400	Office	9,696	7,024	14,000	12,000	14,000	14,000	14,000
520516	Zoning Books & Maps	0	285	1,000	2,750	2,750	2,750	2,750
531110	Professional Fees & Services	75,918	38,289	50,000	75,000	75,000	75,000	75,000
531301	Vehicle Costs - Gas & Oil	1,333	2,100	3,500	3,500	3,500	3,500	3,500
531304	Vehicle Costs R & M	801	802	4,000	3,000	3,000	3,000	3,000
531410	Telephone	2,608	7,747	5,500	6,500	6,500	6,500	6,500
531500	Printing	218	272	1,000	1,000	1,000	1,000	1,000
531900	Advertising	2,327	770	1,700	1,700	1,700	1,700	1,700
543002	Dues & Subscriptions	790	6,119	2,200	2,200	2,200	2,200	2,200
543003	Travel & Training	8,145	14,041	2,500	2,500	2,500	2,500	2,500
605106	Maintenance - Equipment	0	0	400	400	400	400	400
646043	Historic Preservation District Commissio	33,781	29,754	30,000	13,288	5,000	5,000	5,000
<b>Total Operating &amp; Contractual</b>		<b>170,039</b>	<b>118,729</b>	<b>126,800</b>	<b>169,838</b>	<b>128,550</b>	<b>128,550</b>	<b>128,550</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	0	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>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>591,459</b>	<b>581,680</b>	<b>571,240</b>	<b>573,598</b>	<b>362,521</b>	<b>362,521</b>	<b>362,521</b>

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Planning</b>	<b>FUND:</b>	<b>101</b>
<b>DEPARTMENT:</b>	<b>Community Development</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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	106,355	130,627	112,208	108,279	112,208	112,208	0.00%
FRINGE BENEFITS	50,781	37,603	54,850	54,850	54,850	54,850	0.00%
OPERATING/CONTRACTUAL	26,073	35,581	155,200	135,200	155,200	155,200	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	825	2,000	2,000	0	0	0.00%
TOTAL APPROPRIATIONS	183,209	204,636	324,258	300,329	322,258	322,258	-0.62%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
	** Note: Slots For This Department Are Budgeted In Fund 160.							

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
490116	Salary - Community Develop Administra	15,537	53,820	22,500	24,066	22,500	22,500	22,500
490161	Salary - Permit Technician	0	453	14,125	14,125	14,125	14,125	14,125
490210	Salary - Program Manager	15,339	17,982	15,656	15,656	15,656	15,656	15,656
490336	Salary - Housing Manager	24,257	18,999	0	0	0	0	0
490349	Salary - Housing Inspector	15,650	7,854	0	0	0	0	0
490618	Salary - Administrative Secretary	14,097	13,854	12,605	12,605	12,605	12,605	12,605
490626	Salary - Clerical Specialist	21,475	17,665	29,680	29,680	29,680	29,680	29,680
490903	Salary - Multi Trades Inspector	0	0	17,642	12,147	17,642	17,642	17,642
<b>Total Salaries</b>		<b>106,355</b>	<b>130,627</b>	<b>112,208</b>	<b>108,279</b>	<b>112,208</b>	<b>112,208</b>	<b>112,208</b>
<b>Fringe:</b>								
510201	Fringe - Pension	30,716	24,354	32,516	32,516	32,516	32,516	32,516
510202	Fringe - Hospital	18,756	12,134	20,939	20,939	20,939	20,939	20,939
510206	Fringe - Medicare Insurance Tax	1,244	1,064	1,249	1,249	1,249	1,249	1,249
510207	Fringe - Life Insurance	65	51	146	146	146	146	146
<b>Total Fringe</b>		<b>50,781</b>	<b>37,603</b>	<b>54,850</b>	<b>54,850</b>	<b>54,850</b>	<b>54,850</b>	<b>54,850</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	20,967	51,000	31,000	51,000	51,000	51,000
520204	Uniforms	0	0	600	600	600	600	600
520400	Office	1,382	2,952	5,000	5,000	5,000	5,000	5,000
520500	Operating Supplies	526	0	500	500	500	500	500
531110	Professional Fees & Services	10,138	60	80,000	80,000	80,000	80,000	80,000
531201	Services - Demolition	0	0	5,000	5,000	5,000	5,000	5,000
531205	Services- Boarding up	0	0	2,500	2,500	2,500	2,500	2,500
531301	Vehicle Costs - Gas & Oil	827	794	100	100	100	100	100
531304	Vehicle Costs - R & M	177	540	800	800	800	800	800
531401	Postage	793	1,665	1,000	1,000	1,000	1,000	1,000
531410	Telephone	1,972	1,852	1,200	1,200	1,200	1,200	1,200
531500	Printing	46	0	200	200	200	200	200
531800	Rent	3,550	3,700	4,000	4,000	4,000	4,000	4,000
531900	Advertising	0	0	300	300	300	300	300
543000	Miscellaneous	6,662	2,910	3,000	3,000	3,000	3,000	3,000
543003	Travel & Training	0	141	0	0	0	0	0
<b>Total Operating &amp; Contractual</b>		<b>26,073</b>	<b>35,581</b>	<b>155,200</b>	<b>135,200</b>	<b>155,200</b>	<b>155,200</b>	<b>155,200</b>
<b>Capital Outlay:</b>								
707160	Subrecipient Grant	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	825	2,000	2,000	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>825</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT</b>		<b>183,209</b>	<b>204,636</b>	<b>324,258</b>	<b>300,329</b>	<b>322,258</b>	<b>322,258</b>	<b>322,258</b>

**2013-2014 ANNUAL BUDGET**

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

**GOAL MISSION STATEMENT**

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**FUNCTION DESCRIPTION**

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**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	0	0	0	134,279	406,421	406,421	0.00%
FRINGE BENEFITS	0	0	0	62,302	190,152	190,152	0.00%
OPERATING/CONTRACTUAL	0	0	0	45,500	95,000	95,000	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	47,334	47,334	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>242,081</b>	<b>738,907</b>	<b>738,907</b>	<b>0.00%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490161	Salary - Permit Technician	0	0	0	2	2	2	0.00%
490229	Salary - Electrical Inspector	0	0	0	2	2	2	0.00%
490240	Salary - Multi Trades Inspector	0	0	0	5	5	5	0.00%
490907	Salary - Superintendent Construction De	0	0	0	1	1	1	0.00%
490911	Salary - Plans Reviewer	0	0	0	1	1	1	0.00%
	<b>Total Positions</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
490161	Salary - Permit Technician	0	0	0	14,670	47,086	47,086	47,086
490229	Salary - Electrical Inspector	0	0	0	22,744	73,006	73,006	73,006
490240	Salary - Multi Trades Inspector	0	0	0	66,832	189,924	189,924	189,924
490907	Salary - Superintendent Construction De	0	0	0	18,675	59,946	59,946	59,946
490911	Salary - Plans Reviewer	0	0	0	11,358	36,459	36,459	36,459
	<b>Total Salaries</b>	0	0	0	134,279	406,421	406,421	406,421
<b>Fringe:</b>								
510201	Fringe - Pension	0	0	0	33,068	107,768	107,768	107,768
510202	Fringe - Hospital	0	0	0	27,249	76,028	76,028	76,028
510206	Fringe - Medicare Insurance Tax	0	0	0	1,841	5,894	5,894	5,894
510207	Fringe - Life Insurance	0	0	0	144	462	462	462
	<b>Total Fringe</b>	0	0	0	62,302	190,152	190,152	190,152
<b>Operating &amp; Contractual:</b>								
520204	Uniforms	0	0	0	5,000	10,000	10,000	10,000
520400	Office	0	0	0	3,500	7,000	7,000	7,000
520516	Operating Supplies	0	0	0	2,500	5,000	5,000	5,000
531110	Small Tools	0	0	0	7,500	15,000	15,000	15,000
531301	Fees, Licenses, & Permits	0	0	0	500	1,000	1,000	1,000
531304	Vehicle Costs-Fuel & Oil	0	0	0	9,000	18,000	18,000	18,000
531410	Vehicle Costs-R & M	0	0	0	2,500	5,000	5,000	5,000
531500	Telephone	0	0	0	2,500	5,000	5,000	5,000
531500	Rent	0	0	0	0	4,000	4,000	4,000
531900	Printing	0	0	0	500	1,000	1,000	1,000
543002	Advertising	0	0	0	750	1,500	1,500	1,500
543003	Dues & Subscriptions	0	0	0	1,250	2,500	2,500	2,500
605106	Travel & Training	0	0	0	10,000	20,000	20,000	20,000
	<b>Total Operating &amp; Contractual</b>	0	0	0	45,500	95,000	95,000	95,000
<b>Capital Outlay:</b>								
707500	Vehicles	0	0	0	0	65,001	43,334	43,334
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	0	0	0	0	4,000	4,000	4,000
	<b>Total Capital Outlay</b>	0	0	0	0	69,001	47,334	47,334
	<b>TOTAL DEPARTMENT</b>	0	0	0	242,081	760,574	738,907	738,907



**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Planning</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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Typewritten correspondence	150,000	100,000	125,000
Meetings (in hours)	1,000	750	800
Telephone calls	16,000	16,000	16,200
Construction-in-house	40	20	25
Consultant design with City Review	50	55	75
Citizens Complaints handled by phone	900	900	1,500
Citizens Complaints handled in field	300	200	200
Modifying City Maps w/Computer hr.	3,500	3,800	3,800

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	530,417	464,278	540,455	540,455	540,655	542,627	0.40%
FRINGE BENEFITS	219,555	180,190	200,619	200,619	206,458	207,019	3.19%
OPERATING/CONTRACTUAL	53,422	44,996	65,200	66,200	65,200	65,200	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	704	1,820	70,296	72,116	20,014	20,014	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>804,098</b>	<b>691,284</b>	<b>876,570</b>	<b>879,390</b>	<b>832,327</b>	<b>834,860</b>	<b>-4.76%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
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%
490619	Salary - Office Assistant	1	1	1	1	1	0	0.00%
490626	Salary - Clerical Specialist	0	0	0	0	0	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>

2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	3,427	806	1,800	1,800	2,000	2,000	2,000
490107	Salary - Assistant City Engineer	128,423	80,409	139,847	139,847	139,847	139,847	139,847
490110	Salary - City Engineer	82,926	83,245	82,926	82,926	82,926	82,926	82,926
490162	Salary - Lead Engineering Technician	39,753	39,906	39,752	39,752	39,752	39,752	39,752
490236	Salary - Land Surveyor	49,659	49,850	49,660	49,660	49,660	49,660	49,660
490313	Salary - Survey Technician	26,380	26,481	26,380	26,380	26,380	26,380	26,380
490341	Salary - Engineering Technician III	34,368	34,501	34,369	34,369	34,369	34,369	34,369
490342	Salary - Construction Inspector	41,925	41,442	41,925	41,925	41,925	41,925	41,925
490343	Salary - Survey Party Chief	39,446	39,598	39,446	39,446	39,446	39,446	39,446
490346	Salary - Survey Instrument Operator	30,423	30,540	30,423	30,423	30,423	30,423	30,423
490614	Salary - Administrative Assistant	34,705	34,839	34,705	34,705	34,705	34,705	34,705
490619	Salary - Office Assistant	18,982	2,661	19,222	19,222	19,222	19,222	0
490626	Salary - Clerical Specialist	0	0	0	0	0	0	21,194
<b>Total Salaries</b>		<b>530,417</b>	<b>464,278</b>	<b>540,455</b>	<b>540,455</b>	<b>540,655</b>	<b>540,655</b>	<b>542,627</b>
<b>Fringe:</b>								
510201	Fringe - Pension	153,237	127,107	140,357	140,357	146,193	146,193	146,726
510202	Fringe - Hospital	59,104	46,890	52,507	52,507	52,507	52,507	52,507
510206	Fringe - Medicare Insurance Tax	6,970	5,980	7,264	7,264	7,267	7,267	7,295
510207	Fringe - Life Insurance	244	213	491	491	491	491	491
<b>Total Fringe</b>		<b>219,555</b>	<b>180,190</b>	<b>200,619</b>	<b>200,619</b>	<b>206,458</b>	<b>206,458</b>	<b>207,019</b>
<b>Operating &amp; Contractual</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520400	Office	5,716	7,681	10,500	10,500	10,500	10,500	10,500
520519	Operating - Drafting & Survey	6,822	2,877	7,500	7,500	7,500	7,500	7,500
531101	Fees - Recording	1,606	1,390	3,500	3,500	3,500	3,500	3,500
531110	Professional Fees & Services	5,053	2,662	2,500	2,500	2,500	2,500	2,500
531215	Fees, Licenses, & Permits	0	0	1,200	1,200	1,200	1,200	1,200
531301	Vehicle Costs - Gas & Oil	6,197	9,241	7,000	9,000	9,000	7,000	7,000
531304	Vehicle Costs - R & M	1,665	1,298	2,500	2,500	2,500	2,500	2,500
531410	Telephone	3,907	4,097	4,000	4,000	4,000	4,000	4,000
531500	Printing	262	239	1,000	1,000	1,000	1,000	1,000
531802	Rent - Copy Machine	18,665	13,177	18,000	17,000	18,000	18,000	18,000
543002	Dues & Subscriptions	549	652	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	2,860	1,532	5,000	5,000	5,000	5,000	5,000
605106	Maintenance Equipment	120	150	1,500	1,500	1,500	1,500	1,500
<b>Total Operating &amp; Contractual</b>		<b>53,422</b>	<b>44,996</b>	<b>65,200</b>	<b>66,200</b>	<b>67,200</b>	<b>65,200</b>	<b>65,200</b>
<b>Capital Outlay:</b>								
707500	Vehicles	0	0	26,075	26,075	0	0	0
707600	Machinery & Equipment	704	1,820	29,245	31,065	7,000	7,000	7,000
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	14,976	14,976	13,014	13,014	13,014
<b>Total Capital Outlay</b>		<b>704</b>	<b>1,820</b>	<b>70,296</b>	<b>72,116</b>	<b>20,014</b>	<b>20,014</b>	<b>20,014</b>
<b>TOTAL DEPARTMENT</b>		<b>804,098</b>	<b>691,284</b>	<b>876,570</b>	<b>879,390</b>	<b>834,327</b>	<b>832,327</b>	<b>834,860</b>

**2013-2014 ANNUAL BUDGET**

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

**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 Departments 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	46,127	46,305	46,127	46,127	46,127	46,127	0.00%
FRINGE BENEFITS	18,968	17,822	16,997	16,997	17,491	17,491	2.91%
OPERATING/CONTRACTUAL	237,210	315,375	263,195	323,195	263,195	263,195	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>302,305</b>	<b>379,502</b>	<b>326,319</b>	<b>386,319</b>	<b>326,813</b>	<b>326,813</b>	<b>0.15%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490106	Salary - Landscape Architect	1	1	1	1	1	1	0.00%
490690	Salary - Student Workers	2	0	0	0	0	0	0.00%
	<b>Total Positions</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0.00%</b>

2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	0	0	0	0	0	0	0
490106	Salary - Landscape Architect	46,127	46,305	46,127	46,127	46,127	46,127	46,127
	<b>Total Salaries</b>	46,127	46,305	46,127	46,127	46,127	46,127	46,127
<b>Fringe:</b>								
510201	Fringe - Pension	13,323	12,682	11,979	11,979	12,473	12,473	12,473
510202	Fringe - Hospital	4,974	4,463	4,307	4,307	4,307	4,307	4,307
510206	Fringe - Medicare Insurance Tax	649	655	669	669	669	669	669
510207	Fringe - Life Insurance	22	22	42	42	42	42	42
	<b>Total Fringe</b>	18,968	17,822	16,997	16,997	17,491	17,491	17,491
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520400	Office	405	63	500	500	500	500	500
520500	Operating	2,085	1,949	2,000	2,000	2,000	2,000	2,000
531115	Tree Trimming/Removal	99,520	144,520	100,000	150,000	150,000	100,000	100,000
531301	Vehicle Costs - Gas & Oil	3,901	982	3,530	3,530	3,530	3,530	3,530
531304	Vehicle Costs - R & M	434	283	2,050	2,050	2,050	2,050	2,050
531410	Telephone	844	1,024	1,575	1,575	1,575	1,575	1,575
531500	Printing	44	0	200	200	200	200	200
543002	Dues & Subscriptions	448	265	140	140	140	140	140
543003	Travel & Training	1,915	1,837	500	500	500	500	500
605106	Maintenance Equipment	98	0	200	200	200	200	200
605110	Maintenance Grounds & ROW	127,516	164,452	152,500	162,500	162,500	152,500	152,500
	<b>Total Operating &amp; Contractual</b>	237,210	315,375	263,195	323,195	323,195	263,195	263,195
<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	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>	302,305	379,502	326,319	386,319	386,813	326,813	326,813

2013-2014 ANNUAL BUDGET

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

*Public Safety Division*





# City of Alexandria PUBLIC SAFETY DIVISION ORGANIZATIONAL CHART

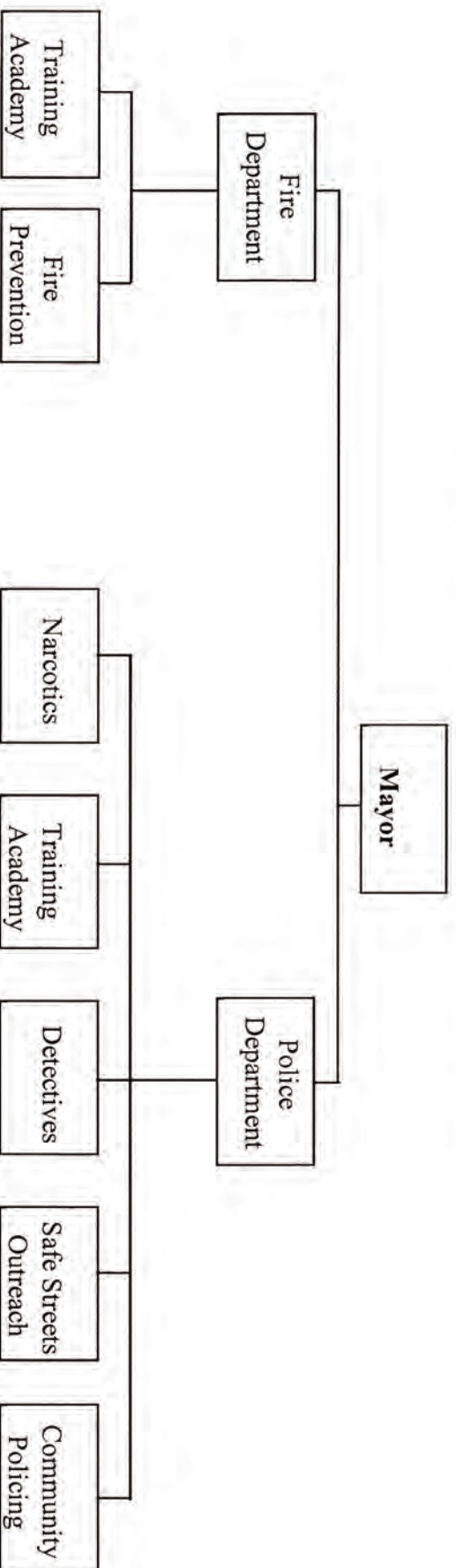


Chart depicts organizational structure of the Public Safety Division

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Accidents	4,640	5,018	5,381
Calls for Service	60,382	61,112	61,963
Public Service	4,099	4,210	4,325

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	10,365,859	10,017,933	10,128,884	10,323,547	10,072,602	10,072,602	-0.56%
FRINGE BENEFITS	3,696,819	3,597,423	4,643,425	4,395,048	4,597,609	4,597,609	-0.99%
OPERATING/CONTRACTUAL	2,061,582	2,024,769	2,113,371	2,304,724	2,128,371	2,128,371	0.71%
OTHER	411,806	409,073	410,090	410,090	205,150	205,150	-49.97%
CAPITAL OUTLAY	593,101	640,215	551,457	1,251,433	922,374	922,374	67.26%
<b>TOTAL APPROPRIATIONS</b>	<b>17,129,167</b>	<b>16,689,413</b>	<b>17,847,227</b>	<b>18,684,842</b>	<b>17,926,106</b>	<b>17,926,106</b>	<b>0.44%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	0	0	0	1	1	1	0.00%
440217	Salary - Captain	4	4	4	4	4	4	0.00%
440218	Salary - Lieutenant	10	10	10	12	12	12	20.00%
440358	Salary - Sergeant	36	32	32	32	32	32	0.00%
440359	Salary - Communications Officers	16	16	16	16	16	16	0.00%
440404	Salary - Corporal	78	78	84	82	82	82	-2.38%
440405	Salary - Police Officer	30	30	28	28	28	28	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	0	20	20	20	20	20	0.00%
440616	Salary - Record Clerk	14	14	14	14	14	14	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>209</b>	<b>225</b>	<b>229</b>	<b>230</b>	<b>230</b>	<b>230</b>	<b>0.44%</b>
<p>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 12 years of service.</p>								

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
440126	Salary - Police Chief	60,481	97,942	100,000	100,000	100,000	100,000	100,000
440127	Salary - Assistant Chief	83,986	84,309	83,986	83,986	83,986	83,986	83,986
440129	Salary - Deputy Police Chief	0	0	0	32,026	64,052	64,052	64,052
440217	Salary - Captain	382,221	308,961	307,777	307,777	307,777	307,777	307,777
440218	Salary - Lieutenant	708,071	699,609	702,138	746,579	820,914	820,914	820,914
440358	Salary - Sergeant	2,079,392	1,860,704	1,859,570	1,835,870	1,794,149	1,794,149	1,794,149
440359	Salary - Communications Officers	603,713	589,654	585,037	575,737	583,467	583,467	583,467
440404	Salary - Corporal	3,328,400	3,422,939	3,443,337	3,311,635	3,286,672	3,286,672	3,286,672
440405	Salary - Police Officer	810,161	686,943	883,191	832,291	874,709	874,709	874,709
440407	Salary - Jailers	72,323	74,482	74,197	74,197	74,197	74,197	74,197
440408	Salary - School Patrol	44,044	42,268	59,813	59,813	59,813	59,813	59,813
440412	Salary - Reserve Police Officer	0	0	20,000	20,000	20,000	20,000	20,000
440616	Salary - Record Clerk	440,704	441,075	445,126	436,326	437,994	437,994	437,994
440618	Salary - Secretary (Chief)	40,947	41,438	40,947	40,947	40,947	40,947	40,947
490339	Salary - Accounting Technician	41,905	40,505	41,925	41,925	41,925	41,925	41,925
450001	Overtime	901,303	809,043	791,840	1,063,438	820,000	792,000	792,000
450002	Stand by Pay	22,013	21,573	32,000	32,000	32,000	32,000	32,000
450003	Accumulated Leave Pay	346,285	367,338	209,000	340,000	209,000	209,000	209,000
450004	Court Pay	64,374	55,463	33,000	33,000	33,000	33,000	33,000
450005	Holiday Pay	216,140	240,146	332,000	272,000	332,000	332,000	332,000
450006	Differential Pay	23,254	17,726	11,000	11,000	11,000	11,000	11,000
450008	Premium Pay	83,541	82,933	40,000	40,000	40,000	40,000	40,000
450010	City Supplemental Pay	12,601	32,882	33,000	33,000	33,000	33,000	33,000
<b>Total Salaries</b>		<b>10,365,859</b>	<b>10,017,933</b>	<b>10,128,884</b>	<b>10,323,547</b>	<b>10,100,602</b>	<b>10,072,602</b>	<b>10,072,602</b>
<b>Fringe:</b>								
510201	Fringe - Pension	2,191,355	2,184,785	3,204,594	2,956,217	3,200,455	3,200,455	3,200,455
510202	Fringe - Hospital	1,349,092	1,253,523	1,263,668	1,263,668	1,221,646	1,221,646	1,221,646
510204	Fringe - Clothing Allowance	31,000	30,000	30,000	30,000	30,000	30,000	30,000
510206	Fringe - Medicare Insurance Tax	115,611	117,400	132,067	132,067	132,776	132,370	132,370
510207	Fringe - Life Insurance	4,060	3,988	8,148	8,148	8,190	8,190	8,190
510208	Fringe - FICA Tax Retirement	5,701	7,727	4,948	4,948	4,948	4,948	4,948
<b>Total Fringe</b>		<b>3,696,819</b>	<b>3,597,423</b>	<b>4,643,425</b>	<b>4,395,048</b>	<b>4,598,015</b>	<b>4,597,609</b>	<b>4,597,609</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	8,479	0	30,000	30,000	0	0
520204	Uniforms	40,458	57,289	40,000	40,000	40,000	40,000	40,000
520400	Office	35,426	40,491	40,000	40,000	40,000	40,000	40,000
520500	Operating Supplies	112,434	95,061	235,545	202,467	235,545	235,545	235,545
520501	Operating - Janitorial	9,453	8,805	10,000	10,000	10,000	10,000	10,000
520504	Operating - Animal Food	5,911	4,627	6,000	6,000	6,000	6,000	6,000
520517	Operating - Crime Scene	16,755	20,891	20,000	20,000	20,000	20,000	20,000
520525	Operating - Informants	9,122	5,062	15,200	15,200	15,200	15,200	15,200
520526	Operating - Narcotics Confiscation	12,629	15,103	35,000	35,000	35,000	35,000	35,000
520557	Operating - Academy	69,924	70,738	70,000	85,000	85,000	85,000	85,000
531110	Professional Fees & Services	5,388	0	0	0	0	0	0
531103	Professional Fees - Veterinarian	4,103	3,611	4,000	4,000	4,000	4,000	4,000
531105	Rapides Parish Coroner	101,602	99,889	116,000	111,000	111,000	116,000	116,000
531260	Other Court Pay	0	0	500	500	500	500	500
531261	Services - Prisoner Detention	485,308	432,504	500,000	480,000	500,000	500,000	500,000
531301	Vehicle Costs - Gas & Oil	374,212	451,961	379,350	482,750	482,750	379,350	379,350
531304	Vehicle Costs - R & M	157,677	201,725	147,000	192,000	192,000	147,000	147,000
531410	Telephone	113,629	119,736	110,000	130,000	130,000	110,000	110,000
531500	Printing	1,516	1,113	3,500	3,500	3,500	3,500	3,500
531701	Utilities	129,814	127,103	154,000	134,000	144,000	154,000	154,000

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating &amp; Contractual(Cont)</b>							
531800	Rent	36,452	25,492	39,680	39,680	39,680	39,680	39,680
543002	Dues & Subscriptions	14,900	13,830	12,000	12,000	12,000	12,000	12,000
543003	Travel & Training	48,291	52,667	40,000	72,488	40,000	40,000	40,000
543032	Community Policing Program	18,965	19,516	20,000	20,000	20,000	20,000	20,000
543033	Weed & Seed Program - Weed	9,695	0	0	0	0	0	0
543034	Weed & Seed Program - Seed	84,744	47,067	0	0	0	0	0
543035	Crisis Intervention Team	49,081	0	0	0	0	0	0
605101	Maintenance Bldg & Facilities	24,252	16,322	19,707	19,707	19,707	19,707	19,707
605106	Maintenance Equipment	89,841	85,687	95,889	115,889	115,889	95,889	95,889
646037	Emergency Storm Preparedness	0	0	0	3,543	0	0	0
	<b>Total Operating &amp; Contractual</b>	<b>2,061,582</b>	<b>2,024,769</b>	<b>2,113,371</b>	<b>2,304,724</b>	<b>2,331,771</b>	<b>2,128,371</b>	<b>2,128,371</b>
	<b>Other:</b>							
646051	Pension Merger Payment	411,806	409,073	410,090	410,090	205,150	205,150	205,150
	<b>Total Other</b>	<b>411,806</b>	<b>409,073</b>	<b>410,090</b>	<b>410,090</b>	<b>205,150</b>	<b>205,150</b>	<b>205,150</b>
	<b>Capital Outlay:</b>							
707405	Buiding Improvements	0	0	12,000	12,000	5,788	5,788	5,788
707500	Vehicles	5,620	411,152	255,199	803,201	1,032,022	699,452	699,452
707600	Machinery & Equipment	517,481	215,205	274,258	426,232	924,606	193,784	193,784
707700	Furniture & Fixtures	0	11,914	0	0	13,350	13,350	13,350
707702	Computer Software	70,000	1,944	10,000	10,000	10,000	10,000	10,000
707900	Animals	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>593,101</b>	<b>640,215</b>	<b>551,457</b>	<b>1,251,433</b>	<b>1,985,766</b>	<b>922,374</b>	<b>922,374</b>
	<b>TOTAL DEPARTMENT</b>	<b>17,129,167</b>	<b>16,689,413</b>	<b>17,847,227</b>	<b>18,684,842</b>	<b>19,221,304</b>	<b>17,926,106</b>	<b>17,926,106</b>

**2013-2014 ANNUAL BUDGET**

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

**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	2011-2012 Actual	2012-2013 Estimated	2013-2014 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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	0	0	0	0	0	0	0.00%
FRINGE BENEFITS	0	0	0	0	0	0	0.00%
OPERATING/CONTRACTUAL	15,568	17,795	37,550	32,550	37,550	37,550	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	902	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	16,470	17,795	37,550	32,550	37,550	37,550	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating &amp; Contractual:</b>							
520105	Contract Labor	6,000	9,522	10,000	10,000	10,000	10,000	10,000
520400	Office	145	70	1,750	1,750	1,750	1,750	1,750
531110	Professional Fees And Services	8,168	6,958	20,000	15,000	20,000	20,000	20,000
531500	Printing	76	90	800	800	800	800	800
531900	Advertising	948	966	2,500	2,500	2,500	2,500	2,500
605106	Maintenance Equipment	231	189	2,500	2,500	2,500	2,500	2,500
	<b>Total Operating &amp; Contractual</b>	15,568	17,795	37,550	32,550	37,550	37,550	37,550
	<b>Capital Outlay:</b>							
707600	Machinery & Equipment	902	0	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>	902	0	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	16,470	17,795	37,550	32,550	37,550	37,550	37,550



**2013-2014 ANNUAL BUDGET**

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

**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	2011-2012 Actual	2012-2013 Estimated	2013-2014 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

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	6,255,750	6,370,147	6,349,168	6,387,868	6,162,820	6,162,820	-2.93%
FRINGE BENEFITS	2,392,826	2,353,266	2,724,647	2,599,647	2,802,863	2,802,863	2.87%
OPERATING/CONTRACTUAL	469,245	537,967	538,850	564,783	535,850	535,850	-0.56%
OTHER	1,438,112	1,437,000	1,438,444	1,171,030	1,309,433	1,309,433	-8.97%
CAPITAL OUTLAY	5,963	129,882	193,605	193,605	291,143	291,143	50.38%
<b>TOTAL APPROPRIATIONS</b>	<b>10,561,896</b>	<b>10,828,262</b>	<b>11,244,714</b>	<b>10,916,933</b>	<b>11,102,109</b>	<b>11,102,109</b>	<b>-1.27%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	40	40	39	39	39	39	0.00%
440614	Salary - Chief's Secretary	1	1	1	1	1	1	0.00%
440616	Salary - Records Clerk	2	2	2	2	2	2	0.00%
440745	Salary - Mechanic	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>129</b>	<b>129</b>	<b>128</b>	<b>128</b>	<b>128</b>	<b>128</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
440121	Salary - Fire Chief	88,077	88,416	88,077	88,077	88,077	88,077	88,077
440122	Salary - 1st Assistant Chief	209,664	225,045	232,743	232,743	232,743	232,743	232,743
440123	Salary - 2nd Assistant Chief	507,405	503,336	506,510	494,910	471,567	471,567	471,567
440124	Salary - Chief of Fire Prevention	63,935	65,585	65,334	65,334	66,641	66,641	66,641
440128	Salary - Chief of Communications	74,473	74,759	74,473	74,473	74,473	74,473	74,473
440216	Salary - Captain	1,483,008	1,474,499	1,495,534	1,460,534	1,444,714	1,444,714	1,444,714
440357	Salary - Communications Officer	255,162	252,518	288,357	268,057	292,587	292,587	292,587
440360	Salary - Fire Training Officer	59,500	59,729	59,500	59,500	60,810	60,810	60,810
440361	Salary - Fire Prevention Officer	127,973	130,627	132,728	132,728	135,752	135,752	135,752
440362	Salary - Director of EMS	16,014	55,211	56,100	56,100	55,000	55,000	55,000
440401	Salary - Fire Equipment Operator	1,389,478	1,412,172	1,419,146	1,377,546	1,345,688	1,345,688	1,345,688
440402	Salary - Firefighter 1st Class	1,068,755	1,027,357	1,069,313	1,011,513	1,038,739	1,038,739	1,038,739
440614	Salary - Chief's Secretary	52,091	52,291	52,091	52,091	52,091	52,091	52,091
440616	Salary - Records Clerk	55,578	56,945	57,955	57,955	59,236	59,236	59,236
440745	Salary - Mechanic	48,486	49,767	50,567	50,567	51,702	51,702	51,702
450001	Overtime	372,705	500,389	306,000	556,000	400,000	306,000	306,000
450003	Accumulated Leave Pay	75,217	51,149	24,480	49,480	24,000	24,000	24,000
450005	Holiday	278,229	290,352	370,260	300,260	363,000	363,000	363,000
450010	City Funded Supplemental Pay	30,000	0	0	0	0	0	0
<b>Total Salaries</b>		6,255,750	6,370,147	6,349,168	6,387,868	6,256,820	6,162,820	6,162,820
<b>Fringe:</b>								
510201	Fringe - Pension	1,314,307	1,405,372	1,828,471	1,703,471	1,915,046	1,889,102	1,889,102
510202	Fringe - Hospital	1,007,716	873,845	814,088	814,088	828,205	828,205	828,205
510206	Fringe - Medicare Insurance Tax	68,098	71,378	76,712	76,712	81,543	80,180	80,180
510207	Fringe - Life Insurance	2,705	2,671	5,376	5,376	5,376	5,376	5,376
<b>Total Fringe</b>		2,392,826	2,353,266	2,724,647	2,599,647	2,830,170	2,802,863	2,802,863
<b>Operating &amp; Contractual:</b>								
520204	Uniforms	64,621	64,844	65,000	65,000	65,000	65,000	65,000
520205	Protective Clothing	17,235	17,996	18,000	18,000	18,000	18,000	18,000
520215	Operating Laundry	4,996	5,169	7,000	7,000	7,000	7,000	7,000
520400	Office	1,743	8,536	8,400	8,400	8,400	8,400	8,400
520500	Operating Supplies	44,988	42,319	30,000	40,000	30,000	30,000	30,000
520501	Operating - Janitorial	6,215	6,675	6,000	6,000	6,000	6,000	6,000
520503	Operating - Chemicals	0	480	500	500	500	500	500
520511	Operating - Photography	0	990	1,000	1,000	1,000	1,000	1,000
520514	Small Tools	2,191	2,245	2,250	2,250	2,250	2,250	2,250
520515	Operating Medical Supplies	5,323	13,359	13,000	13,000	13,000	13,000	13,000
520518	Operating - Training Materials	8,922	13,864	13,000	13,000	13,000	13,000	13,000
531107	Professional Fees - City Physician	711	2,575	12,000	12,000	12,000	12,000	12,000
531213	Services - Personnel Processing	2,955	1,885	4,200	4,200	4,200	4,200	4,200
531301	Vehicle Costs - Gas & Oil	68,204	92,946	75,550	95,550	95,550	75,550	75,550
531304	Vehicle Costs - R & M	63,610	69,328	75,000	70,000	75,000	75,000	75,000
531410	Telephone	69,384	82,794	91,900	96,900	96,900	91,900	91,900
531500	Printing	340	324	1,350	1,350	1,350	1,350	1,350
531701	Utilities	38,108	37,186	46,000	41,933	43,000	43,000	43,000
531800	Rent	3,858	4,200	3,100	3,100	3,100	3,100	3,100
543002	Dues & Subscriptions	2,223	2,330	5,000	5,000	5,000	5,000	5,000
543003	Travel & Training	29,858	29,846	17,500	17,500	17,500	17,500	17,500
605101	Maintenance Bldg & Facilities	19,870	19,085	24,500	24,500	24,500	24,500	24,500
605106	Maintenance Equipment	12,390	17,491	17,100	17,100	17,100	17,100	17,100
605126	Hazardous Material Cleanup	1,500	1,500	1,500	1,500	1,500	1,500	1,500
<b>Total Operating &amp; Contractual</b>		469,245	537,967	538,850	564,783	560,850	535,850	535,850

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
646051	<b>Other:</b>							
	Pension Merger Payment	1,438,112	1,437,000	1,438,444	1,171,030	1,309,433	1,309,433	1,309,433
	<b>Total Other</b>	1,438,112	1,437,000	1,438,444	1,171,030	1,309,433	1,309,433	1,309,433
	<b>Capital Outlay:</b>							
707002	Turnout Gear	0	31,885	41,685	41,685	32,945	32,945	32,945
707405	Building Improvements	0	0	0	0	62,000	62,000	62,000
707500	Vehicles	0	0	58,000	58,000	165,173	97,858	97,858
707600	Machinery & Equipment	0	96,947	90,020	90,020	98,340	98,340	98,340
707700	Office Furniture & Fixtures	0	1,050	3,900	3,900	0	0	0
707702	Computer Software	5,963	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	5,963	129,882	193,605	193,605	358,458	291,143	291,143
	<b>Total Department</b>	10,561,896	10,828,262	11,244,714	10,916,933	11,315,731	11,102,109	11,102,109

2013-2014 ANNUAL BUDGET

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

## *Human Resources*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

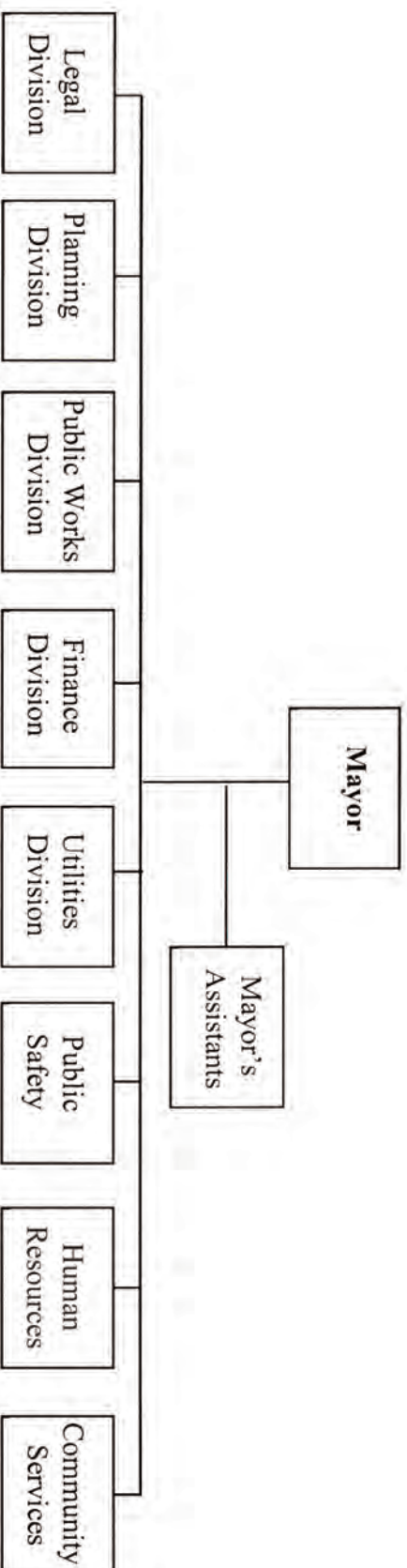


Chart depicts line of command of divisions within the city.

**2013-2014 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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
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 recruitment/advancement opportunities	650	1,560	2,000
Employment Test Administered	1,200	850	1,000
Civil Service/Personnel Questions, Grievances, Investigations and Issues	15,500	3,900	5,200
Responses to Salary Surveys	140	100	200
Qualifying applicants through background and driver's license checks	1,000	1,360	1,600



2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	170,236	140,773	174,343	154,843	174,343	174,343	0.00%
FRINGE BENEFITS	57,500	54,658	71,155	67,155	73,020	73,020	2.62%
OPERATING/CONTRACTUAL	48,283	47,792	61,700	54,700	61,700	61,700	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>276,019</b>	<b>243,223</b>	<b>307,198</b>	<b>276,698</b>	<b>309,063</b>	<b>309,063</b>	<b>0.61%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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%
490354	Salary - Personnel Analyst	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>0.00%</b>

2013-2014 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	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	140	0	0	0	0	0	0
490122	Salary - Director of Civil Service	68,489	68,753	68,489	68,489	68,489	68,489	68,489
490172	Salary - Compensation Analyst	36,459	36,599	36,459	36,459	36,459	36,459	36,459
490173	Salary - Examination Analyst	26,057	35,421	35,285	35,285	35,285	35,285	35,285
490233	Salary - Assistant Director Civil Service	39,091	0	0	0	0	0	0
490354	Salary - Personnel Analyst	0	0	34,110	14,610	34,110	34,110	34,110
<b>Total Salaries</b>		170,236	140,773	174,343	154,843	174,343	174,343	174,343
<b>Fringe:</b>								
510201	Fringe - Pension	41,667	38,554	45,277	43,777	47,142	47,142	47,142
510202	Fringe - Hospital	13,951	14,096	23,181	20,681	23,181	23,181	23,181
510206	Fringe - Medicare Insurance Tax	1,824	1,943	2,529	2,529	2,529	2,529	2,529
510207	Fringe - Life Insurance	58	65	168	168	168	168	168
<b>Total Fringe</b>		57,500	54,658	71,155	67,155	73,020	73,020	73,020
<b>Operating &amp; Contractual:</b>								
520400	Office	3,449	2,798	2,500	2,500	2,500	2,500	2,500
531110	Professional Fees & Services	9,013	18,289	15,000	10,000	15,000	15,000	15,000
531410	Telephone	1,339	1,186	1,000	1,000	1,000	1,000	1,000
531500	Printing	275	50	1,500	1,500	1,500	1,500	1,500
531900	Advertising	24,452	14,054	22,000	20,000	22,000	22,000	22,000
543000	Misc - Civil Service Cost	2,563	4,784	9,000	9,000	9,000	9,000	9,000
543002	Dues & Subscriptions	2,031	2,935	7,700	7,700	7,700	7,700	7,700
543003	Travel & Training	1,267	2,813	1,500	1,500	1,500	1,500	1,500
605106	Maintenance of Equipment	3,894	883	1,500	1,500	1,500	1,500	1,500
<b>Total Operating &amp; Contractual</b>		48,283	47,792	61,700	54,700	61,700	61,700	61,700
<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>		276,019	243,223	307,198	276,698	309,063	309,063	309,063

**2013-2014 ANNUAL BUDGET**

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

**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**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
New Hires Processed	360	75	100
Status Changes Processed	700	430	430
Termination's Processed	300	19	25
Employment Applications Recorded	2,780	2,000	2,000
Employment Interviews Conducted	425	225	275
Insurance Changes Processed	18,150	15,000	15,000
Worker's Compensations Checks Rec	145	100	100
Tuition Reimbursements Processed	15	5	5
Employment Verifications Processed	500	300	300
Grievances & Issues	61,000	45,000	45,000
Personnel Policy Changes	0	3	3

2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	258,573	227,772	260,552	254,552	260,552	260,552	0.00%
FRINGE BENEFITS	95,599	73,580	83,386	83,386	89,628	89,628	7.49%
OPERATING/CONTRACTUAL	110,286	87,749	129,655	135,655	129,655	129,655	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	910	0	10,000	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>464,458</b>	<b>390,011</b>	<b>473,593</b>	<b>483,593</b>	<b>479,835</b>	<b>479,835</b>	<b>1.32%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
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%
490354	Salary - Personnel Analyst	4	4	4	4	4	4	200.00%
	<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>

2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	0	0	0	0	0	0	0
480114	Salary - Director of Human Resources	66,096	67,024	79,800	79,800	79,800	79,800	79,800
480604	Salary - Administrative Assistant	48,112	23,800	28,000	28,000	28,000	28,000	28,000
490354	Salary - Personnel Analyst	144,365	136,948	152,752	146,752	152,752	152,752	152,752
<b>Total Salaries</b>		<b>258,573</b>	<b>227,772</b>	<b>260,552</b>	<b>254,552</b>	<b>260,552</b>	<b>260,552</b>	<b>260,552</b>
<b>Fringe:</b>								
510201	Fringe - Pension	66,900	51,791	61,305	61,305	63,240	63,240	63,240
510202	Fringe - Hospital	24,957	18,200	18,051	18,051	22,358	22,358	22,358
510206	Fringe - Medicare Insurance Tax	3,614	3,467	3,778	3,778	3,778	3,778	3,778
510207	Fringe - Life Insurance	128	122	252	252	252	252	252
<b>Total Fringe</b>		<b>95,599</b>	<b>73,580</b>	<b>83,386</b>	<b>83,386</b>	<b>89,628</b>	<b>89,628</b>	<b>89,628</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	12,000	0	0	0
520204	Uniforms	0	0	500	500	500	500	500
520400	Office	13,199	13,905	6,000	14,000	14,000	6,000	6,000
531107	Professional Fees - City Physician	8,118	4,199	12,500	6,500	8,000	12,500	12,500
531110	Professional Fees	15,444	6,768	25,155	22,155	25,155	25,155	25,155
531250	Services - Drug Testing	48,583	37,395	55,000	50,000	53,000	52,000	52,000
531410	Telephone	2,893	3,706	3,500	3,500	3,500	3,500	3,500
531500	Printing	684	112	1,500	1,500	1,500	1,500	1,500
531800	Rent	2,685	270	3,000	3,000	6,000	6,000	6,000
543002	Dues & Subscriptions	2,848	8,735	4,000	4,000	4,000	4,000	4,000
543003	Travel & Training	6,243	1,085	6,500	6,500	6,500	6,500	6,500
543017	Placques & Awards	9,589	11,574	12,000	12,000	12,000	12,000	12,000
<b>Total Operating &amp; Contractual</b>		<b>110,286</b>	<b>87,749</b>	<b>129,655</b>	<b>135,655</b>	<b>134,155</b>	<b>129,655</b>	<b>129,655</b>
<b>Capital Outlay:</b>								
707405	Building Improvement	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	910	0	10,000	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>910</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL DEPARTMENT</b>		<b>464,458</b>	<b>390,011</b>	<b>473,593</b>	<b>483,593</b>	<b>484,335</b>	<b>479,835</b>	<b>479,835</b>

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

## *Legal Division*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

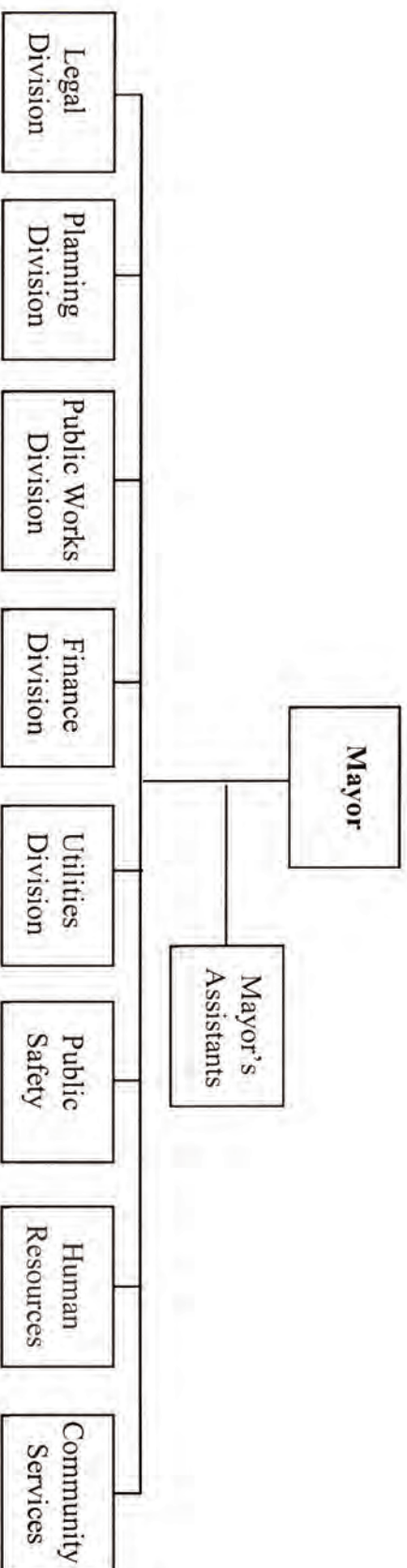


Chart depicts line of command of divisions within the city.

**2013-2014 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	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected



2013-2014 ANNUAL BUDGET

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

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	251,339	246,216	262,760	303,260	367,260	437,060	66.33%
FRINGE BENEFITS	76,807	67,010	70,648	76,192	93,461	116,516	64.92%
OPERATING/CONTRACTUAL	800,430	901,750	628,230	1,006,686	535,230	535,230	-14.80%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	7,400	7,400	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>1,128,576</b>	<b>1,214,976</b>	<b>961,638</b>	<b>1,386,138</b>	<b>1,003,351</b>	<b>1,096,206</b>	<b>4.34%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
480106	Salary - City Attorney	1	1	1	1	1	1	0.00%
480205	Salary - Asst City Attorney	2	2	2	2	2	3	0.00%
480231	Salary - Asst City Attorney Part Time	0	0	0	2	2	2	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>5</b>	<b>5</b>	<b>5</b>	<b>7</b>	<b>7</b>	<b>8</b>	<b>40.00%</b>

2013-2014 ANNUAL BUDGET

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

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
480106	Salary - City Attorney	100,214	100,600	100,214	100,214	100,214	100,214	100,214
480205	Salary - Asst City Attorney	114,852	107,072	114,852	83,352	114,852	114,852	184,652
480231	Salary - Asst City Attorney Part Time	0	0	0	72,000	104,000	104,000	104,000
480603	Salary - Legal Secretary	21,521	25,583	26,500	26,500	27,000	27,000	27,000
490626	Salary - Clerical Specialist	14,752	12,961	21,194	21,194	21,194	21,194	21,194
	<b>Total Salaries</b>	<b>251,339</b>	<b>246,216</b>	<b>262,760</b>	<b>303,260</b>	<b>367,260</b>	<b>367,260</b>	<b>437,060</b>
<b>Fringe:</b>								
510201	Fringe - Pension	46,521	40,887	47,447	47,447	47,764	47,764	60,328
510202	Fringe - Hospital	26,523	21,788	19,181	19,181	28,843	28,843	38,280
510206	Fringe - Medicare Insurance Tax	3,519	4,211	3,810	4,854	5,396	5,396	6,408
510207	Fringe - Life Insurance	92	92	210	210	210	210	252
510208	Fringe - FICA Tax	152	32	0	4,500	6,448	6,448	6,448
510209	Fringe - Car Allowance	0	0	0	0	4,800	4,800	4,800
	<b>Total Fringe</b>	<b>76,807</b>	<b>67,010</b>	<b>70,648</b>	<b>76,192</b>	<b>93,461</b>	<b>93,461</b>	<b>116,516</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	0	0	400	400	400	400	400
520400	Office	3,366	8,420	4,730	4,730	4,730	4,730	4,730
531110	Professional Fees & Services	684,951	860,902	500,000	950,000	500,000	500,000	500,000
531112	City Court Prosecution Services	79,550	0	93,000	15,456	0	0	0
531410	Telephone	3,540	3,013	6,000	5,000	5,000	6,000	6,000
531500	Printing	74	397	500	500	500	500	500
531800	Rent	0	0	1,600	1,600	1,600	1,600	1,600
543000	Miscellaneous	1,208	1,539	1,500	1,500	1,500	1,500	1,500
543002	Dues & Subscriptions	24,464	25,883	18,500	25,500	25,500	18,500	18,500
543003	Travel & Training	1,141	887	0	0	0	0	0
605106	Maintenance Equipment	2,136	709	2,000	2,000	2,000	2,000	2,000
	<b>Total Operating &amp; Contractual</b>	<b>800,430</b>	<b>901,750</b>	<b>628,230</b>	<b>1,006,686</b>	<b>541,230</b>	<b>535,230</b>	<b>535,230</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	0	0	0	5,400	5,400	5,400
707700	Office Furniture and Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	0	0	2,000	2,000	2,000
	<b>Total Capital Outlay</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,400</b>	<b>7,400</b>	<b>7,400</b>
	<b>TOTAL DEPARTMENT</b>	<b>1,128,576</b>	<b>1,214,976</b>	<b>961,638</b>	<b>1,386,138</b>	<b>1,009,351</b>	<b>1,003,351</b>	<b>1,096,206</b>

2013-2014 ANNUAL BUDGET

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

*Community Services Division*



# City of Alexandria EXECUTIVE DIVISION ORGANIZATIONAL CHART

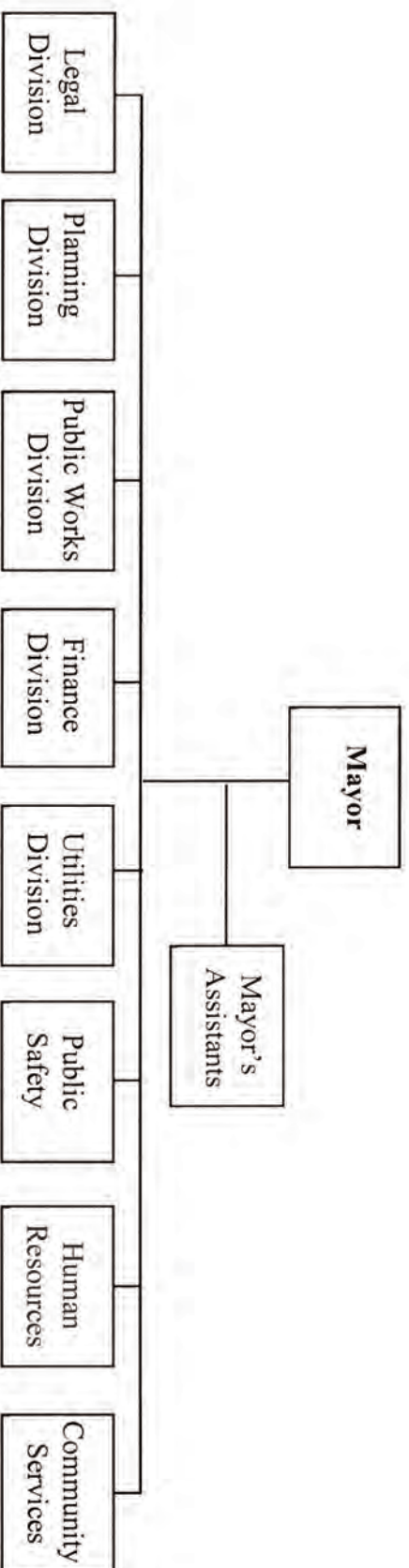


Chart depicts line of command of divisions within the city.

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Community Services	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Community Services	<b>ORGANIZATION:</b>	101000

**GOAL MISSION STATEMENT**

The Division of Community Services' goal, as called for in Section 4-10 of the City Charter and adopted by the City Council in March 1999, was modified and expanded to reflect the change from a Department to a Division. It's mission is to provide the citizens of Alexandria quality leisure and cultural activities by operating a parks and recreations systems that enhances their quality of life by promoting use of the city's green space and community facilities while supporting the development and implementation of local non-profit programming.

**FUNCTION DESCRIPTION**

The function of the Division is based on a response to the needs of the community, neighborhood residents and community-based organization to fulfill its stated goal through the following existing or developing program: organizational support for arts agencies through the Mayoral Commission for Cultural Affairs; the Alexandria Youth Advisory Council; youth job/career fair; Homework Assistance Program; Teen Movie Night; youth leadership program; summer camps; Underwater Easter Egg Hunt; Community Events Calendars; outdoor concert series; community outreach workshops; downtown arts and music mini-festival; and special holiday events.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Community Partnership Request	25	30	50
Community Partnership Awards	15	18	15
Youth Programs	25	25	35
Attendance	25,000	26,250	27,000
Special Events	25	27	30
Attendance	30,000	35,000	40,000
Comm Outreach/Public Presentations	5	27	5
Attendance	500	35,000	500
Project Enable	3	5	5
Attendance	250	500	500
Community Calendar Editions	5	5	5
Distributed	45,000	45,000	45,000

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Community Services	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Community Services	<b>ORGANIZATION:</b>	101000

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	215,455	149,101	182,845	146,613	176,681	176,681	-3.37%
FRINGE BENEFITS	95,510	54,185	76,149	68,649	76,273	76,273	0.16%
OPERATING/CONTRACTUAL	55,171	27,101	52,980	44,980	52,980	52,980	0.00%
OTHER	324,202	70,678	145,510	147,510	170,510	180,510	0.00%
CAPITAL OUTLAY	0	10,320	10,000	10,000	10,000	10,000	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>690,338</b>	<b>311,385</b>	<b>467,484</b>	<b>417,752</b>	<b>486,444</b>	<b>496,444</b>	<b>4.06%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
480108	Salary - Director of Community Serv	1	1	1	1	1	1	0.00%
480206	Salary - Secretary	1	1	1	1	1	1	0.00%
490201	Salary - Special Events Coordinator	1	1	1	1	1	1	0.00%
490205	Salary - Youth Programs Coordinator	1	0	0	0	0	0	0.00%
490209	Salary - Community Outreach Crdntr	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	0	0	0	0	0	0.00%
490690	Salary - Student Worker	9	9	9	9	9	9	0.00%
	<b>Total Positions</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>0.00%</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Community Services	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Community Services	<b>ORGANIZATION:</b>	101000

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
480108	Salary - Director of Community Serv	74,664	41,640	74,664	56,264	68,500	68,500	68,500
480206	Salary - Secretary	24,046	25,608	27,065	27,065	27,065	27,065	27,065
490201	Salary - Special Events Coordinator	38,752	38,901	38,752	20,920	38,752	38,752	38,752
490205	Salary - Youth Programs Coordinator	35,935	8,713	0	0	0	0	0
490209	Salary - Community Outreach Crdntr	35,364	32,329	35,364	35,364	35,364	35,364	35,364
490626	Salary - Clerical Specialist	0	0	0	0	0	0	0
490690	Salary - Student Worker	6,694	1,910	7,000	7,000	7,000	7,000	7,000
<b>Total Salaries</b>		<b>215,455</b>	<b>149,101</b>	<b>182,845</b>	<b>146,613</b>	<b>176,681</b>	<b>176,681</b>	<b>176,681</b>
<b>Fringe:</b>								
510201	Fringe - Pension	52,308	30,018	45,667	40,667	45,881	45,881	45,881
510202	Fringe - Hospital	34,838	18,381	22,358	19,858	22,358	22,358	22,358
510206	Fringe - Medicare Insurance Tax	3,045	2,321	2,722	2,722	2,632	2,632	2,632
510207	Fringe - Life Insurance	104	76	168	168	168	168	168
510208	Fringe - FICA Tax Retirement	415	712	434	434	434	434	434
510209	Fringe - Car Allowance	4,800	2,677	4,800	4,800	4,800	4,800	4,800
<b>Total Fringe</b>		<b>95,510</b>	<b>54,185</b>	<b>76,149</b>	<b>68,649</b>	<b>76,273</b>	<b>76,273</b>	<b>76,273</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	22,253	3,937	20,000	10,000	20,000	20,000	20,000
520400	Office	5,527	2,313	4,980	4,980	4,980	4,980	4,980
531301	Vehicle Costs - Gas & Oil	0	1,074	0	1,000	0	0	0
531304	Vehicle Costs - R & M	0	83	0	1,000	0	0	0
531410	Telephone	2,493	3,590	4,000	4,000	4,000	4,000	4,000
531500	Printing	5,907	4,075	4,500	4,500	4,500	4,500	4,500
531900	Advertising	16,000	8,095	15,000	15,000	15,000	15,000	15,000
543002	Dues & Subscriptions	998	609	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	1,993	3,325	3,500	3,500	3,500	3,500	3,500
<b>Total Operating &amp; Contractual</b>		<b>55,171</b>	<b>27,101</b>	<b>52,980</b>	<b>44,980</b>	<b>52,980</b>	<b>52,980</b>	<b>52,980</b>
<b>Other:</b>								
543006	Programming	167,361	38,185	50,000	52,000	50,000	50,000	50,000
605101	Maintenance of Building & Facility	811	1,700	2,730	2,730	2,730	2,730	2,730
646009	Community Partnership Request	69,595	9,511	15,000	15,000	15,000	15,000	15,000
646014	Arts Council of Central Louisiana	22,500	0	0	0	0	0	0
646028	Mardi Gras	22,500	0	15,000	15,000	30,000	30,000	30,000
646029	Fourth of July Fireworks	6,480	6,480	6,480	6,480	6,480	6,480	6,480
646031	Special Events	18,000	11,502	18,000	18,000	28,000	28,000	28,000
646032	LMA Convention	0	0	0	0	0	0	0
646035	12 Nights of Christmas	3,300	3,300	3,300	3,300	3,300	3,300	3,300
646042	Que in on the Red	0	0	35,000	35,000	35,000	35,000	45,000
646044	SAGE	13,655	0	0	0	0	0	0
<b>Total Other</b>		<b>324,202</b>	<b>70,678</b>	<b>145,510</b>	<b>147,510</b>	<b>170,510</b>	<b>170,510</b>	<b>180,510</b>



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Community Services	<b>FUND:</b>	101
<b>DEPARTMENT:</b>	Community Services	<b>ORGANIZATION:</b>	101000

GENERAL FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
	<b>Capital Outlay:</b>							
707359	Christmas Lighting	0	10,320	10,000	10,000	10,000	10,000	10,000
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	10,320	10,000	10,000	10,000	10,000	10,000
	<b>TOTAL DEPARTMENT</b>	690,338	311,385	467,484	417,752	486,444	486,444	496,444
	<b>TOTAL FUND</b>	48,147,256	53,738,583	56,778,869	59,708,590	60,952,371	57,067,021	57,200,415

### III. SPECIAL REVENUE FUNDS

## **Special Revenue Funds**

The purpose of these funds is to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. The revenues and expenditures for these funds are recognized on the modified accrual basis of accounting. Revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting periods in which the fund liability is incurred, if measurable.

The Special Revenue Funds contained in the section are the: Sales, Tax Fund, Hotel/Motel Tax Fund, Capital Property Tax Fund, Community Development Block Grant Fund, Home Investment Partnership Fund, and Youth Baseball Recreation Fund.

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

***Sales Tax Fund***



# 2013-2014 ANNUAL BUDGET

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2013-2014 ANNUAL BUDGET

SALES TAX FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Taxes:</b>							
311301	Sales & Use Tax - 1976	13,471,982	13,876,909	13,300,000	13,680,000	13,300,000	13,300,000	13,300,000
311304	Sales & Use Tax - 1998	13,472,978	13,876,617	13,300,000	13,680,000	13,300,000	13,300,000	13,300,000
311308	Sales & Use Tax - 2005	6,734,309	6,935,480	6,650,000	6,840,000	6,650,000	6,650,000	6,650,000
	<b>Total Taxes</b>	33,679,269	34,689,006	33,250,000	34,200,000	33,250,000	33,250,000	33,250,000
	<b>TOTAL REVENUES</b>	33,679,269	34,689,006	33,250,000	34,200,000	33,250,000	33,250,000	33,250,000

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	151
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	020000

SALES TAX FUND

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	0	0	0	0	0	0	0.00%
OTHER	33,674,993	34,684,535	33,250,000	34,200,000	33,250,000	33,250,000	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	33,674,993	34,684,535	33,250,000	34,200,000	33,250,000	33,250,000	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	151
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	02000

SALES TAX FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Other:</b>							
646100	Transfer to General Fund-1976 STX	6,735,991	6,938,454	6,650,000	6,840,000	6,650,000	6,650,000	6,650,000
646102	Transfer to General Fund-1997 STX	8,981,985	9,251,078	8,866,667	9,120,000	8,866,667	8,866,667	8,866,667
646103	Transfer to GF-1997 Classified Salaries	4,490,993	4,625,539	4,433,333	4,560,000	4,433,333	4,433,333	4,433,333
646105	Transfer to General Fund-2005 STX	6,734,309	6,935,480	6,650,000	6,840,000	6,650,000	6,650,000	6,650,000
646204	Transfer to Debt - 2004 STXB	1,104,610	1,120,541	1,114,110	1,114,110	1,126,973	1,126,973	1,126,973
646208	Transfer to Debt - 2008 STXB	1,906,263	1,916,862	1,903,850	1,903,850	1,915,744	1,915,744	1,915,744
646300	Transfer to Capital Projects	3,720,842	3,896,581	3,632,040	3,822,040	3,607,283	3,607,283	3,607,283
	<b>Total Other</b>	33,674,993	34,684,535	33,250,000	34,200,000	33,250,000	33,250,000	33,250,000
	<b>TOTAL EXPENDITURES</b>	33,674,993	34,684,535	33,250,000	34,200,000	33,250,000	33,250,000	33,250,000



2013-2014 ANNUAL BUDGET

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#### IV. DEBT SERVICE FUNDS

## **Debt Service Fund**

The purpose of these funds is to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The revenues and expenditures for these funds are recognized on the modified accrual basis of accounting. Revenues 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 is funded primarily from property taxes and sales tax revenues.

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

*General Debt Service*  
*Combined Summary Of All Issues*



**2013-2014 ANNUAL BUDGET**

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## 2013-2014 ANNUAL BUDGET

DEBT SERVICE FUNDS  
REVENUE SUMMARY

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Taxes:</b>							
311131	Taxes - Ad Valorem	770,219	787,672	780,000	780,000	780,000	780,000	780,000
	<b>Total Taxes</b>	770,219	787,672	780,000	780,000	780,000	780,000	780,000
	<b>Internal Services/Interfunds:</b>							
381151	Transfers-1976 Sales Tax	3,010,873	3,037,403	3,017,960	3,017,960	3,043,217	3,043,217	3,043,217
388296	Transfer - 1996 GO Bond Fund	1,894,338	1,905,338	1,914,238	1,914,238	1,926,538	1,926,538	1,926,538
	<b>Total Internal Services/Interfunds</b>	4,905,211	4,942,741	4,932,198	4,932,198	4,969,755	4,969,755	4,969,755
	<b>Investment Income:</b>							
367101	Interest on Investments	14,924	8,307	6,600	8,100	5,600	5,600	5,600
367115	Interest on Sales Tax Reserve	7,651	4,165	0	1,000	0	0	0
	<b>Total Investment Income</b>	22,575	12,472	6,600	9,100	5,600	5,600	5,600
	<b>Other:</b>							
399996	Bond Proceeds	0	0	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	0	0	0	0	0
	<b>Total Other</b>	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	5,698,005	5,742,885	5,718,798	5,721,298	5,755,355	5,755,355	5,755,355

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	General Function	<b>FUND #:</b>	N/A
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	020000

DEBT SERVICE FUND

SUMMARY BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
800003	<b>Operating and Contractual:</b> Paying Agent Fees	1,302	1,302	6,600	5,600	6,600	6,600	6,600
	<b>Operating and Contractual:</b>	1,302	1,302	6,600	5,600	6,600	6,600	6,600
	<b>Other:</b>							
800001	Interest	2,129,776	2,019,169	1,900,671	1,900,671	1,773,598	1,773,598	1,773,598
800002	Principal Payment	3,345,000	3,500,000	3,655,000	3,655,000	3,825,000	3,825,000	3,825,000
800004	Payment to Bond Escrow Agent	0	0	0	0	0	0	0
696000	Unappropriated	0	0	156,527	160,027	150,157	150,157	150,157
	<b>Total Other</b>	5,474,776	5,519,169	5,712,198	5,715,698	5,748,755	5,748,755	5,748,755
	<b>TOTAL EXPENDITURES</b>	5,476,078	5,520,471	5,718,798	5,721,298	5,755,355	5,755,355	5,755,355

2013-2014 ANNUAL BUDGET

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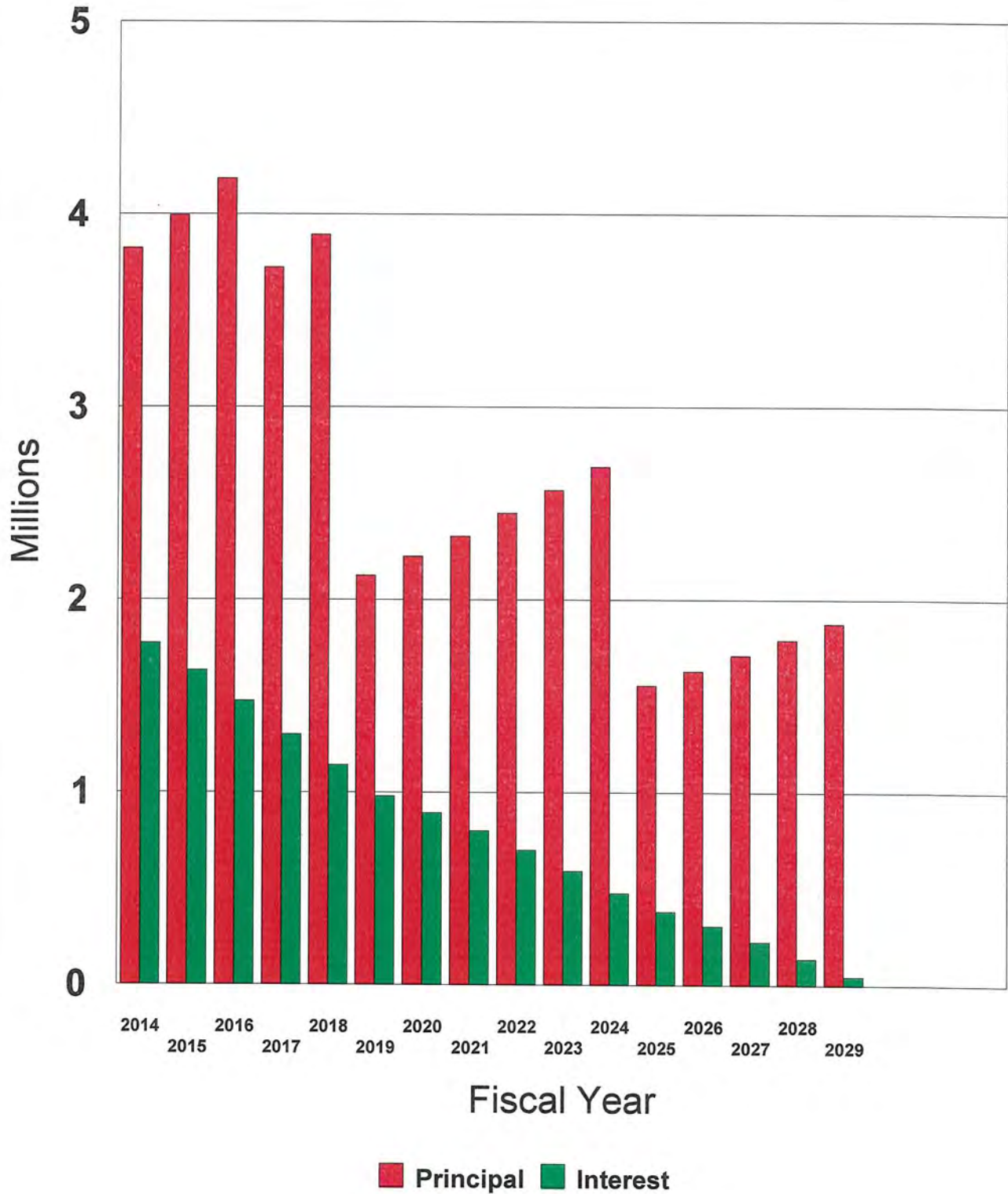
**AMORTIZATION SCHEDULE OF DEBT SERVICE PAYMENTS**  
**GENERAL DEBT SERVICE SCHEDULE**

**BONDS**

Fiscal Yr Ending	Sales Tax			General Obligation		Limited Tax		Total General
	2004	2008	Total	2004	Total	2008	Total	
2014	1,126,973	1,915,744	3,042,717	629,843	629,843	1,926,038	1,926,038	5,598,597
2015	1,137,623	1,923,613	3,061,236	634,785	634,785	1,931,600	1,931,600	5,627,621
2016	1,150,776	1,923,388	3,074,164	643,250	643,250	1,940,600	1,940,600	5,658,014
2017	1,161,541	1,920,888	3,082,429			1,941,600	1,941,600	5,024,029
2018	1,174,940	1,915,888	3,090,828			1,944,800	1,944,800	5,035,628
2019	1,185,560	1,919,163	3,104,723					3,104,723
2020	1,193,300	1,925,091	3,118,391					3,118,391
2021	1,203,195	1,927,206	3,130,401					3,130,401
2022	1,215,221	1,934,306	3,149,527					3,149,527
2023	1,224,329	1,936,869	3,161,198					3,161,198
2024	1,230,305	1,936,506	3,166,811					3,166,811
2025		1,937,134	1,937,134					1,937,134
2026		1,937,463	1,937,463					1,937,463
2027		1,936,000	1,936,000					1,936,000
2028		1,928,500	1,928,500					1,928,500
2029		1,921,875	1,921,875					1,921,875
<b>Total</b>	<b>13,003,763</b>	<b>30,839,631</b>	<b>43,843,394</b>	<b>1,907,878</b>	<b>1,907,878</b>	<b>9,684,638</b>	<b>9,684,638</b>	<b>55,435,909</b>

% of Total	23.46%	55.63%		3.44%		17.47%		100.00%
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2013-2014 ANNUAL BUDGET  
GENERAL DEBT SERVICE PAYMENTS  
AMORTIZATION SCHEDULE

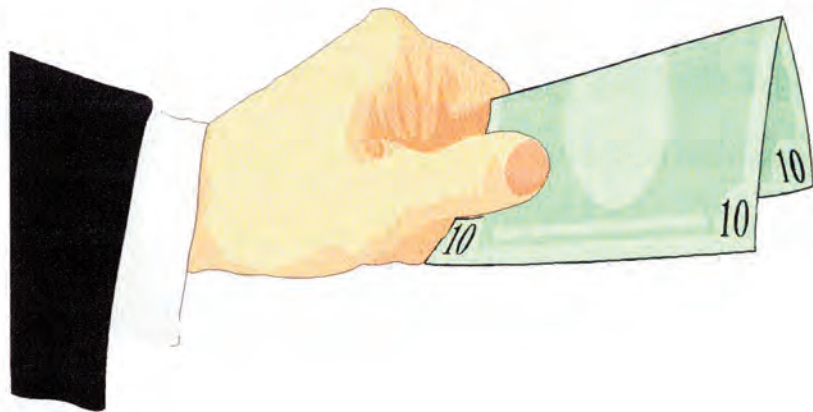


2013-2014 ANNUAL BUDGET

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

*General Debt Service*  
*Detail by Issue*



**2013-2014 ANNUAL BUDGET**

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**2013-2014 ANNUAL BUDGET**  
**DEBT SERVICE-2004 GENERAL OBLIGATION BOND ISSUE**  
**REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Taxes:</b>							
311101	Taxes - Ad Valorem	770,219	787,672	780,000	780,000	780,000	780,000	780,000
	<b>Total Taxes</b>	770,219	787,672	780,000	780,000	780,000	780,000	780,000
	<b>Internal Services/Interfunds:</b>							
388296	Transfer - 1996 GO Bond Fund	0	0	0	0	0	0	0
	<b>Total Internal Services/Interfunds</b>	0	0	0	0	0	0	0
	<b>Investment Income:</b>							
367101	Interest on Investments	6,959	4,740	1,800	3,800	1,800	1,800	1,800
	<b>Total Investment Income</b>	6,959	4,740	1,800	3,800	1,800	1,800	1,800
	<b>Other:</b>							
399996	Bond Proceeds	0	0	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	0	0	0	0	0
	<b>Total Other</b>	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	777,178	792,412	781,800	783,800	781,800	781,800	781,800

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	General Function	<b>FUND #:</b>	204GO
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	020000

2004 GENERAL OBLIGATION BOND DEBT SERVICE FUND

		EXPENDITURE DETAIL BUDGET						
CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
800003	<b>Operating and Contractual:</b> Paying Agent Fees	500	500	1,800	1,800	1,800	1,800	1,800
	<b>Operating and Contractual:</b>	500	500	1,800	1,800	1,800	1,800	1,800
	<b>Other:</b>							
800001	Interest	115,978	100,633	83,473	83,473	64,843	64,843	64,843
800002	Principal Payment	495,000	520,000	540,000	540,000	565,000	565,000	565,000
800004	Payment to Bond Escrow Agent	0	0	0	0	0	0	0
696000	Unappropriated	0	0	156,527	158,527	150,157	150,157	150,157
	<b>Total Other</b>	610,978	620,633	780,000	782,000	780,000	780,000	780,000
	<b>TOTAL EXPENDITURES</b>	611,478	621,133	781,800	783,800	781,800	781,800	781,800

**2013-2014 ANNUAL BUDGET**  
**DEBT SERVICE-2008 LIMITED TAX BONDS**  
**REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Internal Services/Interfunds:</b>							
388308	Transfer from Gen Cap Pro 2008 Prop Ta	1,894,338	1,905,338	1,914,238	1,914,238	1,926,538	1,926,538	1,926,538
	<b>Total Internal Services/Interfunds</b>	1,894,338	1,905,338	1,914,238	1,914,238	1,926,538	1,926,538	1,926,538
	<b>Investment Income:</b>							
367101	Interest on Investments	2,895	1,132	1,800	1,300	1,300	1,300	1,300
	<b>Total Investment Income</b>	2,895	1,132	1,800	1,300	1,300	1,300	1,300
	<b>Other:</b>							
399996	Bond Proceeds	0	0	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	0	0	0	0	0
	<b>Total Other</b>	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	1,897,233	1,906,470	1,916,038	1,915,538	1,927,838	1,927,838	1,927,838



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	General Function	<b>FUND #:</b>	208LT
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	020000

2008 LIMITED TAX BOND DEBT SERVICE FUND

EXPENDITURE DETAIL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
800003	<b>Operating and Contractual:</b> Paying Agent Fees	401	401	1,800	1,300	1,800	1,800	1,800
	<b>Operating and Contractual:</b>	401	401	1,800	1,300	1,800	1,800	1,800
	<b>Other:</b>							
800001	Interest	494,338	445,338	394,238	394,238	341,038	341,038	341,038
800002	Principal Payment	1,400,000	1,460,000	1,520,000	1,520,000	1,585,000	1,585,000	1,585,000
800004	Payment to Bond Escrow Agent	0	0	0	0	0	0	0
696000	Unappropriated	0	0	0	0	0	0	0
	<b>Total Other</b>	1,894,338	1,905,338	1,914,238	1,914,238	1,926,038	1,926,038	1,926,038
	<b>TOTAL EXPENDITURES</b>	1,894,739	1,905,739	1,916,038	1,915,538	1,927,838	1,927,838	1,927,838

**2013-2014 ANNUAL BUDGET**  
**DEBT SERVICE-2004 SALES TAX BONDS**  
**REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Internal Services/Interfunds:</b>							
381151	Transfers-1976 Sales Tax	1,104,610	1,120,541	1,114,110	1,114,110	1,127,473	1,127,473	1,127,473
	<b>Total Internal Services/Interfunds</b>	1,104,610	1,120,541	1,114,110	1,114,110	1,127,473	1,127,473	1,127,473
	<b>Investment Income:</b>							
367101	Interest on Investments	1,575	544	1,500	1,000	1,000	1,000	1,000
367115	Interest on Sales Tax Reserve	0	0	0	0	0	0	0
	<b>Total Investment Income</b>	1,575	544	1,500	1,000	1,000	1,000	1,000
	<b>Other:</b>							
399996	Bond Proceeds	0	0	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	0	0	0	0	0
	<b>Total Other</b>	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	1,106,185	1,121,085	1,115,610	1,115,110	1,128,473	1,128,473	1,128,473

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	General Function	<b>FUND #:</b>	204
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	020000

2004 SALES TAX BONDS

EXPENDITURE DETAIL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
800003	<b>Operating and Contractual:</b> Paying Agent Fees	0	0	1,500	1,000	1,500	1,500	1,500
	<b>Operating and Contractual:</b>	0	0	1,500	1,000	1,500	1,500	1,500
	<b>Other:</b>							
800001	Interest	446,110	428,898	409,110	409,110	386,973	386,973	386,973
800002	Principal Payment	640,000	670,000	705,000	705,000	740,000	740,000	740,000
800004	Payment to Bond Escrow Agent	0	0	0	0	0	0	0
696000	Unappropriated	0	0	0	0	0	0	0
	<b>Total Other</b>	1,086,110	1,098,898	1,114,110	1,114,110	1,126,973	1,126,973	1,126,973
	<b>TOTAL EXPENDITURES</b>	1,086,110	1,098,898	1,115,610	1,115,110	1,128,473	1,128,473	1,128,473

**2013-2014 ANNUAL BUDGET**  
**DEBT SERVICE-2008 SALES TAX BONDS**  
**REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Internal Services/Interfunds:</b>							
381151	Transfers-1976 Sales Tax	1,906,263	1,916,862	1,903,850	1,903,850	1,915,744	1,915,744	1,915,744
	<b>Total Internal Services/Interfunds</b>	1,906,263	1,916,862	1,903,850	1,903,850	1,915,744	1,915,744	1,915,744
	<b>Investment Income:</b>							
367101	Interest on Investments	3,495	1,891	1,500	2,000	1,500	1,500	1,500
367115	Interest on Sales Tax Reserve	7,651	4,165	0	1,000	0	0	0
	<b>Total Investment Income</b>	11,146	6,056	1,500	3,000	1,500	1,500	1,500
	<b>Other:</b>							
399996	Bond Proceeds	0	0	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	0	0	0	0	0
	<b>Total Other</b>	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	1,917,409	1,922,918	1,905,350	1,906,850	1,917,244	1,917,244	1,917,244

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	General Function	<b>FUND #:</b>	208
<b>DEPARTMENT:</b>	N/A	<b>ORGANIZATION:</b>	020000

2008 SALES TAX BONDS

EXPENDITURE DETAIL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
800003	<b>Operating and Contractual:</b> Paying Agent Fees	401	401	1,500	1,500	1,500	1,500	1,500
	<b>Operating and Contractual:</b>	401	401	1,500	1,500	1,500	1,500	1,500
	<b>Other:</b>							
800001	Interest	1,073,350	1,044,300	1,013,850	1,013,850	980,744	980,744	980,744
800002	Principal Payment	810,000	850,000	890,000	890,000	935,000	935,000	935,000
800004	Payment to Bond Escrow Agent	0	0	0	0	0	0	0
696000	Unappropriated	0	0	0	1,500	0	0	0
	<b>Total Other</b>	1,883,350	1,894,300	1,903,850	1,905,350	1,915,744	1,915,744	1,915,744
	<b>TOTAL EXPENDITURES</b>	1,883,751	1,894,701	1,905,350	1,906,850	1,917,244	1,917,244	1,917,244

## V. INTERNAL SERVICE FUNDS

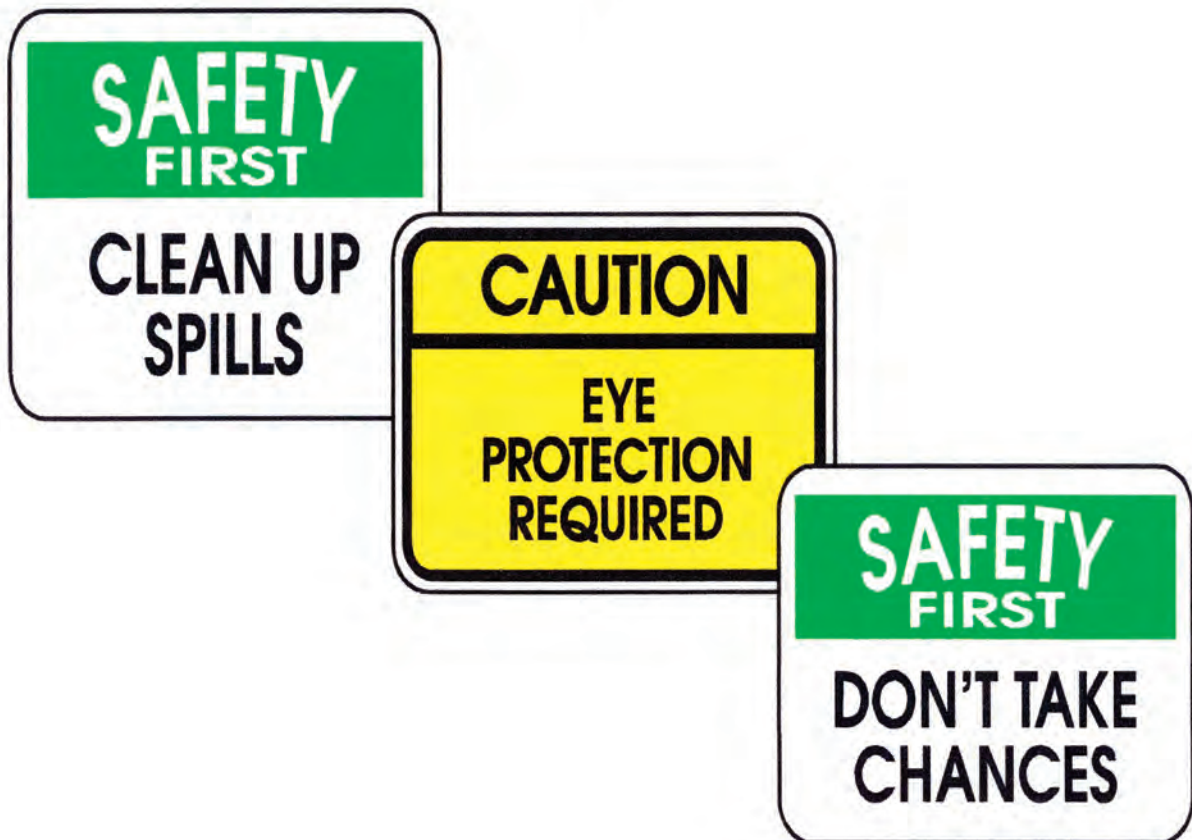
## **Internal Service Fund**

The purpose of these funds is to account for financing of goods or services provided by one department or functions to other departments or functions. The revenues and expenses for these funds are recognized on the accrual basis of accounting. Revenues are recognized in the accounting periods in which they are earned and become measurable; expenses are recognized in the accounting period in which they are incurred, if measurable.

The Internal Service Funds contained in the section are the: Risk Management Fund, Employee Benefit Fund, and Unemployment Benefits Fund.

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

*Risk Management Fund*





**2013-2014 ANNUAL BUDGET**

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**2013-2014 ANNUAL BUDGET**  
**RISK MANAGEMENT FUND**  
**REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Charges for Services:</b>							
347101	Contributions - General Fund	739,526	3,180,138	2,230,795	2,231,865	2,351,765	2,351,765	2,351,765
347401	Contributions - Utility Fund	536,175	1,544,968	1,174,197	3,180,999	1,238,062	1,238,062	1,238,062
347402	Contributions - Sanitation Fd	114,055	155,762	152,981	149,528	157,886	157,886	157,886
347450	Contributions - Transit Fund	165,768	103,504	150,940	153,743	163,458	163,458	163,458
	<b>Total Charges for Services</b>	<b>1,555,524</b>	<b>4,984,372</b>	<b>3,708,913</b>	<b>5,716,135</b>	<b>3,911,171</b>	<b>3,911,171</b>	<b>3,911,171</b>
	<b>Investment Income:</b>							
367101	Interest - Investments	20,489	9,735	0	10,000	0	0	0
	<b>Total Investment Income</b>	<b>20,489</b>	<b>9,735</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other:</b>							
399011	Subrogation	126,298	129,007	26,000	49,156	69,000	69,000	69,000
399999	Use of Prior Year Revenues	0	0	0	0	0	0	0
	<b>Total Other</b>	<b>126,298</b>	<b>129,007</b>	<b>26,000</b>	<b>49,156</b>	<b>69,000</b>	<b>69,000</b>	<b>69,000</b>
	<b>TOTAL REVENUES</b>	<b>1,702,311</b>	<b>5,123,114</b>	<b>3,734,913</b>	<b>5,775,291</b>	<b>3,980,171</b>	<b>3,980,171</b>	<b>3,980,171</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Legal	<b>FUND:</b>	551
<b>DEPARTMENT:</b>	Office of Risk Manager	<b>ORGANIZATION:</b>	031900

## GOAL MISSION STATEMENT

To protect and conserve the City of Alexandria's resources by applying risk management concepts and principles to identify and review exposures and to recommend actions to prevent, reduce to transfer various levels of risk.

## FUNCTION DESCRIPTION

Assist in the development and administration of a proactive loss control program to eliminate and reduce unsafe acts and unsafe conditions which cause injuries to employees, damage to capital resources and accelerates to eroding of the financial base. Make recommendation to protect City assets. Ensures a safe working environment for employees and the public who comes into contact with these employees and properties as services are provided. Assist the City government in minimizing the possibility of interruption of vital public services. Works toward the reduction and elimination of accidents and injuries through an effective safety/loss prevention program.

## DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Certificates of Insurance Reviewed and Issued	475	580	600
Departmental Safety Visits	350	350	375
Correspondence Processed	4,800	4,900	5,000
Total Number of Claims	340	300	275
Total Payments to Claims	828,382	780,000	750,000

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Legal	<b>FUND #:</b>	551
<b>DEPARTMENT:</b>	Risk Management	<b>ORGANIZATION:</b>	031900

**APPROPRIATION SUMMARY**

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	50,123	50,316	50,123	52,623	50,123	50,123	0.00%
FRINGE BENEFITS	15,236	14,539	13,786	14,471	14,322	14,322	3.89%
OPERATING/CONTRACTUAL	65,663	19,145	80,224	80,224	80,226	80,226	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>131,022</b>	<b>84,000</b>	<b>144,133</b>	<b>147,318</b>	<b>144,671</b>	<b>144,671</b>	<b>0.37%</b>

**PERSONNEL ROSTER**

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490217	Salary - Risk Manager	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>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Legal	<b>FUND #:</b>	551
<b>DEPARTMENT:</b>	Risk Management	<b>ORGANIZATION:</b>	031900

## RISK MANAGEMENT FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450011	One Time Pay Adjustment	0	0	0	2,500	0	0	0
490217	Salary - Risk Manager	50,123	50,316	50,123	50,123	50,123	50,123	50,123
	<b>Total Salaries</b>	<b>50,123</b>	<b>50,316</b>	<b>50,123</b>	<b>52,623</b>	<b>50,123</b>	<b>50,123</b>	<b>50,123</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	14,477	13,780	13,017	13,666	13,553	13,553	13,553
510206	Fringe - Medicare Insurance Tax	737	737	727	763	727	727	727
510207	Fringe - Life Insurance	22	22	42	42	42	42	42
	<b>Total Fringes</b>	<b>15,236</b>	<b>14,539</b>	<b>13,786</b>	<b>14,471</b>	<b>14,322</b>	<b>14,322</b>	<b>14,322</b>
	<b>Operating and Contractual:</b>							
520204	Uniforms	475	500	500	500	500	500	500
520400	Office	108	486	500	500	500	500	500
520515	Operating Medical Supplies	0	0	15,000	15,000	15,000	15,000	15,000
531110	Professional Fees and Services	61,896	13,978	0	0	0	0	0
531120	Professional Fees - Registered Nurse	0	0	58,534	58,534	58,536	58,536	58,536
531301	Vehicle Costs - Gas & Oil	1,567	993	800	800	800	800	800
531304	Vehicle Costs - R & M	283	1,365	500	500	500	500	500
531410	Telephone	667	448	390	390	390	390	390
531500	Printing	2	0	200	200	200	200	200
543002	Dues & Subscriptions	523	470	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	142	905	2,800	2,800	2,800	2,800	2,800
	<b>Total Operating &amp; Contractual</b>	<b>65,663</b>	<b>19,145</b>	<b>80,224</b>	<b>80,224</b>	<b>80,226</b>	<b>80,226</b>	<b>80,226</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 Furnitures 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>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>131,022</b>	<b>84,000</b>	<b>144,133</b>	<b>147,318</b>	<b>144,671</b>	<b>144,671</b>	<b>144,671</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	551
<b>DEPARTMENT:</b>	Premiums/Claims	<b>ORGANIZATION:</b>	020000

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	0	0	0	0	0	0	0.00%
FRINGE BENEFITS	0	0	0	0	0	0	0.00%
OPERATING/CONTRACTUAL	765,693	798,570	711,973	711,973	782,500	782,500	9.91%
OTHER	2,317,142	4,327,215	2,878,807	4,916,000	3,053,000	3,053,000	6.05%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>3,082,835</b>	<b>5,125,785</b>	<b>3,590,780</b>	<b>5,627,973</b>	<b>3,835,500</b>	<b>3,835,500</b>	<b>6.82%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	551
<b>DEPARTMENT:</b>	Premiums/Claims	<b>ORGANIZATION:</b>	020000

## RISK MANAGEMENT FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating/Contractual:</b>							
510301	Administrative Expenses	205,740	227,500	157,000	157,000	227,500	227,500	227,500
531600	Prem/Fees Boiler	0	0	0	0	0	0	0
531601	Prem/Fees General Liability	113,484	113,485	114,990	114,990	115,000	115,000	115,000
531602	Prem/Fees Auto	0	0	0	0	0	0	0
531603	Prem/Fees Workers Compensation	173,367	180,728	174,983	174,983	175,000	175,000	175,000
531604	Prem/Fees Property	273,102	276,857	265,000	265,000	265,000	265,000	265,000
	<b>Total Operating &amp; Contractual</b>	<b>765,693</b>	<b>798,570</b>	<b>711,973</b>	<b>711,973</b>	<b>782,500</b>	<b>782,500</b>	<b>782,500</b>
	<b>Other:</b>							
531605	Claims - General Liability	415,181	311,105	611,939	2,612,999	624,000	624,000	624,000
531606	Claims - Auto	514,899	1,592,443	945,000	955,000	1,014,000	1,014,000	1,014,000
531607	Claims - Property	0	0	0	0	0	0	0
531608	Claims - Workers Compensation	1,387,062	2,423,667	1,321,868	1,348,001	1,415,000	1,415,000	1,415,000
999999	Unappropriated	0	0	0	0	0	0	0
	<b>Total Other</b>	<b>2,317,142</b>	<b>4,327,215</b>	<b>2,878,807</b>	<b>4,916,000</b>	<b>3,053,000</b>	<b>3,053,000</b>	<b>3,053,000</b>
	<b>TOTAL PREMIUMS &amp; CLAIMS</b>	<b>3,082,835</b>	<b>5,125,785</b>	<b>3,590,780</b>	<b>5,627,973</b>	<b>3,835,500</b>	<b>3,835,500</b>	<b>3,835,500</b>
	<b>TOTAL FUND</b>	<b>3,213,857</b>	<b>5,209,785</b>	<b>3,734,913</b>	<b>5,775,291</b>	<b>3,980,171</b>	<b>3,980,171</b>	<b>3,980,171</b>

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

*Employee Benefits Fund*





**2013-2014 ANNUAL BUDGET**

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## 2013-2014 ANNUAL BUDGET

EMPLOYEE BENEFITS FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Charges for Services:</b>							
388001	Charges - Employees Health	1,502,585	1,771,591	1,855,000	1,800,000	1,855,000	1,855,000	1,855,000
388002	Charges - Employer Health	5,985,645	5,280,980	5,120,000	4,900,000	5,120,000	5,120,000	5,120,000
388003	Charges - Retirees	361,753	376,514	371,000	395,000	371,000	371,000	371,000
388004	Charges - Employees Life	66,386	69,357	70,000	73,000	70,000	70,000	70,000
388005	Charges - Employer Life	18,657	18,000	18,000	17,000	18,000	18,000	18,000
	<b>Total Charges for Services</b>	<b>7,935,026</b>	<b>7,516,442</b>	<b>7,434,000</b>	<b>7,185,000</b>	<b>7,434,000</b>	<b>7,434,000</b>	<b>7,434,000</b>
	<b>Investment Income:</b>							
367101	Interest - Investments	17,005	8,893	0	8,000	0	0	0
	<b>Total Investment Income</b>	<b>17,005</b>	<b>8,893</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Internal Services/Interfunds:</b>							
388101	Transfers from General Fund	0	341,000	0	0	687,500	0	0
388401	Transfer from Utility System Fund	0	650,000	0	0	687,500	687,500	687,500
388402	Transfers from Sanitation Fund	0	0	0	0	0	0	0
388450	Transfers from Municipal Transit	0	0	0	0	0	0	0
	<b>Total Internal Services/Interfunds</b>	<b>0</b>	<b>991,000</b>	<b>0</b>	<b>0</b>	<b>1,375,000</b>	<b>687,500</b>	<b>687,500</b>
	<b>Other:</b>							
399999	Use of Retained Earnings	0	0	1,137,000	1,131,000	0	687,500	687,500
	<b>Total Other</b>	<b>0</b>	<b>0</b>	<b>1,137,000</b>	<b>1,131,000</b>	<b>0</b>	<b>687,500</b>	<b>687,500</b>
	<b>TOTAL REVENUES</b>	<b>7,952,031</b>	<b>8,516,335</b>	<b>8,571,000</b>	<b>8,324,000</b>	<b>8,809,000</b>	<b>8,809,000</b>	<b>8,809,000</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	552
<b>DEPARTMENT:</b>	Premiums/Claims	<b>ORGANIZATION:</b>	020000

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	1,569,971	1,864,120	1,536,000	1,886,000	1,536,000	1,536,000	0.00%
OTHER	6,775,334	6,941,000	7,035,000	6,438,000	7,273,000	7,273,000	3.38%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	8,345,305	8,805,120	8,571,000	8,324,000	8,809,000	8,809,000	2.78%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	552
<b>DEPARTMENT:</b>	Premiums/Claims	<b>ORGANIZATION:</b>	020000

## EMPLOYEE BENEFITS FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating/Contractual:</b>							
510301	Administrative Expenses	594,492	700,887	836,000	700,000	836,000	836,000	836,000
510302	Stop Loss	651,777	747,843	278,000	750,000	278,000	278,000	278,000
531110	Professional Fees	238,458	327,605	335,000	345,000	335,000	335,000	335,000
531611	Premiums-Life Insurance	85,244	87,785	87,000	91,000	87,000	87,000	87,000
	<b>Total Operating &amp; Contractual</b>	1,569,971	1,864,120	1,536,000	1,886,000	1,536,000	1,536,000	1,536,000
	<b>Other:</b>							
531613	Claims - Health Insurance	6,775,334	6,941,000	7,035,000	6,438,000	7,273,000	7,273,000	7,273,000
	<b>Total Other</b>	6,775,334	6,941,000	7,035,000	6,438,000	7,273,000	7,273,000	7,273,000
	<b>TOTAL DEPARTMENT</b>	8,345,305	8,805,120	8,571,000	8,324,000	8,809,000	8,809,000	8,809,000

2013-2014 ANNUAL BUDGET

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

*Unemployment Fund*



**2013-2014 ANNUAL BUDGET**

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**2013-2014 ANNUAL BUDGET  
UNEMPLOYMENT BENEFITS FUND  
REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
367101	<b>Investment Income:</b>							
	Interest - Investments	1,656	976	0	1,000	0	0	0
	<b>Total Investment Income</b>	1,656	976	0	1,000	0	0	0
	<b>Other:</b>							
399999	Use of Retained Earnings	0	0	10,600	9,600	10,600	10,600	10,600
	<b>Total Other</b>	0	0	10,600	9,600	10,600	10,600	10,600
	<b>TOTAL REVENUES</b>	1,656	976	10,600	10,600	10,600	10,600	10,600



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	553
<b>DEPARTMENT:</b>	Premiums/Claims	<b>ORGANIZATION:</b>	020000

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	0	0	0	0	0	0	0.00%
OTHER	26,771	24,853	10,600	10,600	10,600	10,600	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	26,771	24,853	10,600	10,600	10,600	10,600	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND #:</b>	553
<b>DEPARTMENT:</b>	Premiums/Claims	<b>ORGANIZATION:</b>	020000

UNEMPLOYMENT BENEFITS FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Other</b>							
531620	Unemp Claims-General Fund	21,365	24,853	7,000	7,000	7,000	7,000	7,000
531621	Unemp Claims-Utility Fund	4,758	0	3,000	3,000	3,000	3,000	3,000
531622	Unemp Claims-Sanitation Fund	0	0	400	400	400	400	400
531623	Unemp Claims-Bus Fund	648	0	200	200	200	200	200
	<b>TOTAL DEPARTMENT</b>	<b>26,771</b>	<b>24,853</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>	<b>10,600</b>

2013-2014 ANNUAL BUDGET

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## VI. CAPITAL PROJECTS

## **Capital Project Fund**

The purpose of these funds is to account for financial resources to be used for the acquisition or construction of major capital facilities and infrastructure for general government and enterprise systems activities.



April 30, 2013

Honorable Mayor and  
Members of the Alexandria City Council

I am pleased to present the City of Alexandria's Annual Capital Budget and Five Year Plan for the fiscal year 2013/2014 through 2017/2018. Each capital project includes source(s) of funding; prior, current and future expenditures; and scheduling and expenditure breakdowns. The plan, as presented, balances each year's revenue sources with a current or future project's funding requirements.

The City's Charter requires the Mayor to submit to the Alexandria City Council a Capital Improvements Program covering a period of at least five years. The plan is required to be submitted at the same time the annual operation budget for the ensuing fiscal year is submitted. An appropriation approved by the council continues in force until the purpose for which it was created has been accomplished or abandoned. The Charter states that any appropriation shall be deemed abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

A Five Year Capital Improvements Program requires long term planning. It also requires a constant monitoring of current trends in order to make any necessary adjustments to current and future projects proposed in the plan. Technological changes and advancements, community needs and changes in revenue sources are often the reason the City will adjust or reassess the Capital Improvements Program. The Administration and the Council have worked closely to improve the long range planning of the future of Alexandria by focusing on the community's needs and goals. They have worked diligently to establish priorities that will meet the changing needs of our community. This budget document has been designed to aid in the planning process, to provide the citizens with a better understanding of the scope and need for various projects, and to provide direction for the City of Alexandria.

### Overview

The 2013-2014 Capital Improvements Program consists of 54 projects totaling over \$17 million. The Administration and Council are continuing their ongoing commitment to improving the City's infrastructure and quality of life for the citizens of Alexandria.

Jacques M. Roy  
Mayor



David L. Johnson  
Director of Finance  
P.O. Box 71 · Alexandria, LA 71309-0071  
Tel (318) 449-5034 · Fax (318) 449-5231  
e-mail: david.johnson@cityofalex.com

### General Capital Projects

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

<b>Category</b>	<b>No. of Projects</b>	<b>Total</b>
Public Enterprise	8	1,910,745
Drainage	7	2,045,000
Streets	13	5,431,000
Police	1	140,000
Fire	1	200,000
Parks/Recreation	1	1,200,000
Zoological Parks	3	615,000
CDBG	<u>0</u>	<u>-0-</u>
Total	<u>34</u>	<u>\$11,541,745</u>

The General Capital Projects are funded by Sales Tax Revenues, Sales Tax Revenue Bond proceeds, Community Development Block Grant Funds, General Obligation Bond Proceeds, Urban System Funds, State and Federal Funds and Property Tax Revenues. A five year 11.25 mileage property tax dedicated to specific street and drainage projects has been approved by the voters in 1988, 1993, 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 20 projects in this category. The 2013/2014 Budget will create 2 new projects and adjust funding for 9 others.

The Renovation of the South American Exhibit, Land of the Jaguar, should be completed during Fiscal 2013-2014, and will include new enclosures for the jaguar, ocelot, bears and primates that are indigenous to South America. Work also continues on 2 phases of Woodale Outfall/Railroad Avenue, and on the Ditch Closure Project. The 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 traffic softening projects for Bolton Avenue and MacArthur Drive, adding attractive streetscapes to these busy corridors. Fire Station Relocation continues in which the City will relocate 4 of it's 6 fire stations to more strategic locations.

The Reserve for Relocation Projects, 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:

<b>Category</b>	<b>No. of Projects</b>	<b>Total</b>
Electric	4	440,000
Water	9	2,293,331
Gas	3	725,000
Wastewater	2	460,000
Other	2	1,750,000
Municipal Transit	<u>0</u>	<u>-0-</u>
Total	<u>20</u>	<u>\$5,668,331</u>

The Enterprise Capital Projects are funded by revenues generated by the City's Utility System, a Utility Revenue Bond issue, a revolving loan 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. At present, work begins on various water tanks throughout the City to assess whether to repair or replace them, and work continues in the Martin Park Subdivision with the replacement of water and gas lines.

Sincerely,



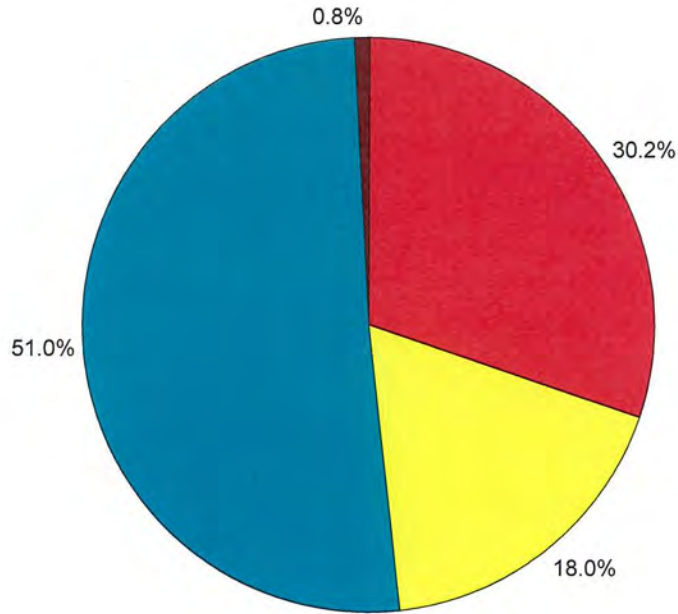
David Johnson  
Director of Finance  
City of Alexandria



GENERAL CAPITAL PROJECTS

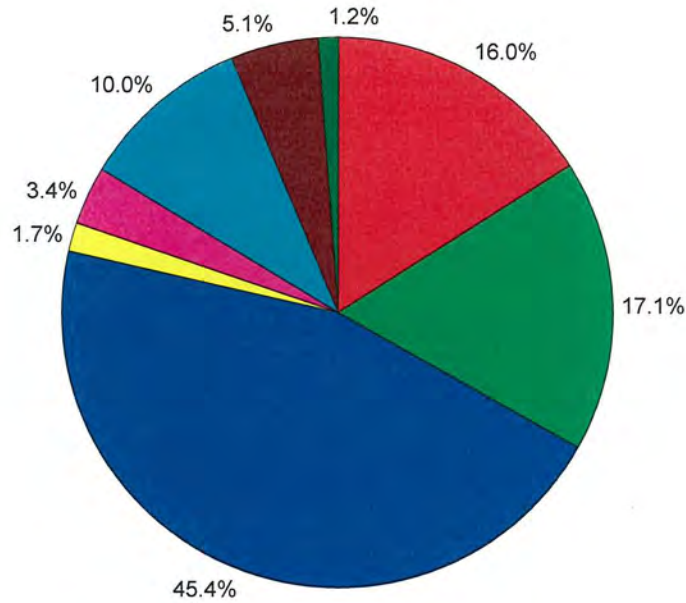
2013/2014 REVENUES AND EXPENSES

Revenues



- Sales Tax
- Other
- Intergovernmental
- Interfund Transfer
- Closed Projects
- Property Tax
- Fund Balance

Expenditures



- Public Enterprise
- Fire
- Parks
- Police
- Streets
- Transfer Out
- Zoo
- CDBG

2013-2014

**GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**PUBLIC ENTERPRISE**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
059401	Reserve for Relocation Projects	0	100,000	100,000	100,000	100,000	100,000	500,000		500,000
050301	City Hall Plaza Sealing	531,134	(331,000)	100,000	100,000	100,000	100,000	69,000		600,134
860301	Info Technology Upgrades	293,030						0		293,030
050701	Animal Shelter Improvements	97,403						0		97,403
050710	AUMP Lower Third	3,111,122	200,000					200,000		3,311,122
050801	Building Improvements	771,097	490,000	210,000	250,000	150,000	150,000	1,250,000		2,021,097
050802	Roof Replacement	730,476	150,000	150,000	150,000	150,000	150,000	750,000		1,480,476
050812	Brownsfield Grants	52,938						0		52,938
050903	Fueling Depot Improvements	187,197						0		187,197
050905	City Compound Security Enhancem	29,371						0		29,371
051002	Riverfront Improvements	1,306,770	(1,300,000)					(1,300,000)		6,770
051101	Mobile Emergency Equipment	222,300						0		222,300
051102	Recreation Operations Building	7,375						0		7,375
051103	Red River Imp Venture	1,944,505	95,745					95,745		2,040,250
051104	Port of Alexandria Rail Spur Imp	539,592						0		539,592
051201	Port of Alex/Ruston Foundry	300,000						0		300,000
051202	Hodges Stockbarn Development	444,677						0		444,677
051301	Allied Health Building Improvemen	500,000	(500,000)					(500,000)		0
051302	Riverfront Center Improvements	700,000	50,000					50,000		750,000
051303	Resiliency Program	172,698						0		172,698
051401	Energy Renovations	0	225,000					225,000		225,000
051402	Enviromental Mitigations	0	600,000					600,000		600,000
<b>Total Public Enterprise</b>		<b>11,941,685</b>	<b>(220,255)</b>	<b>560,000</b>	<b>600,000</b>	<b>500,000</b>	<b>500,000</b>	<b>1,939,745</b>	<b>0</b>	<b>13,881,430</b>

\* Project Number to be Assigned

@ New or Revised Projects


Projects to be closed

2013-2014

GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN

DRAINAGE

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST	
			13-14	14-15	15-16	16-17	17-18				
250203	Southern Heights Drainage	Ⓒ 205,201						0	1,000,000	1,205,201	
250211	Acquisition-ROW/Servitudes	336,596	60,000	60,000	60,000	60,000	60,000	300,000		636,596	
250421	Residential Ditch Closure	Ⓒ 226,023	375,000	375,000	375,000	375,000	375,000	1,875,000		2,101,023	
250511	Prescott/Shirley Park-Texas	Ⓒ 193,717						0	600,000	793,717	
250512	Pump Station Repairs	99,862	10,000	10,000	10,000	10,000	10,000	50,000		149,862	
250604	Chatlain Lake-Willow Glen Hudson	2,184,613						0		2,184,613	
251003	Red River Levee Certification	283,228	(200,000)					(200,000)		83,228	
251101	Woodale Outfall/ Railrd Ave Ph 2	1,550,070						0		1,550,070	
251102	Woodale Outfall/ Railrd Ave Ph 3	0	730,000	750,000				1,480,000		1,480,000	
251103	Masonic Drive RCB Extension	1,814,000						0		1,814,000	
251104	Tangent Rail RCB	150,000	350,000					350,000		500,000	
251105	Martin Park Drainage	500,000						0		500,000	
251301	Citywide Drainage Improvements	90,423						0		90,423	
251302	Harold Glen Ditch Closure	360,000	(360,000)					(360,000)		0	
251303	Albert Street Box Culvert	90,000	20,000					20,000		110,000	
251401	Culpepper Drainage	0	500,000	500,000	500,000	500,000	500,000	2,500,000		2,500,000	
<b>Total Drainage</b>			<b>8,083,733</b>	<b>1,485,000</b>	<b>1,695,000</b>	<b>945,000</b>	<b>945,000</b>	<b>945,000</b>	<b>6,015,000</b>	<b>1,600,000</b>	<b>15,698,733</b>


\* Project Number to be Assigned  
 @ New or Revised Projects  
 Projects to be closed

2013-2014

**GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**STREETS**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
268823	Street, Drainage, Sidewalk Repairs	559,304	375,000	375,000	375,000	375,000	375,000	1,875,000		2,434,304
269007	Sugarhouse Road - Phase I	8,966,756	1,000,000					1,000,000	3,500,000	13,466,756
269801	Jackson St at Horseshoe Drive @	526,632						0		526,632
260002	Masonic @ Horseshoe Drive	25,212						0		25,212
260003	Horseshoe/Jackson-Masonic	240,491						0		240,491
260402	Recon Horseshoe/Grove-Mac	28,831						0	1,560,000	1,588,831
260407	Street Repairs @	487,567	50,000	50,000	50,000	50,000	50,000	250,000		737,567
260507	Aerial Photography @	115,678	15,000	15,000	15,000	15,000	15,000	75,000		190,678
260604	North Mall-North to Sterkx	2,548,197	(2,100,000)				2,200,000	800,000	900,000	3,448,197
260608	Land Acquisitions @	215,756	60,000	60,000	60,000	60,000	60,000	300,000		515,756
260801	6th & 7th/Cotton to Monroe	1,519,245	(1,300,000)					(1,300,000)		219,245
260901	Sidewalk/Intersection LS Rugg	117,811						0		117,811
261002	Traffic Signals Renovations	115,767	100,000	100,000	100,000	100,000	100,000	500,000		615,767
261003	Citywide Directional Signage	579,209						0		579,209
261004	Masonic Drive Corridor Imp	234,850						0		234,850
261005	North MacArthur Traffic Softening	2,622,018	1,431,000	1,400,000	1,000,000	500,000		4,331,000		6,953,018
261006	Bolton Avenue Traffic Softening	1,701,205	300,000					300,000		2,001,205
261101	Green Oak/ 3rd to 7th Street	262,873						0		262,873
261201	MPO Street Overlays	1,129,092						0		1,129,092
261202	ROADS Project	0						0		0
261203	Masonic Corridor Ph 2	169,258						0		169,258
261204	Hudson Bridge Hynson Bayou	79,929	1,400,000					1,400,000		1,479,929
261301	Toria Drive Extention	24,301						0		24,301
261302	Directional Signage Improvements	100,000	100,000	100,000	100,000	100,000	100,000	500,000		600,000
261303	Dixie Lane Cost Share	14,718						0		14,718
261304	MPO Versailles Lighting	122,656	250,000					250,000		372,656
261306	Bolton/Rapides Intersection Imp	100,000						0		100,000
261307	MPO Sidewalk-Monroe St	271,887	150,000					150,000		421,887
261401	North/Memorial Intersection	0	200,000	850,000				1,050,000		1,050,000
<b>Total Streets</b>		<b>22,879,243</b>	<b>2,031,000</b>	<b>2,950,000</b>	<b>1,700,000</b>	<b>3,400,000</b>	<b>1,500,000</b>	<b>11,581,000</b>	<b>5,060,000</b>	<b>39,520,243</b>

\* Project Number to be Assigned  
 @ New or Revised Projects  
 Projects to be closed

2013-2014

**GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**POLICE**


PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
501301	Communications System Upgrade	58,165						0		58,165
501401	Pistol Range Improvements		140,000					140,000		140,000
<b>Total Police</b>		58,165	140,000	0	0	0	0	140,000	0	198,165

- \* Project Number to be Assigned
- @ New or Revised Projects
- Projects to be closed

**2013-2014  
GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**FIRE**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
600503	Fire Station Relocation	1,157,621	200,000		2,200,000	450,000		2,850,000	8,000,000	12,007,621
601301	Pumper Truck Replacement	11,142						0		11,142
<b>Total Fire</b>		<b>1,168,763</b>	<b>200,000</b>	<b>0</b>	<b>2,200,000</b>	<b>450,000</b>	<b>0</b>	<b>2,850,000</b>	<b>8,000,000</b>	<b>12,018,763</b>

\* Project Number to be Assigned  
 @ New or Revised Projects  
 Projects to be closed

2013-2014

**GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**PARKS AND RECREATION**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
440901	Recreational Park Improvements	1,595,318	1,200,000					1,200,000		2,795,318
441301	Lincoln Park Improvements	37,000						0		37,000
<b>Total Park/Recreation</b>		1,632,318	1,200,000	0	0	0	0	1,200,000	0	2,832,318

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2013-2014

**GENERAL CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**ZOOLOGICAL PARK**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
430902	Renovation of South America Secti	572,762	200,000					200,000		772,762
431005	Zoo Festival Plaza	2,133						0		2,133
431401	AV System		75,000	75,000				150,000		150,000
431402	Renovation of Animal Hospital		340,000					340,000		340,000
<b>Total Zoological Park</b>		<b>574,895</b>	<b>615,000</b>	<b>75,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>690,000</b>	<b>0</b>	<b>1,264,895</b>
<b>TOTAL GENERAL CAPITAL PROJECT</b>		<b>46,338,802</b>	<b>5,450,745</b>	<b>5,280,000</b>	<b>5,445,000</b>	<b>5,295,000</b>	<b>2,945,000</b>	<b>24,415,745</b>	<b>14,660,000</b>	<b>85,414,547</b>

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed



2013-2014

COMMUNITY DEVELOPMENT BLOCK GRANT  
FIVE YEAR CAPITAL PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
000853	Green Oak Drainage Ph 2	72,824						0		72,824
000854	Monroe Street Sidewalks	(2,646)						0		(2,646)
000855	Aaron Street Sidewalks	(7,403)						0		(7,403)
<b>TOTAL CDBG</b>		62,775	0	0	0	0	0	0	0	62,775

\* Project Number to be Assigned

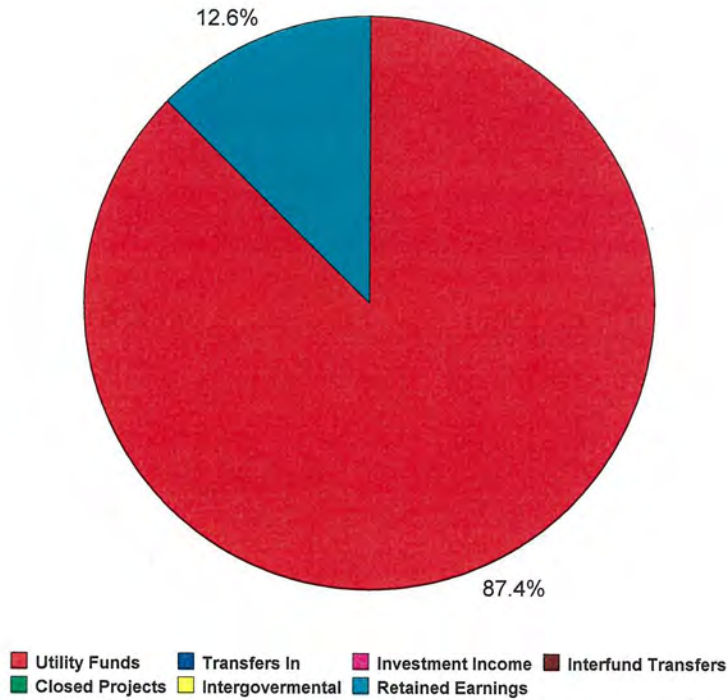
@ New or Revised Projects

Projects to be closed

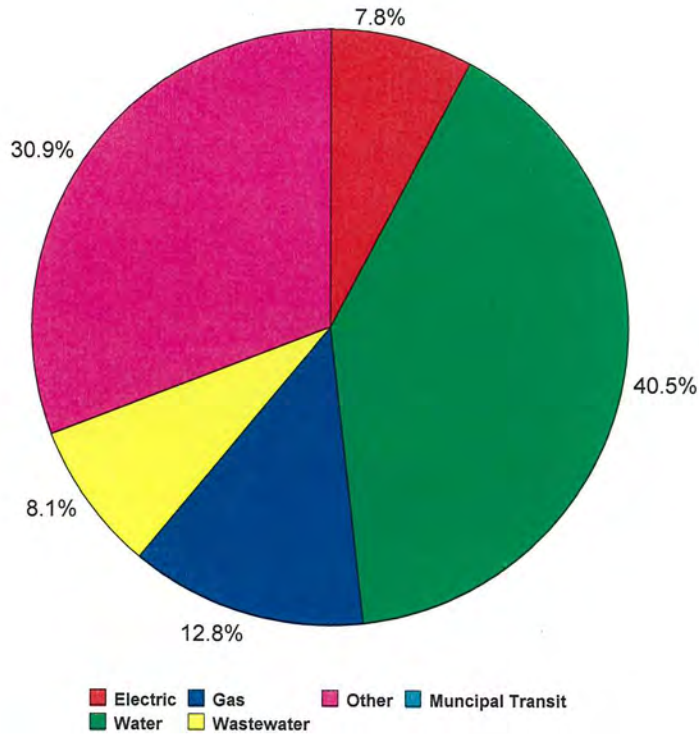
ENTERPRISE CAPITAL PROJECTS

2013/2014 REVENUES AND EXPENSES

Revenues



Expenses



2013-2014

ENTERPRISE CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN

ELECTRIC

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
729202	Circuit Reconductoring	292,506	150,000	250,000	250,000	250,000	250,000	1,150,000		1,442,506
729505	Capacitor Bank Voltage Cntrlrs	40,066						0		-40,066
720003	Replace Distribution Breakers	30,333						0		30,333
720202	Upgrade SCADA System	146,087						0		146,087
720601	138 KV Pole Change Out	651,901						0		651,901
720702	Substation Oil Containment	69,084						0		69,084
720801	Electric Utility Relocation	278,246	50,000	200,000	200,000	200,000	200,000	850,000		1,128,246
720804	Substation Maintenance @	62,001	115,000	115,000	115,000	115,000	115,000	575,000		637,001
720805	Distribution Feeder Maintenance @	569,850	125,000	200,000	200,000	200,000	200,000	925,000		1,494,850
720806	#4 Cooling Tower	9,627	(9,627)					(9,627)		0
720807	Vacuum Pump	50,000						0		50,000
720901	Upgrade Transformers at Prescott@	770,841						0	950,000	1,720,841
720903	138 KV Pilot Wire Replacement @	520,312						0	200,000	720,312
720905	Sterkx Rd Transformer Rep @	2,471,704						0		2,471,704
721002	Prescott Substation Flood Protector	99,000	(99,000)					(99,000)		0
721003	Buhlow Bridge Relocation-Electric	53,912						0		53,912
721101	Power Generation Additions	201,702						0		201,702
721201	Turbine Inspection Units 3 & 4	300,000						0		300,000
721202	Bearing Inspection Units 3 & 4	160,000						0		160,000
721203	#3 & #4 Boiler Maint Upgrade	26,765						0		26,765
721301	Retube E Boiler Feed Water Heater	450,000	(150,000)	150,000				0		450,000
721302	138 KV Transmission Upgrade	1,344,965						0		1,344,965
<b>Total Electric</b>		<b>8,598,902</b>	<b>181,373</b>	<b>915,000</b>	<b>765,000</b>	<b>765,000</b>	<b>765,000</b>	<b>3,391,373</b>	<b>1,150,000</b>	<b>13,140,275</b>

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2013-2014

**ENTERPRISE CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**WATER**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
750004	Replace Water Lines	110,389						0	800,000	910,389
750802	Flow Meters @ Pump Stations	20,000						0		20,000
750806	Pump Station Monroe Street	70,000	150,000					150,000	450,000	670,000
750909	Replace 3 Ground Storage Tanks @	272,484	216,331					216,331		488,815
751001	Water Well Reclamation	1,713,349	500,000	500,000	500,000	500,000		2,000,000		3,713,349
751002	SCADA System Upgrade	99,838	200,000	200,000				400,000		499,838
751003	Pump Station City Park	649,683						0		649,683
751004	Buhlow Bridge Relocation-Water	35,825						0		35,825
751101	Replace Downtown Water Mains	930,943						0		930,943
751102	CL2 Detection	30,000						0		30,000
751103	Install 36" Valve @ Shell Rd	15,000						0		15,000
751201	Martin Park Water Main Rep	391,590	350,000					350,000		741,590
751202	Replace Water Wells	1,719,444						0		1,719,444
751301	Hwy 1 Water Tank Repairs & Paint	422,000						0		422,000
751302	McNutt Field Water Feeder Line	510,000						0		510,000
751401	Adams Station 2400V to 480V	0	150,000					150,000		150,000
751402	Shell Road Tank Study	0	75,000					75,000		75,000
751403	City Park Tank Repair & Paint	0	460,000					460,000		460,000
751404	Lee St Tank Repair & Paint	0	192,000					192,000		192,000
*	McKeithen Dr Tank Repair & Paint	0		735,000				735,000		735,000
*	Rosalino Tank Repair & Paint	0		296,000				296,000		296,000
*	Adams Tank Repair & Paint	0		615,000				615,000		615,000
<b>Total Water</b>		<b>6,990,545</b>	<b>2,293,331</b>	<b>2,346,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>5,639,331</b>	<b>1,250,000</b>	<b>13,879,876</b>

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2013-2014

**ENTERPRISE CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**GAS**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST	
			13-14	14-15	15-16	16-17	17-18				
780901	Martin Park Gas Main Rep @	526,885	500,000					500,000		1,026,885	
781201	Gas Transmission Addition	456,047	(456,047)					(456,047)		0	
781301	Hwy 28W & Vandenburg	75,000	75,000					75,000		150,000	
781401	Gas SCADA Upgrade	0	150,000	150,000	150,000			450,000		450,000	
<b>Total Gas</b>			1,057,932	268,953	150,000	150,000	0	0	568,953	0	1,626,885

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2013-2014

**ENTERPRISE CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**WASTEWATER**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST	
			13-14	14-15	15-16	16-17	17-18				
818901	Sewer Line Rehab & Replacemer	337,792	350,000					350,000		687,792	
810402	Hwy 28 W Pump Station/Sewer	1,995,000						0		1,995,000	
810802	SCADA System Upgrade	170,752						0		170,752	
810901	Shirley Park Lift Station @	611,000						0		611,000	
810904	Collection/Treatment Painting @	739,192						0		739,192	
810905	Treatment Plant Improvements @	2,735,702						0		2,735,702	
811301	Atwood Station Odor Control	95,000	110,000					110,000		205,000	
*	Treatment Plant Drainage	0		465,000				465,000		465,000	
*	Lift Station Stand by Power	0		256,400				256,400		256,400	
<b>Total Wastewater</b>			<b>6,684,438</b>	<b>460,000</b>	<b>721,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,181,400</b>	<b>0</b>	<b>7,865,838</b>

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2013-2014

**ENTERPRISE CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN**

**OTHER**

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
860701	Telephone Network Upgrade	83,807	450,000	100,000				550,000		633,807
860702	GIS System/GPS Equipment	632,651						0		632,651
861301	CRM System	55,000						0		55,000
861401	GIS Building	0	1,300,000					1,300,000		1,300,000
<b>Total Other</b>		771,458	1,750,000	100,000	0	0	0	1,850,000	0	2,621,458
<b>TOTAL UTILITY CAPITAL</b>		24,103,275	4,953,657	4,232,400	1,415,000	1,265,000	765,000	12,631,057	2,400,000	39,134,332

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed

2013-2014

ENTERPRISE CAPITAL PROJECTS  
FIVE YEAR CAPITAL PLAN

MUNICIPAL TRANSIT

PROJ #	PROJECT IDENTIFICATION	BUDGET C/O	FISCAL YEAR					TOTAL 5 YEAR	BEYOND 2018	TOTAL COST
			13-14	14-15	15-16	16-17	17-18			
709712	Buses	437,500						0		437,500
<b>TOTAL TRANSIT</b>			437,500	0	0	0	0	0	0	437,500

\* Project Number to be Assigned

@ New or Revised Projects

Projects to be closed



2013-2014 ANNUAL BUDGET

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## VII. ENTERPRISE FUNDS

## **Enterprise Funds**

The purpose of these funds is to account for operations that are financed and operated in a manner similar to private business enterprises in that the costs of goods and/or services to the general public to be financed through user charges. The revenues and expenses for these funds are recognized on the accrual basis of accounting. Revenues are recognized in the accounting period in which they are earned and become measurable; expenses are recognized in the accounting period in which they are incurred, if measurable.

The Enterprise Funds contained in this section include the combined Utility System Fund; which includes Electric, Water, Gas, Wastewater Operations, Sanitation Fund, and Municipal Transit Fund.

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

## *Utility Fund Revenues*



**2013-2014 ANNUAL BUDGET**

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## 2013-2014 ANNUAL BUDGET

UTILITY FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Electric Revenues</b>							
345000	Charges - Residential	13,801,567	13,919,240	12,600,000	13,250,000	12,600,000	12,600,000	12,600,000
345001	Charges - Commercial	16,484,669	16,401,927	16,200,000	16,400,000	16,200,000	16,200,000	16,200,000
345200	Charges - Penalties	1,088,285	739,322	850,000	750,000	850,000	850,000	850,000
345300	Charges - Fuel Cost	46,991,753	43,649,507	35,000,000	31,000,000	35,000,000	35,000,000	35,000,000
345600	Charges - Inspections	0	0	15,000	15,000	15,000	15,000	15,000
345900	Charges - Meters	20,219	18,344	20,000	20,000	20,000	20,000	20,000
346000	Charges - City Street Lights	282,639	282,639	282,639	282,639	282,639	282,639	282,639
346300	Charges - Pole Rental	2,490	0	30,000	10,000	30,000	30,000	30,000
346400	Charges - Dusk to Dawn Lights	8,661	9,453	2,000	10,000	2,000	2,000	2,000
399000	Miscellaneous Electric	27,566	11,472	10,000	15,000	10,000	10,000	10,000
	<b>Total Electric Revenues</b>	<b>78,707,849</b>	<b>75,031,904</b>	<b>65,009,639</b>	<b>61,752,639</b>	<b>65,009,639</b>	<b>65,009,639</b>	<b>65,009,639</b>
	<b>Water Revenues</b>							
345000	Charges - Residential	4,465,852	4,765,300	5,013,000	4,750,000	5,013,000	5,013,000	5,013,000
345001	Charges - Commercial	1,928,739	2,154,883	1,830,000	2,150,000	1,830,000	1,830,000	1,830,000
345200	Charges - Penalties	167,428	251,431	163,000	183,000	163,000	163,000	163,000
345800	Charges - Tap Fees	61,579	37,414	85,000	55,000	85,000	85,000	85,000
345900	Charges - Meters	18,987	31,584	30,000	28,000	30,000	30,000	30,000
346100	Charges - City Fire Hydrants	96,314	94,708	94,646	94,646	94,646	94,646	94,646
379001	Lease-Water Tower Space	22,140	23,194	19,500	19,500	19,500	19,500	19,500
399000	Miscellaneous - Water	2,846	2,409	5,000	5,000	5,000	5,000	5,000
	<b>Total Water Revenues</b>	<b>6,763,885</b>	<b>7,360,923</b>	<b>7,240,146</b>	<b>7,285,146</b>	<b>7,240,146</b>	<b>7,240,146</b>	<b>7,240,146</b>
	<b>Gas Revenues</b>							
345000	Charges - Residential	2,920,383	2,986,881	3,000,000	2,965,000	3,000,000	3,000,000	3,000,000
345200	Charges - Penalties	418,569	579,131	325,000	444,000	325,000	325,000	325,000
345300	Charges - Fuel Cost	7,478,755	7,001,478	8,000,000	6,500,000	8,000,000	8,000,000	8,000,000
345600	Charges - Inspections	30	0	10,000	10,000	10,000	10,000	10,000
345800	Charges - Tap Fees	12,255	8,985	17,000	17,000	17,000	17,000	17,000
345900	Charges - Meters	27,781	17,523	25,000	25,000	25,000	25,000	25,000
399000	Miscellaneous - Gas	7,273	10,160	5,000	5,000	5,000	5,000	5,000
	<b>Total Gas Revenues</b>	<b>10,865,046</b>	<b>10,604,158</b>	<b>11,382,000</b>	<b>9,966,000</b>	<b>11,382,000</b>	<b>11,382,000</b>	<b>11,382,000</b>
	<b>Wastewater Revenues</b>							
345000	Charges - Residential	2,857,303	3,862,095	3,550,000	3,860,000	3,550,000	3,550,000	3,550,000
345001	Charges - Commercial	1,119,229	789,082	1,059,000	790,000	1,059,000	1,059,000	1,059,000
345002	Charges - Industrial	21	20	25	25	25	25	25
345003	Charges - Pretreatment Fees	0	0	17,500	17,500	17,500	17,500	17,500
345600	Charges - Inspections	300	2,483	0	0	0	0	0
345800	Charges - Tap Fees	29,425	20,783	40,000	28,000	40,000	40,000	40,000
399000	Miscellaneous - Wastewater	46,890	34,559	40,000	44,000	40,000	40,000	40,000
	<b>Total Wastewater Revenues</b>	<b>4,053,168</b>	<b>4,709,022</b>	<b>4,706,525</b>	<b>4,739,525</b>	<b>4,706,525</b>	<b>4,706,525</b>	<b>4,706,525</b>
	<b>Environmental Compliance</b>							
345100	Charges-Environmental Compliance	418,166	702,000	652,941	700,000	652,941	652,941	652,941
	<b>Total Environmental Compliance</b>	<b>418,166</b>	<b>702,000</b>	<b>652,941</b>	<b>700,000</b>	<b>652,941</b>	<b>652,941</b>	<b>652,941</b>
	<b>Other Charges</b>							
345700	Charges - Service Charges	316,436	271,216	275,000	275,000	275,000	275,000	275,000
346200	Charges - Gate Lock	592	453	500	500	500	500	500
346600	Charges - Infrastructure Replacement	0	0	2,000,000	1,600,000	2,000,000	2,000,000	2,000,000
	<b>Total Other Charges</b>	<b>317,028</b>	<b>271,669</b>	<b>2,275,500</b>	<b>1,875,500</b>	<b>2,275,500</b>	<b>2,275,500</b>	<b>2,275,500</b>

2013-2014 ANNUAL BUDGET

UTILITY FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Total Charges</b>	101,125,142	98,679,676	91,266,751	86,318,810	91,266,751	91,266,751	91,266,751
	<b>Investment Income:</b>							
367101	Interest - Investments	64,564	53,226	0	55,000	0	0	0
367300	Interest - Bond Reserves	9,672	7,210	0	5,000	0	0	0
367301	Interest - Bond Sinking Funds	21,610	6,759	0	5,000	0	0	0
	<b>Total Investment Income</b>	95,846	67,195	0	65,000	0	0	0
	<b>Internal Services/Interfunds:</b>							
333402	Cost Allocation - Sanitation	160,161	133,642	160,161	133,642	133,642	133,642	133,642
333450	Cost Allocation - Bus	29,885	26,732	29,885	26,732	26,732	26,732	26,732
	<b>Total Internal Services/Interfunds</b>	190,046	160,374	190,046	160,374	160,374	160,374	160,374
	<b>Intergovernmental:</b>							
333553	State - CNG Conversion Grant	0	0	0	14,900	0	0	0
	<b>Total Intergovernmental</b>	0	0	0	14,900	0	0	0
	<b>Other:</b>							
388200	Other - Sale of Fixed Assets	0	11,493	0	0	0	0	0
398900	Misc - Cash Over/(Short)	285	(5,387)	200	200	200	200	200
399000	Miscellaneous Revenue	37,184	111,814	20,000	20,000	20,000	20,000	20,000
399001	Misc - Returned Checks	24,825	22,275	20,000	20,000	20,000	20,000	20,000
399002	Misc - Bad Debt Recovery	0	0	20,000	20,000	20,000	20,000	20,000
399005	Misc - Enviromental Conference	31,913	2,560	30,000	30,000	30,000	30,000	30,000
399999	Use of Retained Earnings	0	0	2,701,831	5,568,160	0	3,446,533	3,446,533
	<b>Total Other</b>	94,207	142,755	2,792,031	5,658,360	90,200	3,536,733	3,536,733
	<b>TOTAL REVENUES</b>	101,505,241	99,050,000	94,248,828	92,217,444	91,517,325	94,963,858	94,963,858

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Utility Administration	<b>ORGANIZATION:</b>	210500

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	0	0	0	585,000	0	0	0.00%
FRINGE BENEFITS	0	0	0	169,358	0	0	0.00%
OPERATING/CONTRACTUAL	391,128	415,465	375,000	475,000	375,000	375,000	0.00%
OTHER	19,705,130	21,465,301	22,056,798	24,541,119	21,046,767	21,046,767	-4.58%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	20,096,258	21,880,766	22,431,798	25,770,477	21,421,767	21,421,767	-4.50%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Utility Administration	<b>ORGANIZATION:</b>	210500

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450011	One Time Pay Adjustment	0	0	0	585,000	0	0	0
	<b>Total Salaries</b>	0	0	0	585,000	0	0	0
<b>Fringe:</b>								
510201	Fringe - Pension	0	0	0	160,875	0	0	0
510206	Fringe - Medicare Insurance Tax	0	0	0	8,483	0	0	0
	<b>Total Fringe</b>	0	0	0	169,358	0	0	0
<b>Operating &amp; Contractual:</b>								
531106	Professional Fees - Audit	47,641	48,114	48,000	48,000	48,000	48,000	48,000
531110	Professional Fees & Services	302,332	337,172	200,000	350,000	200,000	200,000	200,000
531209	Services - Bank Charges	41,155	29,545	47,000	42,000	47,000	47,000	47,000
531900	Advertising	0	0	15,000	0	15,000	15,000	15,000
533024	Economic Development	0	84	60,000	30,000	60,000	60,000	60,000
543000	Miscellaneous Expense	0	550	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	391,128	415,465	375,000	475,000	375,000	375,000	375,000
<b>Other:</b>								
646000	Bond Issuance Cost	0	90,776	0	0	0	0	0
646037	Emergency Storm Preparedness	138,507	0	0	250,000	0	0	0
646052	Transfer to Utility Debt Service	4,163,846	4,485,267	5,052,988	5,125,275	4,086,235	4,086,235	4,086,235
646101	Transfer to General Fund (5%)	5,200,000	6,633,347	6,633,347	7,237,850	6,633,347	5,883,347	5,883,347
646300	Transfer to General Cap Projects	254,000	100,000	100,000	100,000	100,000	100,000	100,000
646411	Transfer to Utility Capital Projects	5,701,240	4,466,047	4,954,549	4,954,549	7,209,284	4,953,657	4,953,657
646403	Transfer to Zoo Fund	1,771,409	0	0	0	0	0	0
646404	Transfer to Golf Course Fund	235,115	0	0	0	0	0	0
646450	Transfer to Municipal Transit Fund	0	1,595,573	1,966,162	1,793,123	1,966,162	2,198,643	2,198,643
646551	Transfer to Risk Management Fund	536,175	1,544,968	1,174,197	3,180,999	1,238,062	1,238,062	1,238,062
646552	Transfer to Employee Benefits Fund	0	650,000	0	0	687,500	687,500	687,500
647101	Cost Allocation - General Fund	1,680,838	1,875,323	2,151,555	1,875,323	1,875,323	1,875,323	1,875,323
648101	Transfer to General Fund-Other	24,000	24,000	24,000	24,000	24,000	24,000	24,000
699000	Operating Reserve	0	0	0	0	0	0	0
	<b>Total Other</b>	19,705,130	21,465,301	22,056,798	24,541,119	23,819,913	21,046,767	21,046,767
	<b>TOTAL DEPARTMENT</b>	20,096,258	21,880,766	22,431,798	25,770,477	24,194,913	21,421,767	21,421,767

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

## *Finance Division*



# City of Alexandria FINANCE DIVISION ORGANIZATIONAL CHART

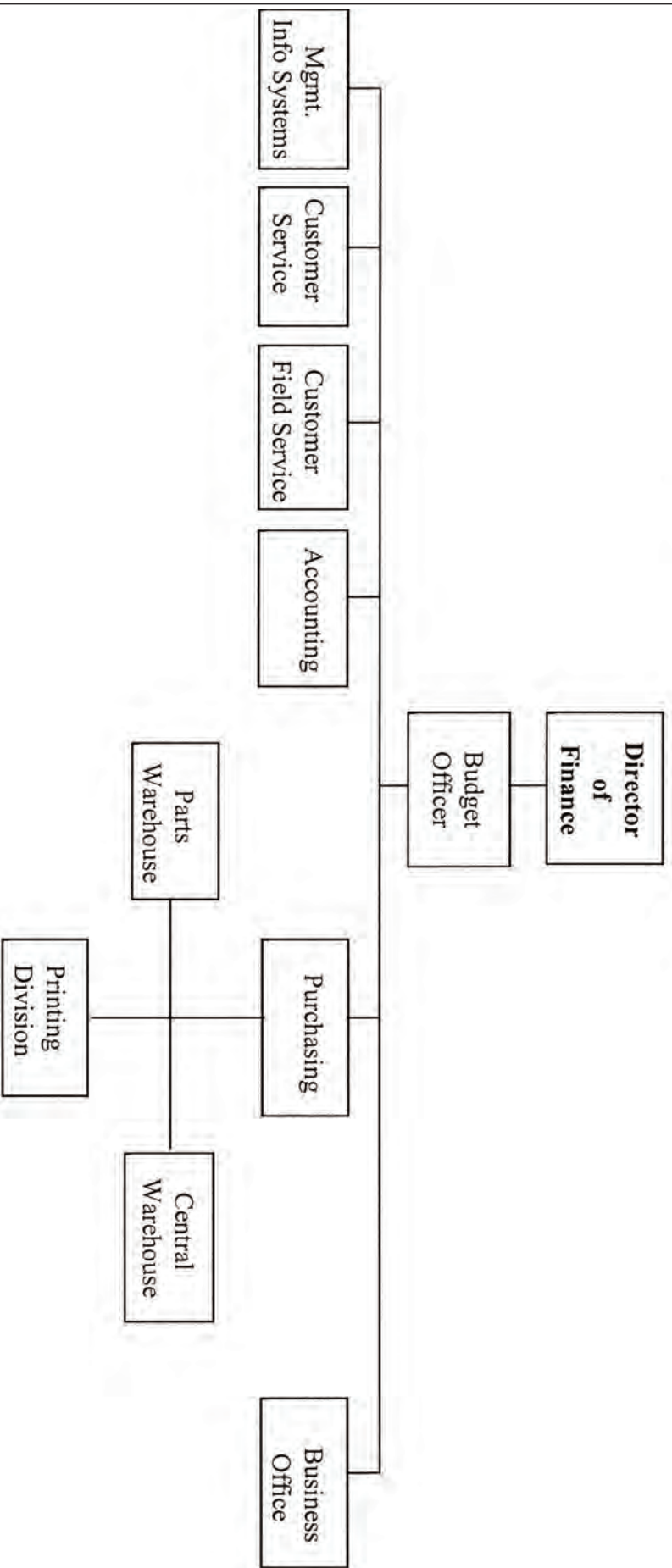


Chart depicts organizational structure of the Finance Division

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Budget Office	<b>ORGANIZATION:</b>	218300

## GOAL MISSION STATEMENT

To provide the Council, the Mayor, and the Citizens of Alexandria with accurate financial and budgetary information.

To provide the information to the Council and the Mayor that will aid them in the decision making process.

To assist division and departments heads with the administration of their individual budgets.

To assist the Director of Finance in the planning, directing and coordination of operations within the Finance Division.

## FUNCTION DESCRIPTION

The Budget Department plans, coordinates, and organizes the preparation of the annual Operating and Five Year Capital Budget. Once adopted by the City Council, the department is responsible for overall administration of the Operating and Capital Budgets. The Budget Office oversees the printing of the final budget documents.

The Budget Office administers the financial aspect of all City Capital Projects. Additionally, this office is responsible for the enforcement of budgetary policies, approves all budget changes, reviews financial fact sheets going to the City Council and ensures that all budget amendments adopted by the City Council are properly recorded and enforced.

The Assistant Director of Finance assists in the supervision of the departments within the Financial Division.

## DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Budget printed	70	70	70
Department budget transfers	425	425	425
Budget Amendments	17	23	25
Accounts affected/Budget Transaction	9,700	9,700	9,700
Total active accounts	10,000	10,000	10,000

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Budget Office	<b>ORGANIZATION:</b>	218300

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	102,324	38,228	108,684	146,122	188,671	188,671	73.60%
FRINGE BENEFITS	39,641	15,489	47,402	42,402	76,031	76,031	60.40%
OPERATING/CONTRACTUAL	17,150	18,250	28,038	26,038	28,038	28,038	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	2,360	4,000	4,000	4,000	4,000	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>159,115</b>	<b>74,327</b>	<b>188,124</b>	<b>218,562</b>	<b>296,740</b>	<b>296,740</b>	<b>57.74%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
480233	Salary - Mayoral Asst - CIO	0	0	0	1	1	1	0.00%
490225	Salary - Assistant Director Finance	1	1	1	1	1	1	0.00%
490227	Salary - Information Systems Analyst	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>50.00%</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Budget Office	<b>ORGANIZATION:</b>	218300

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
450001	Overtime	106	1,308	1,013	1,013	1,000	1,000	1,000
480233	Salary - Mayoral Asst - CIO	0	0	0	63,538	80,000	80,000	80,000
490225	Salary - Assistant Director Finance	65,439	0	70,892	44,792	70,892	70,892	70,892
490227	Salary - Information Systems Analyst	36,779	36,920	36,779	36,779	36,779	36,779	36,779
<b>Total Salaries</b>		<b>102,324</b>	<b>38,228</b>	<b>108,684</b>	<b>146,122</b>	<b>188,671</b>	<b>188,671</b>	<b>188,671</b>
<b>Fringe:</b>								
510201	Fringe - Pension	29,592	10,471	28,226	25,726	51,016	51,016	51,016
510202	Fringe - Hospital	9,494	4,463	13,744	11,244	23,181	23,181	23,181
510206	Fringe - Medicare Insurance Tax	514	533	548	548	1,708	1,708	1,708
510207	Fringe - Life Insurance	41	22	84	84	126	126	126
510209	Fringe - Car Allowance	0	0	4,800	4,800	0	0	0
<b>Total Fringe</b>		<b>39,641</b>	<b>15,489</b>	<b>47,402</b>	<b>42,402</b>	<b>76,031</b>	<b>76,031</b>	<b>76,031</b>
<b>Operating &amp; Contractual:</b>								
520204	Uniforms	0	0	300	300	300	300	300
520400	Office	2,382	1,075	3,700	3,700	3,700	3,700	3,700
531301	Vehicle Cost - Oil & Gas	0	0	288	288	288	288	288
531304	Vehicle Cost - R & M	0	56	1,250	1,250	1,250	1,250	1,250
531410	Telephone	2,582	3,255	2,000	3,000	2,000	2,000	2,000
531500	Printing	511	401	4,000	4,000	4,000	4,000	4,000
531800	Rent	9,886	10,005	15,000	12,000	15,000	15,000	15,000
543002	Dues & Subscriptions	600	867	500	500	500	500	500
543003	Travel & Training	1,189	2,591	1,000	1,000	1,000	1,000	1,000
<b>Total Operating &amp; Contractual</b>		<b>17,150</b>	<b>18,250</b>	<b>28,038</b>	<b>26,038</b>	<b>28,038</b>	<b>28,038</b>	<b>28,038</b>
<b>Capital Outlay:</b>								
707600	Machinery & Equipment	0	2,360	4,000	4,000	4,000	4,000	4,000
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>0</b>	<b>2,360</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>
<b>TOTAL DEPARTMENT</b>		<b>159,115</b>	<b>74,327</b>	<b>188,124</b>	<b>218,562</b>	<b>296,740</b>	<b>296,740</b>	<b>296,740</b>

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Customer Service	<b>ORGANIZATION:</b>	218600

**GOAL MISSION STATEMENT**

To provide utility customers with accurate billing and collection for electric, gas, water, wastewater, and sanitation services. Insure that customers receive accurate information on their accounts and to provide customers inquiring about their accounts with prompt information and courteous service.

**FUNCTION DESCRIPTION**

The Customer Service Department is responsible for billing approximately 25,000 customers for electric, water, gas, wastewater, and sanitation services and also collecting revenues generated. Additionally, this department is responsible for new accounts, cut-off and disconnect procedures. This department also serves as the collector of property taxes and miscellaneous receipts.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Telephone Calls	72,355	72,355	72,355
Total Customers	25,220	25,220	25,220
Work Orders	79,150	79,150	79,150
Customer Disconnects	14,200	14,200	14,200
Applications for Services	7,276	7,276	7,276

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Customer Service	<b>ORGANIZATION:</b>	218600

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	1,046,302	1,057,536	1,035,458	1,033,558	1,022,778	1,022,778	-1.22%
FRINGE BENEFITS	512,396	472,231	451,398	443,398	471,072	471,072	4.36%
OPERATING/CONTRACTUAL	584,497	599,646	608,285	641,285	608,285	608,285	0.00%
OTHER	1,096,964	1,158,091	1,800,000	1,400,000	1,800,000	1,800,000	0.00%
CAPITAL OUTLAY	6,905	42,039	4,218	4,218	22,484	22,484	433.05%
TOTAL APPROPRIATIONS	3,247,064	3,329,543	3,899,359	3,522,459	3,924,619	3,924,619	0.65%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490124	Salary - Customer Services Manager	1	1	1	1	1	1	0.00%
490131	Salary - Mail Clerk	1	1	1	1	1	1	0.00%
490218	Salary - Customer Services Supervisor	1	1	1	1	1	1	0.00%
490230	Salary - Accountant	2	2	2	2	2	2	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490642	Salary - Customer Accounts Representati	13	13	13	13	13	13	0.00%
490644	Salary - Customer Accounts Team Leade	5	5	5	5	5	5	0.00%
490646	Salary - Customer Services Representativ	8	8	8	8	8	8	0.00%
490690	Salary - Student Worker	1	1	1	1	1	1	0.00%
	<b>Total Positions</b>	33	33	33	33	33	33	0.00%



## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Customer Service	<b>ORGANIZATION:</b>	218600

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	37,289	59,327	9,790	42,790	10,000	10,000	10,000
490124	Salary - Customer Services Manager	57,149	57,369	57,149	57,149	57,149	57,149	57,149
490131	Salary - Mail Clerk	23,695	23,786	23,695	23,695	23,695	23,695	23,695
490218	Salary - Customer Services Supervisor	49,984	50,177	49,985	49,985	49,985	49,985	49,985
490230	Salary - Accountant	74,234	66,664	74,234	56,934	74,566	74,566	74,566
490618	Salary - Administrative Secretary	22,928	35,210	35,076	31,076	35,076	35,076	35,076
490642	Salary - Customer Accounts Representati	400,786	379,795	399,080	395,080	385,046	385,046	385,046
490644	Salary - Customer Accounts Team Leade	200,056	201,921	201,393	201,393	201,393	201,393	201,393
490646	Salary - Customer Services Representativ	172,706	175,763	179,700	170,100	180,512	180,512	180,512
490690	Salary - Student Worker	7,475	7,524	5,356	5,356	5,356	5,356	5,356
<b>Total Salaries</b>		<b>1,046,302</b>	<b>1,057,536</b>	<b>1,035,458</b>	<b>1,033,558</b>	<b>1,022,778</b>	<b>1,022,778</b>	<b>1,022,778</b>
<b>Fringe:</b>								
510201	Fringe - Pension	299,849	287,403	267,514	263,514	275,111	275,111	275,111
510202	Fringe - Hospital	198,746	170,995	168,960	164,960	181,220	181,220	181,220
510206	Fringe - Medicare Insurance Tax	12,660	12,711	13,248	13,248	13,065	13,065	13,065
510207	Fringe - Life Insurance	676	656	1,344	1,344	1,344	1,344	1,344
510208	Fringe - FICA Tax Retirement	465	466	332	332	332	332	332
<b>Total Fringe</b>		<b>512,396</b>	<b>472,231</b>	<b>451,398</b>	<b>443,398</b>	<b>471,072</b>	<b>471,072</b>	<b>471,072</b>
<b>Operating and Contractual:</b>								
520105	Contract Labor	3,734	0	0	0	0	0	0
520204	Uniforms	4,459	0	6,280	6,280	6,280	6,280	6,280
520400	Office	42,993	36,267	25,000	25,000	25,000	25,000	25,000
531109	Security	46,844	49,871	33,667	49,667	33,667	33,667	33,667
531210	Fees Substation	3,334	2,591	5,000	5,000	5,000	5,000	5,000
531211	Fees Collection Agency	49,785	56,821	25,000	53,000	25,000	25,000	25,000
531214	Fees - Billing Services	180,419	193,568	135,000	200,000	135,000	135,000	135,000
531301	Vehicle Costs - Gas & Oil	86	1,590	1,150	1,150	1,150	1,150	1,150
531304	Vehicle Cost - R & M	72	152	2,350	1,350	2,350	2,350	2,350
531401	Postage	69,307	68,569	185,000	110,000	178,000	178,000	178,000
531410	Telephone	19,751	18,739	19,500	19,500	19,500	19,500	19,500
531500	Printing	2,405	1,347	2,700	2,700	7,700	7,700	7,700
531701	Utilities	102,187	110,349	105,000	105,000	105,000	105,000	105,000
543002	Dues & Subscriptions	0	0	700	700	700	700	700
543003	Travel & Training	3,846	3,236	3,438	3,438	5,438	5,438	5,438
605101	Maintenance Building & Facilities	46,435	55,093	46,000	46,000	46,000	46,000	46,000
605106	Maintenance Equipment	8,840	1,453	12,500	12,500	12,500	12,500	12,500
<b>Total Operating and Contractual</b>		<b>584,497</b>	<b>599,646</b>	<b>608,285</b>	<b>641,285</b>	<b>608,285</b>	<b>608,285</b>	<b>608,285</b>
<b>Other:</b>								
543001	Bad Debt	1,096,964	1,158,091	1,800,000	1,400,000	1,800,000	1,800,000	1,800,000
<b>Total Other</b>		<b>1,096,964</b>	<b>1,158,091</b>	<b>1,800,000</b>	<b>1,400,000</b>	<b>1,800,000</b>	<b>1,800,000</b>	<b>1,800,000</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Customer Service	<b>ORGANIZATION:</b>	218600

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Capital Outlay:</b>							
707500	Vehicles	0	17,804	0	0	0	0	0
707600	Machinery & Equipment	6,905	24,235	3,518	3,518	20,484	20,484	20,484
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	0	0	700	700	2,000	2,000	2,000
	<b>Total Capital Outlay</b>	6,905	42,039	4,218	4,218	22,484	22,484	22,484
	<b>TOTAL DEPARTMENT</b>	3,247,064	3,329,543	3,899,359	3,522,459	3,924,619	3,924,619	3,924,619

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Customer Field Services	<b>ORGANIZATION:</b>	218700

**GOAL MISSION STATEMENT**

To provide utility customers with accurate billings and collections for electric, gas, water, wastewater, and sanitation services. Insure that customers receive accurate information on their accounts and to provide customers inquiring about their accounts with prompt information and courteous service.

**FUNCTION DESCRIPTION**

The Customer Service Department is responsible for billing approximately 25,000 customers for electric, water, gas, wastewater, and sanitation services and also collecting revenues generated. Additionally, this department is responsible for new accounts, cut-off and disconnect procedures.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Telephone Calls	72,355	72,355	72,355
Total Customers	25,220	25,220	25,220
Work Orders	79,150	79,150	79,150
Customer Disconnects	14,200	14,200	14,200
Applications for Services	7,276	7,276	7,276

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Customer Field Services	<b>ORGANIZATION:</b>	218700

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	587,122	514,280	574,559	595,459	599,492	599,492	4.34%
FRINGE BENEFITS	298,314	255,139	281,022	273,022	270,045	270,045	-3.91%
OPERATING/CONTRACTUAL	77,569	73,057	87,175	95,399	87,175	87,175	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	2,392	119,028	19,600	19,600	22,987	22,987	17.28%
TOTAL APPROPRIATIONS	965,397	961,504	962,356	983,480	979,699	979,699	1.80%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490132	Salary - Supervisor Utility Field Services	1	1	1	1	1	1	0.00%
490141	Salary - Crew Leader	1	1	1	1	1	1	0.00%
490626	Salary - Clerical Specialist	1	1	1	1	1	1	0.00%
490647	Salary - Meter Reader	11	11	11	11	11	11	0.00%
490763	Salary - Utility Service Worker	7	7	7	7	7	7	0.00%
	<b>Total Positions</b>	21	21	21	21	21	21	0.00%

2013-2014 ANNUAL BUDGET

<b>DEPARTMENT:</b>	Finance Customer Field Services	<b>FUND:</b>	401
		<b>ORGANIZATION:</b>	218700

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	51,942	63,052	10,240	60,240	40,000	40,000	40,000
490132	Salary - Supervisor Utility Field Services	42,638	42,802	42,638	42,638	42,638	42,638	42,638
490141	Salary - Crew Leader	43,032	18,425	36,569	36,569	36,569	36,569	36,569
490626	Salary - Clerical Specialist	33,094	33,222	33,095	33,095	33,095	33,095	33,095
490647	Salary - Meter Reader	194,556	164,866	235,057	210,657	233,982	233,982	233,982
490763	Salary - Utility Service Worker	221,860	191,913	216,960	212,260	213,208	213,208	213,208
	<b>Total Salaries</b>	587,122	514,280	574,559	595,459	599,492	599,492	599,492
	<b>Fringe:</b>							
510201	Fringe - Pension	166,453	143,623	149,214	149,214	162,105	162,105	162,105
510202	Fringe - Hospital	126,568	106,535	125,051	117,051	100,822	100,822	100,822
510206	Fringe - Medicare Insurance Tax	4,888	4,594	5,875	5,875	6,236	6,236	6,236
510207	Fringe - Life Insurance	405	387	882	882	882	882	882
	<b>Total Fringe</b>	298,314	255,139	281,022	273,022	270,045	270,045	270,045
	<b>Operating and Contractual:</b>							
520105	Contract Labor	10,801	0	0	0	0	0	0
520204	Uniforms	6,121	4,918	6,000	6,000	6,000	6,000	6,000
520400	Office	2,259	2,371	2,500	2,500	2,500	2,500	2,500
520500	Operating Supplies	3,635	9,093	18,000	18,000	18,000	18,000	18,000
520514	Small Tools	559	0	1,000	1,000	1,000	1,000	1,000
531301	Vehicle Costs - Gas & Oil	39,940	42,564	39,325	49,325	39,325	39,325	39,325
531304	Vehicle Cost - R & M	7,268	9,511	11,400	10,400	11,400	11,400	11,400
531500	Printing	0	0	200	200	200	200	200
543003	Travel & Training	0	0	1,750	1,750	1,750	1,750	1,750
605106	Maintenance Equipment	6,986	4,600	7,000	6,000	7,000	7,000	7,000
646037	Emergency Storm Preparedness	0	0	0	224	0	0	0
	<b>Total Operating and Contractual</b>	77,569	73,057	87,175	95,399	87,175	87,175	87,175
	<b>Capital Outlay:</b>							
707500	Vehicles	0	14,566	19,600	19,600	22,987	22,987	22,987
707600	Machinery & Equipment	2,392	104,462	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>	2,392	119,028	19,600	19,600	22,987	22,987	22,987
	<b>TOTAL DEPARTMENT</b>	965,397	961,504	962,356	983,480	979,699	979,699	979,699

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Finance</b>	<b>FUND:</b>	<b>401</b>
<b>DEPARTMENT:</b>	<b>Information Systems</b>	<b>ORGANIZATION:</b>	<b>218800</b>

**GOAL MISSION STATEMENT**

To provide departments with the most comprehensive, professional and state-of-art Information System services. To service user departments and customers by developing and maintaining efficient, reliable and progressive information technology including technology including telecommunications, internet services, application software and network systems.

**FUNCTION DESCRIPTION**

The activities of the Management Information System include the following:

1. Operating
2. Programming
3. System Analysis
4. Hardware Maintenance
5. System Education and Training
6. System Evaluation and Implementation
7. Telecommunications
8. Network Development and Maintenance
9. Internet Functions and Applications

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Number of Accounts	17	17	17
Number of Transactions	17	17	17
Number of Pages Printer	115	115	115
Number of Jobs Run	21	21	21
Number of Service Calls - Hardware	26,700	26,700	26,700
Number of Service Calls - Software	8,900	8,900	8,900
Number of Documents Prepared	720	720	720

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Management Information Systems	<b>ORGANIZATION:</b>	218800

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	367,181	374,343	395,683	317,445	353,122	353,122	-10.76%
FRINGE BENEFITS	172,795	153,399	161,070	154,070	159,314	159,314	-1.09%
OPERATING/CONTRACTUAL	764,206	820,862	904,225	1,043,225	1,054,225	1,054,225	16.59%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	153,103	269,101	290,000	318,617	553,851	553,851	90.98%
<b>TOTAL APPROPRIATIONS</b>	<b>1,457,285</b>	<b>1,617,705</b>	<b>1,750,978</b>	<b>1,833,357</b>	<b>2,120,512</b>	<b>2,120,512</b>	<b>21.10%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490123	Salary - Information Systems Manager	1	1	1	1	1	1	0.00%
490227	Salary - Information Systems Analyst	3	3	3	3	3	3	0.00%
490242	Salary - Database Manager	1	1	1	0	0	0	-100.00%
490356	Salary - PC / Network Technician	4	3	3	3	3	3	0.00%
490357	Salary - Computer Operator I	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>11</b>	<b>10</b>	<b>10</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>-10.00%</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Finance	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Management Information Systems	<b>ORGANIZATION:</b>	218800

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	4,993	3,956	19,580	14,580	20,000	20,000	20,000
490123	Salary - Information Systems Manager	71,087	92,954	71,087	30,387	71,087	71,087	71,087
490227	Salary - Information Systems Analyst	115,117	115,560	115,117	115,117	115,117	115,117	115,117
490242	Salary - Database Manager	41,180	41,538	41,379	9,841	0	0	0
490356	Salary - PC / Network Technician	80,199	65,520	93,916	92,916	92,314	92,314	92,314
490357	Salary - Computer Operator I	28,015	28,123	28,015	28,015	28,015	28,015	28,015
490618	Salary - Administrative Secretary	26,590	26,692	26,589	26,589	26,589	26,589	26,589
<b>Total Salaries</b>		<b>367,181</b>	<b>374,343</b>	<b>395,683</b>	<b>317,445</b>	<b>353,122</b>	<b>353,122</b>	<b>353,122</b>
<b>Fringe:</b>								
510201	Fringe - Pension	106,046	96,588	102,758	95,758	95,484	95,484	95,484
510202	Fringe - Hospital	61,440	51,436	52,153	52,153	58,331	58,331	58,331
510206	Fringe - Medicare Insurance Tax	5,104	5,181	5,739	5,739	5,121	5,121	5,121
510207	Fringe - Life Insurance	205	194	420	420	378	378	378
<b>Total Fringe</b>		<b>172,795</b>	<b>153,399</b>	<b>161,070</b>	<b>154,070</b>	<b>159,314</b>	<b>159,314</b>	<b>159,314</b>
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	987	0	2,400	2,400	2,400	2,400	2,400
520400	Office	3,654	2,455	4,000	4,000	4,000	4,000	4,000
520500	Operating Supplies	26,430	24,402	23,000	23,000	23,000	23,000	23,000
520513	Operating - Paper	6,306	5,269	19,000	12,000	19,000	19,000	19,000
531301	Vehicle Costs - Gas & Oil	807	996	2,725	2,725	2,725	2,725	2,725
531304	Vehicle Cost - R & M	766	1,272	5,000	3,000	5,000	5,000	5,000
531410	Telephone	39,907	29,718	39,000	39,000	39,000	39,000	39,000
531415	Internet Access	38,741	38,497	45,000	43,000	45,000	45,000	45,000
531416	Government Access Channel	0	0	20,000	20,000	20,000	20,000	20,000
531500	Printing	64	3	500	500	500	500	500
543002	Dues & Subscriptions	87	0	600	600	600	600	600
543003	Travel & Training	13,200	8,288	15,000	15,000	15,000	15,000	15,000
605106	Maintenance Equipment	236,402	319,422	345,000	405,000	405,000	405,000	405,000
605114	Maintenance Software	396,855	390,540	383,000	473,000	473,000	473,000	473,000
<b>Total Operating and Contractual</b>		<b>764,206</b>	<b>820,862</b>	<b>904,225</b>	<b>1,043,225</b>	<b>1,054,225</b>	<b>1,054,225</b>	<b>1,054,225</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	0	0	25,000	0	0
707600	Machinery & Equipment	149,786	202,056	220,000	236,359	358,851	358,851	358,851
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	3,317	67,045	70,000	82,258	255,000	195,000	195,000
<b>Total Capital Outlay</b>		<b>153,103</b>	<b>269,101</b>	<b>290,000</b>	<b>318,617</b>	<b>638,851</b>	<b>553,851</b>	<b>553,851</b>
<b>TOTAL DEPARTMENT</b>		<b>1,457,285</b>	<b>1,617,705</b>	<b>1,750,978</b>	<b>1,833,357</b>	<b>2,205,512</b>	<b>2,120,512</b>	<b>2,120,512</b>

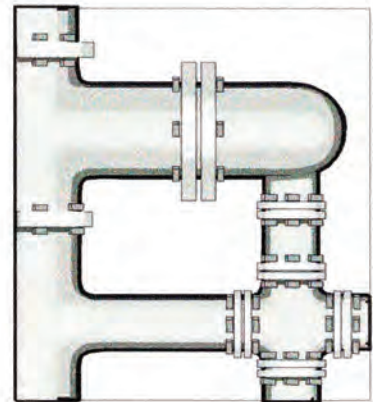
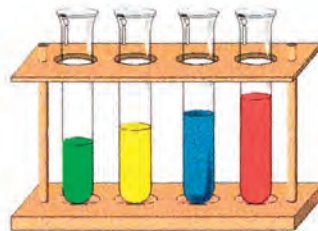


2013-2014 ANNUAL BUDGET

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# *City of Alexandria* Annual Operating Budget

## *Utility Division*



**City of Alexandria**  
**UTILITIES DIVISION**  
**ORGANIZATIONAL CHART**

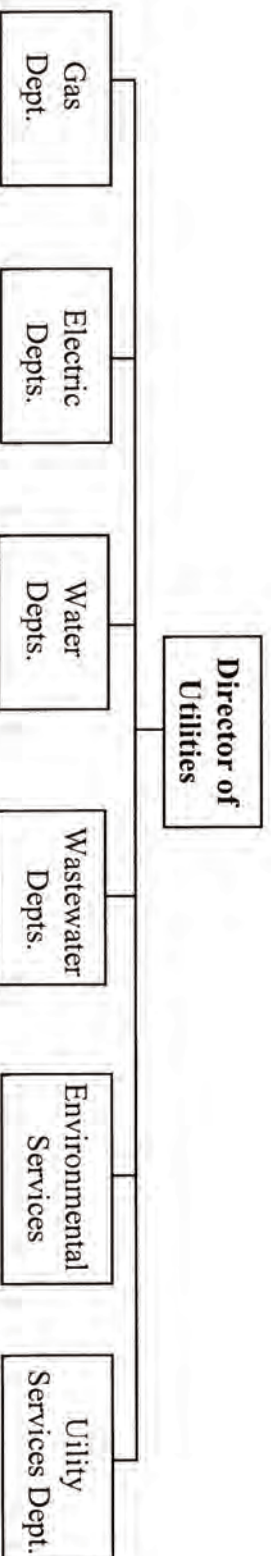


Chart depicts organizational structure of the Utilities Division

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Director of Utilities	<b>ORGANIZATION:</b>	218500

**GOAL MISSION STATEMENT**

Section 4-05 of the Home Rule Charter of the city of Alexandria charges the Director of Utilities with the administration of power plants; electric lines and services; water supply and distribution; gas lines and distribution; and sewerage collection and disposal.

**FUNCTION DESCRIPTION**

The Director of Utilities manages and coordinates all utility activities for the city including: electric production, electric distribution, water, gas, wastewater, and laboratory and testing services.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Director of Utilities	<b>ORGANIZATION:</b>	218500

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	116,610	117,058	188,610	173,510	244,118	244,118	29.43%
FRINGE BENEFITS	46,637	44,046	71,922	67,922	102,208	102,208	42.11%
OPERATING/CONTRACTUAL	132,249	244,028	306,000	328,000	306,000	306,000	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	18,867	14,568	10,500	30,500	21,500	21,500	104.76%
<b>TOTAL APPROPRIATIONS</b>	<b>314,363</b>	<b>419,700</b>	<b>577,032</b>	<b>599,932</b>	<b>673,826</b>	<b>673,826</b>	<b>16.77%</b>

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
480107	Salary - Director of Utilities	1	1	1	1	1	1	0.00%
480604	Salary - Executive Secretary	1	1	1	1	1	1	0.00%
490175	Salary - Enviro Compliance Manager	0	0	1	1	1	1	0.00%
490226	Salary - Assistant Director Utilities	1	0	0	0	1	1	0.00%
	<b>Total Positions</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>33.33%</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Director of Utilities	<b>ORGANIZATION:</b>	218500

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
480107	Salary - Director of Utilities	81,000	81,311	81,000	81,000	86,500	86,500	86,500
480604	Salary - Executive Secretary	35,610	35,747	35,610	35,610	35,610	35,610	35,610
490175	Salary - Enviro Compliance Manager	0	0	72,000	56,900	57,008	57,008	57,008
490226	Salary - Assistant Director Utilities	0	0	0	0	65,000	65,000	65,000
<b>Total Salaries</b>		<b>116,610</b>	<b>117,058</b>	<b>188,610</b>	<b>173,510</b>	<b>244,118</b>	<b>244,118</b>	<b>244,118</b>
<b>Fringe:</b>								
510201	Fringe - Pension	30,096	28,391	46,140	43,140	62,787	62,787	62,787
510202	Fringe - Hospital	9,948	8,926	18,051	17,051	30,843	30,843	30,843
510206	Fringe - Medicare Insurance Tax	1,750	1,867	2,805	2,805	3,610	3,610	3,610
510207	Fringe - Life Insurance	43	43	126	126	168	168	168
510209	Fringe - Car Allowance	4,800	4,819	4,800	4,800	4,800	4,800	4,800
<b>Total Fringe</b>		<b>46,637</b>	<b>44,046</b>	<b>71,922</b>	<b>67,922</b>	<b>102,208</b>	<b>102,208</b>	<b>102,208</b>
<b>Operating and Contractual:</b>								
520204	Uniforms	0	292	1,900	1,900	1,900	1,900	1,900
520400	Office	3,401	2,690	4,100	4,100	4,100	4,100	4,100
531110	Professional Fees	120,872	220,510	250,000	270,000	250,000	250,000	250,000
531123	NERC ICP	0	10,802	35,000	35,000	35,000	35,000	35,000
531301	Vehicle Costs - Gas & Oil	338	67	1,500	1,500	1,500	1,500	1,500
531304	Vehicle Cost - R & M	0	0	1,000	1,000	1,000	1,000	1,000
531410	Telephone	2,951	5,684	4,000	6,000	4,000	4,000	4,000
531500	Printing	386	404	1,500	1,500	1,500	1,500	1,500
543002	Dues & Subscriptions	795	451	2,000	2,000	2,000	2,000	2,000
543003	Travel & Training	3,506	3,128	5,000	5,000	5,000	5,000	5,000
<b>Total Operating and Contractual</b>		<b>132,249</b>	<b>244,028</b>	<b>306,000</b>	<b>328,000</b>	<b>306,000</b>	<b>306,000</b>	<b>306,000</b>
<b>Capital Outlay:</b>								
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	0	20,000	0	0	0
707600	Machinery & Equipment	17,800	6,213	3,500	3,500	0	5,000	5,000
707700	Office Furniture & Fixtures	0	6,712	4,000	4,000	0	5,000	5,000
707702	Computer Software	1,067	1,643	3,000	3,000	0	11,500	11,500
<b>Total Capital Outlay</b>		<b>18,867</b>	<b>14,568</b>	<b>10,500</b>	<b>30,500</b>	<b>0</b>	<b>21,500</b>	<b>21,500</b>
<b>TOTAL DEPARTMENT</b>		<b>314,363</b>	<b>419,700</b>	<b>577,032</b>	<b>599,932</b>	<b>652,326</b>	<b>673,826</b>	<b>673,826</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Production	<b>ORGANIZATION:</b>	227100

**GOAL MISSION STATEMENT**

The mission of the City of Alexandria, Electric Production Department is to provide reliable and cost effective energy services, in a responsible and courteous manner, which meet the current future needs to our customers.

1. Customers. We will continually strive to remain customer-focused and always seek to improve the way in which we deliver services to our customers.
2. Employees. We will maintain a safe and positive work environment and provide the opportunity for professional and personal development. We will properly train employees for their responsibilities and see that they are regularly updated in current developments in their disciplines. We will ensure that employees and the community.
3. Power Supply. We will develop and maintain a reliable and secure supply of energy at a reasonable cost.

**FUNCTION DESCRIPTION**

D.G. Hunter Generating Station operates 24 hours a day, 7 days a week, with the capability to supply the city with electrical power to meet the needs of the citizens. Plant equipment is kept in proper working conditions to insure safe and reliable operations, allowing a unit to be started up in a minimum of four hours.

Negotiations for fuel and electrical power insures the most economical power for the citizens of Alexandria.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Reports: EPAAA, LEPA, SWPP, Dept. of Energy, NERC, FERC, DEQ & Utility Data	1,300	1,389	1,500
Requisitions Processed	1,200	1,250	1,315
Invoices & Packing Slips	2,500	1,820	2,690
Cleco Interchange Calls	8,760	9,700	8,980
Interchange Log Entries	61,320	62,500	61,320
Customer Complaints & Trouble Calls	5,000	4,980	4,795

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Production	<b>ORGANIZATION:</b>	227100

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	747,969	672,956	862,007	836,229	934,902	934,902	8.46%
FRINGE BENEFITS	353,812	304,338	372,687	365,507	426,493	426,493	14.44%
OPERATING/CONTRACTUAL	49,396,073	43,919,522	36,139,150	32,017,034	36,124,150	36,124,150	-0.04%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	415,379	62,950	383,500	402,500	313,132	313,132	-18.35%
TOTAL APPROPRIATIONS	50,913,233	44,959,766	37,757,344	33,621,270	37,798,677	37,798,677	0.11%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490101	Salary - Superintendent Electric Prod	1	1	1	1	1	1	0.00%
490149	Salary - Custodial Worker	1	1	1	1	1	1	0.00%
490301	Salary - Supervisor Electric Production	1	1	1	1	1	1	0.00%
490302	Salary - Plant Maintenance Supervisor	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490701	Salary - Electric Plant Shift Supervisor	4	4	4	4	4	4	0.00%
490704	Salary - Maintenance Mechanic II	1	1	1	1	1	1	0.00%
490705	Salary - Electric Plant Operator II	4	4	4	4	4	4	0.00%
490707	Salary - Electric Plant Operator I	1	1	1	4	4	4	0.00%
490723	Salary - Utilities Systems Technician	2	2	2	0	0	0	-100.00%
490822	Salary - Trades Worker	1	1	1	1	1	1	0.00%
490914	Salary - Industrial Electrician-Electric Pr	0	0	0	1	1	1	0.00%
490915	Salary - Elec & Insrt Tech-Electric Pro	0	0	0	1	1	1	0.00%
	<b>Total Positions</b>	18	18	18	21	21	21	16.67%



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Production	<b>ORGANIZATION:</b>	227100

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	116,131	95,983	161,256	131,256	160,000	160,000	160,000
490101	Salary - Superintendent Electric Prod	59,780	60,010	59,780	59,780	59,780	59,780	59,780
490149	Salary - Custodial Worker	20,207	20,285	20,207	20,207	20,207	20,207	20,207
490301	Salary - Supervisor Electric Production	42,429	49,289	52,862	52,862	52,862	52,862	52,862
490302	Salary - Plant Maintenance Supervisor	34,792	34,959	34,792	34,792	34,792	34,792	34,792
490618	Salary - Administrative Secretary	33,272	33,400	33,272	33,272	33,272	33,272	33,272
490701	Salary - Electric Plant Shift Supervisor	144,375	124,630	186,773	155,373	186,773	186,773	186,773
490704	Salary - Maintenance Mechanic II	41,173	41,319	41,036	41,036	41,036	41,036	41,036
490705	Salary - Electric Plant Operator II	145,864	123,557	148,409	126,409	148,409	148,409	148,409
490707	Salary - Electric Plant Operator I	24,541	24,977	25,211	48,311	99,362	99,362	99,362
490723	Salary - Utilities Systems Technician	57,918	36,954	70,922	51,422	0	0	0
490822	Salary - Trades Worker	27,487	27,593	27,487	27,487	27,487	27,487	27,487
490914	Salary - Industrial Electrician-Electric Pr	0	0	0	17,110	34,110	34,110	34,110
490915	Salary - Elec & Insrt Tech-Electric Pro	0	0	0	36,912	36,812	36,812	36,812
<b>Total Salaries</b>		<b>747,969</b>	<b>672,956</b>	<b>862,007</b>	<b>836,229</b>	<b>934,902</b>	<b>934,902</b>	<b>934,902</b>
<b>Fringe:</b>								
510201	Fringe - Pension	216,492	184,937	223,861	215,861	252,796	252,796	252,796
510202	Fringe - Hospital	130,254	112,571	137,714	138,534	160,670	160,670	160,670
510206	Fringe - Medicare Insurance Tax	6,723	6,518	10,356	10,356	12,145	12,145	12,145
510207	Fringe - Life Insurance	343	312	756	756	882	882	882
<b>Total Fringe</b>		<b>353,812</b>	<b>304,338</b>	<b>372,687</b>	<b>365,507</b>	<b>426,493</b>	<b>426,493</b>	<b>426,493</b>
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	5,500	5,498	5,500	5,500	5,500	5,500	5,500
520400	Office	2,201	3,464	2,000	2,000	2,000	2,000	2,000
520500	Operating Supplies	15,726	15,819	17,500	17,500	17,500	17,500	17,500
520501	Operating - Janitorial	2,705	2,342	2,500	2,500	2,500	2,500	2,500
520503	Operating - Chemicals	42,153	33,613	43,000	43,000	43,000	43,000	43,000
520505	Operating - Gases	24,540	24,519	25,000	25,000	25,000	25,000	25,000
520514	Small Tools	4,281	4,105	4,500	4,500	4,500	4,500	4,500
531215	Fees, Licenses & Permits	9,236	3,374	4,000	4,000	4,000	4,000	4,000
531301	Vehicle Costs - Gas & Oil	8,767	5,380	7,450	7,450	7,450	7,450	7,450
531304	Vehicle Costs - R & M	2,598	1,153	8,000	4,000	8,000	8,000	8,000
531410	Telephone	7,618	7,387	23,500	8,500	8,500	8,500	8,500
531500	Printing	213	472	500	500	500	500	500
531701	Utilities	10,709	8,881	14,000	10,000	14,000	14,000	14,000
543002	Dues & Subscriptions	1,519	399	4,000	4,000	4,000	4,000	4,000
543003	Travel & Training	4,507	915	5,200	5,200	5,200	5,200	5,200
554001	Purchases-Direct Energy Costs	41,737,783	33,284,337	26,000,000	21,000,000	26,000,000	26,000,000	26,000,000
554002	Purchases-Other Energy Costs	6,686,483	9,905,172	9,000,000	10,000,000	9,000,000	9,000,000	9,000,000
554006	Purchases-Plant Fuel	482,033	317,846	600,000	350,000	600,000	600,000	600,000
605101	Maintenance Bldg & Facilities	19,344	17,613	20,000	20,000	20,000	20,000	20,000
605102	Maintenance Plant	326,741	276,493	350,000	500,000	350,000	350,000	350,000
605106	Maintenance Equipment	1,416	740	2,500	2,500	2,500	2,500	2,500
646037	Emergency Storm Preparedness	0	0	0	884	0	0	0
<b>Total Operating and Contractual</b>		<b>49,396,073</b>	<b>43,919,522</b>	<b>36,139,150</b>	<b>32,017,034</b>	<b>36,124,150</b>	<b>36,124,150</b>	<b>36,124,150</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Production	<b>ORGANIZATION:</b>	227100

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	0	0	46,264	23,132	23,132
707600	Machinery & Equipment	415,379	58,268	359,500	378,500	355,000	255,000	255,000
707700	Office Furniture & Fixtures	0	1,940	4,000	4,000	0	0	0
707702	Computer Software	0	2,742	20,000	20,000	35,000	35,000	35,000
	<b>Total Capital Outlay</b>	<b>415,379</b>	<b>62,950</b>	<b>383,500</b>	<b>402,500</b>	<b>436,264</b>	<b>313,132</b>	<b>313,132</b>
	<b>TOTAL DEPARTMENT</b>	<b>50,913,233</b>	<b>44,959,766</b>	<b>37,757,344</b>	<b>33,621,270</b>	<b>37,921,809</b>	<b>37,798,677</b>	<b>37,798,677</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Distribution	<b>ORGANIZATION:</b>	227200

## GOAL MISSION STATEMENT

To provide quality electric service to residential, commercial and industrial customers by maintaining high standards of workmanship, efficiency and reliability.

## FUNCTION DESCRIPTION

Construction of new additions and extensions to the City's electrical distribution system as growth requires. Maintain existing electric distribution system by checking equipment, performing preventive maintenance and reconductoring outdated circuits as loads and schedules allow. Respond to emergency call 24 hours a day, 7 days a week. Maintain street lighting and rental lights. Provide temporary electric service for special events. Maintain and store proper documentation of all electric meters, breakers, relays, transformers and equipment in the system. Test, record and remove all PCB contaminated transformers in system. Relamp and maintain sports lighting at all Ball Parks in the City. Ensure compliance with all FERC, NERC, and SPP rules and regulations. Assist all other departments as required.

## DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Distribution Substations	7	7	7
Substation Transformers (MVA)	350	350	360
Distribution Lines (miles)	175	181	183
Transmission Lines (miles)	17	17	17
Electric Meters	22,972	24,022	24,142
Electric Customers	27,297	28,545	28,687
Street Lights	19,500	20,001	20,501
Work Orders Completed	800	912	935
Peak Load (MW)	179	181	184

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Distribution	<b>ORGANIZATION:</b>	227200

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	1,704,809	1,628,753	1,682,434	1,705,486	1,582,440	1,582,440	-5.94%
FRINGE BENEFITS	794,368	743,899	750,314	732,798	717,593	717,593	-4.36%
OPERATING/CONTRACTUAL	1,762,666	1,653,364	1,921,475	2,149,655	1,939,750	1,939,750	0.95%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	1,022,461	1,206,907	1,330,222	1,401,883	1,674,345	1,674,345	25.87%
<b>TOTAL APPROPRIATIONS</b>	<b>5,284,304</b>	<b>5,232,923</b>	<b>5,684,445</b>	<b>5,989,822</b>	<b>5,914,128</b>	<b>5,914,128</b>	<b>4.04%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490102	Salary - Superintendent	1	0	0	0	0	0	0.00%
490171	Salary - Crew Supervisor Electric Dist	3	2	2	2	2	2	0.00%
490303	Salary - Supervisor Electric Distribution	1	1	1	1	1	1	0.00%
490316	Salary - Engineering Tech II	1	1	1	0	0	0	-100.00%
490358	Salary - Electrical Inspector	2	2	2	0	0	0	-100.00%
490365	Salary - SCADA Operator Electric Dist	0	4	4	4	4	4	0.00%
490367	Salary - SCADA Operator	4	0	0	0	0	0	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%
490708	Salary - Electric Substation Supervisor	1	1	1	1	1	1	0.00%
490712	Salary - Electric Line Worker Senior	9	9	9	9	9	9	0.00%
490713	Salary - Electric Service Worker	1	1	1	1	1	1	0.00%
490715	Salary - Electric Meter Technician	2	2	2	2	2	2	0.00%
490718	Salary - Electric Line Worker	3	3	3	3	3	3	0.00%
490723	Salary - Utilities Systems Technician	1	1	1	0	0	0	-100.00%
490764	Salary - Electc Substation Tech II	1	1	1	1	1	1	0.00%
490769	Salary - Electc Substation Tech I	2	2	2	2	2	2	0.00%
490820	Salary - Maintenance Worker	2	2	1	1	1	1	0.00%
490822	Salary - Trades Worker	4	4	5	5	5	5	0.00%
490904	Salary - Supervisor Meter & Service	0	1	1	1	1	1	0.00%
490917	Salary - Electric Distribution System Tec	0	0	0	1	1	1	0.00%
<b>Total Positions</b>		<b>40</b>	<b>39</b>	<b>39</b>	<b>36</b>	<b>36</b>	<b>36</b>	<b>-7.69%</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Distribution	<b>ORGANIZATION:</b>	227200

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	241,911	241,353	210,319	250,319	241,000	241,000	241,000
490171	Salary - Crew Supervisor Electric Dist	153,549	141,717	102,992	102,992	98,748	98,748	98,748
490303	Salary - Supervisor Electric Distribution	54,973	55,184	54,973	54,973	54,973	54,973	54,973
490316	Salary - Engineering Tech II	31,344	31,464	31,344	13,140	0	0	0
490358	Salary - Electrical Inspector	96,411	58,363	73,006	50,262	0	0	0
490365	Salary - SCADA Operator Electric Dist	0	0	127,264	127,264	127,264	127,264	127,264
490367	Salary - SCADA Operator	132,703	127,772	0	0	0	0	0
490618	Salary - Administrative Secretary	25,701	25,800	25,701	25,701	25,701	25,701	25,701
490626	Salary - Clerical Specialist	10,062	15,162	21,194	21,194	21,194	21,194	21,194
490708	Salary - Electric Substation Supervisor	48,661	48,849	48,661	48,661	48,661	48,661	48,661
490712	Salary - Electric Line Worker Senior	384,502	392,704	395,081	395,081	395,081	395,081	395,081
490713	Salary - Electric Service Worker	52,514	52,716	52,514	52,514	52,514	52,514	52,514
490715	Salary - Electric Meter Technician	72,342	72,620	72,341	96,341	62,151	62,151	62,151
490718	Salary - Electric Line Worker	90,020	76,683	90,838	90,838	90,838	90,838	90,838
490723	Salary - Utilities Systems Technician	50,537	50,731	50,537	0	0	0	0
490764	Salary - Electric Substation Tech II	49,374	49,564	49,374	49,374	49,374	49,374	49,374
490769	Salary - Electric Substation Tech I	51,262	28,397	63,674	63,674	73,284	73,284	73,284
490820	Salary - Maintenance Worker	40,841	31,063	20,420	20,420	20,420	20,420	20,420
490822	Salary - Trades Worker	118,102	116,749	141,644	141,644	118,186	118,186	118,186
490904	Salary - Supervisor Meter & Service	0	11,862	50,557	50,557	52,514	52,514	52,514
490917	Salary - Electric Distribution System Tec	0	0	0	50,537	50,537	50,537	50,537
<b>Total Salaries</b>		<b>1,704,809</b>	<b>1,628,753</b>	<b>1,682,434</b>	<b>1,705,486</b>	<b>1,582,440</b>	<b>1,582,440</b>	<b>1,582,440</b>
<b>Fringe:</b>								
510201	Fringe - Pension	480,625	447,768	436,927	432,200	427,894	427,894	427,894
510202	Fringe - Hospital	292,398	275,709	289,978	277,477	266,040	266,040	266,040
510206	Fringe - Medicare Insurance Tax	20,535	19,637	21,771	21,507	22,147	22,147	22,147
510207	Fringe - Life Insurance	810	785	1,638	1,614	1,512	1,512	1,512
<b>Total Fringe</b>		<b>794,368</b>	<b>743,899</b>	<b>750,314</b>	<b>732,798</b>	<b>717,593</b>	<b>717,593</b>	<b>717,593</b>
<b>Operating and Contractual:</b>								
520204	Uniforms	13,994	13,999	14,000	14,000	14,000	14,000	14,000
520400	Office	2,021	1,486	5,000	5,000	5,000	5,000	5,000
520500	Operating Supplies	24,242	33,402	26,500	26,500	26,500	26,500	26,500
520514	Small Tools	5,641	5,840	13,750	13,750	13,750	13,750	13,750
531115	Tree Trimming	365,175	328,500	395,000	395,000	395,000	395,000	395,000
531301	Vehicle Costs - Gas & Oil	91,651	105,373	91,725	121,725	110,000	110,000	110,000
531304	Vehicle Costs - R & M	39,545	42,129	43,000	33,000	43,000	43,000	43,000
531410	Telephone	32,034	35,653	37,500	53,500	37,500	37,500	37,500
531500	Printing	1,882	89	5,400	5,400	5,400	5,400	5,400
531701	Utilities	213,965	182,254	202,000	202,000	202,000	202,000	202,000
543002	Dues & Subscriptions	421	567	600	600	600	600	600
543003	Travel & Training	11,579	3,081	18,500	18,500	18,500	18,500	18,500
554007	Lamp Renewals	20,064	15,661	35,000	35,000	35,000	35,000	35,000
605101	Maintenance Bldg & Facilities	6,604	5,815	39,000	29,000	39,000	39,000	39,000
605106	Maintenance Equipment	66,393	29,169	80,000	60,000	80,000	80,000	80,000
605113	Maintenance Lines & Poles	747,155	699,720	770,000	770,000	770,000	770,000	770,000
605115	Maintenance Meters	1,440	409	1,500	1,500	1,500	1,500	1,500
605118	Maintenance Substations	100,865	144,219	121,500	131,500	121,500	121,500	121,500
605125	PCB Disposal/Testing	17,995	5,998	21,500	21,500	21,500	21,500	21,500
646037	Emergency Storm Preparedness	0	0	0	212,180	0	0	0
<b>Total Operating and Contractual</b>		<b>1,762,666</b>	<b>1,653,364</b>	<b>1,921,475</b>	<b>2,149,655</b>	<b>1,939,750</b>	<b>1,939,750</b>	<b>1,939,750</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Electric Distribution	<b>ORGANIZATION:</b>	227200

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Capital Outlay:</b>							
707101	Acquisitions	12,329	0	15,000	15,000	15,000	15,000	15,000
707300	Meters	48,424	46,522	100,000	100,000	200,000	200,000	200,000
707359	Christmas Lighting	7,311	16,960	0	0	50,000	10,000	10,000
707361	Street Lights	83,907	78,488	168,000	168,000	168,000	168,000	168,000
707363	Electric Transformers	632,936	366,396	425,000	425,000	425,000	425,000	425,000
707401	Electric Systems Additions	124,808	143,087	200,000	200,000	200,000	200,000	200,000
707405	Building Improvements	64,928	0	55,000	55,000	49,500	49,500	49,500
707500	Vehicles	0	429,726	243,600	315,261	712,000	458,000	458,000
707600	Machinery & Equipment	15,627	80,845	94,947	94,947	89,670	89,670	89,670
707700	Office Furniture and Fixtures	0	4,467	4,675	4,675	4,675	4,675	4,675
707702	Computer Software	32,191	40,416	24,000	24,000	54,500	54,500	54,500
	<b>Total Capital Outlay</b>	1,022,461	1,206,907	1,330,222	1,401,883	1,968,345	1,674,345	1,674,345
	<b>TOTAL DEPARTMENT</b>	5,284,304	5,232,923	5,684,445	5,989,822	6,208,128	5,914,128	5,914,128

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Water	<b>ORGANIZATION:</b>	237501

**GOAL MISSION STATEMENT**

To produce water that is good, pure, wholesome and in quantity suitable for drinking, domestic and culinary purposes. It also provides water for fire protection and delivers the water by pump stations and water mains to our customers.

**FUNCTION DESCRIPTION**

The Water Department monitors, inspects, repairs and maintains 52 water wells, 27,500 water meters, 500 miles of water mains, over 2,834 fire hydrants, 7 pump stations, 11 water reservoirs and delivers an average of 20 million gallons of water to its customers each day. In performing these tasks, approximately 50 corrective work orders are completed each day.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Total Water Customers	23,000	24,000	25,000
Average Daily Water Consumption	20,000,000	15,000,000	15,000,000
Work Orders	15,803	16,303	16,800

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Water Distribution	<b>ORGANIZATION:</b>	237501

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	811,721	829,919	852,585	863,485	862,280	862,280	1.14%
FRINGE BENEFITS	449,024	413,919	402,711	402,711	395,025	395,025	-1.91%
OPERATING/CONTRACTUAL	475,023	444,722	493,827	557,104	523,927	523,927	6.10%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	234,180	235,629	391,668	551,043	431,497	431,497	10.17%
TOTAL APPROPRIATIONS	1,969,948	1,924,189	2,140,791	2,374,343	2,212,729	2,212,729	3.36%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490103	Salary - Superintendent	1	1	1	1	1	1	0.00%
490147	Salary - Maintenance Worker Senior	2	2	2	2	2	2	0.00%
490167	Salary - Crew Supervisor Water Dist	5	5	5	5	5	5	0.00%
490168	Salary - Supervisor Water Distribution	1	1	1	1	1	1	0.00%
490204	Salary - Asst Superintendent	1	1	1	1	1	1	0.00%
490318	Salary - Meter Technician	3	2	2	2	2	2	0.00%
490342	Salary - Construction Inspector	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	2	2	2	2	2	2	0.00%
490624	Salary - Inventory Coordinator	0	1	1	1	1	1	0.00%
490722	Salary - Pipe Layer	3	3	3	3	3	3	0.00%
490738	Salary - Equipment Operator III	1	1	1	1	1	1	0.00%
490742	Salary - Painter	1	0	0	0	0	0	0.00%
490820	Salary - Maintenance Worker	5	5	5	5	5	5	0.00%
490905	Salary - Industrial Painter	0	1	1	1	1	1	0.00%
	<b>Total Positions</b>	26	26	26	26	26	26	0.00%



## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Water Distribution	<b>ORGANIZATION:</b>	237501

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	27,135	30,293	20,594	39,594	30,000	30,000	30,000
490103	Salary - Superintendent	42,411	66,029	74,256	74,256	74,945	74,945	74,945
490147	Salary - Maintenance Worker Senior	45,183	34,947	45,183	42,383	45,183	45,183	45,183
490167	Salary - Crew Supervisor Water Dist	205,128	223,145	180,324	180,324	180,324	180,324	180,324
490168	Salary - Supervisor Water Distribution	44,075	44,245	44,075	44,075	44,075	44,075	44,075
490204	Salary - Asst Superintendent	21,237	50,391	50,197	50,197	50,197	50,197	50,197
490318	Salary - Meter Technician	97,449	90,407	65,836	65,836	65,836	65,836	65,836
490342	Salary - Construction Inspector	47,010	47,191	47,010	47,010	47,010	47,010	47,010
490618	Salary - Administrative Secretary	58,770	58,996	58,769	58,769	58,769	58,769	58,769
490624	Salary - Inventory Coordinator	0	7,417	31,612	31,612	31,612	31,612	31,612
490722	Salary - Pipe Layer	71,896	66,888	74,645	74,645	74,645	74,645	74,645
490738	Salary - Equipment Operator III	19,293	27,169	27,065	27,065	27,065	27,065	27,065
490742	Salary - Painter	37,520	6,094	0	0	0	0	0
490820	Salary - Maintenance Worker	94,614	70,335	105,954	100,654	105,554	105,554	105,554
490905	Salary - Industrial Painter	0	6,372	27,065	27,065	27,065	27,065	27,065
	<b>Total Salaries</b>	<b>811,721</b>	<b>829,919</b>	<b>852,585</b>	<b>863,485</b>	<b>862,280</b>	<b>862,280</b>	<b>862,280</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	230,429	226,707	221,415	221,415	233,157	233,157	233,157
510202	Fringe - Hospital	208,892	176,630	169,380	169,380	149,812	149,812	149,812
510206	Fringe - Medicare Insurance Tax	9,161	10,069	10,824	10,824	10,964	10,964	10,964
510207	Fringe - Life Insurance	542	513	1,092	1,092	1,092	1,092	1,092
	<b>Total Fringe</b>	<b>449,024</b>	<b>413,919</b>	<b>402,711</b>	<b>402,711</b>	<b>395,025</b>	<b>395,025</b>	<b>395,025</b>
	<b>Operating and Contractual:</b>							
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	7,686	7,108	7,110	7,110	7,110	7,110	7,110
520400	Office	5,173	5,526	6,750	6,750	6,750	6,750	6,750
520500	Operating Supplies	9,699	8,068	10,567	10,567	10,567	10,567	10,567
520501	Operating - Janitorial	1,341	1,330	1,350	1,350	1,350	1,350	1,350
520507	Operating - Sand & Gravel	6,491	4,658	4,950	4,950	4,950	4,950	4,950
520510	Operating - Paint	8,640	8,579	8,640	8,640	8,640	8,640	8,640
520514	Small Tools	5,920	7,632	7,920	7,920	7,920	7,920	7,920
531215	Fees, Licenses & Permits	23,285	26,062	29,700	24,700	29,700	29,700	29,700
531301	Vehicle Costs - Gas & Oil	82,466	97,220	83,000	103,000	103,000	103,000	103,000
531304	Vehicle Costs - R & M	60,726	64,521	47,900	55,900	56,000	56,000	56,000
531410	Telephone	8,816	8,705	11,000	9,000	11,000	11,000	11,000
531500	Printing	2,934	4,513	8,550	8,550	8,550	8,550	8,550
543002	Dues & Subscriptions	3,566	3,460	3,600	3,600	3,600	3,600	3,600
543003	Travel & Training	6,722	4,829	6,750	6,750	6,750	6,750	6,750
605106	Maintenance Equipment	17,214	14,727	18,000	26,000	20,000	20,000	20,000
605110	Maintenance Grounds	523	500	540	540	540	540	540
605115	Maintenance Meters	67,267	68,346	77,500	77,500	77,500	77,500	77,500
605117	Maintenance Mains	156,554	108,938	160,000	190,000	160,000	160,000	160,000
646037	Emergency Storm Preparedness	0	0	0	4,277	0	0	0
	<b>Total Operating and Contractual</b>	<b>475,023</b>	<b>444,722</b>	<b>493,827</b>	<b>557,104</b>	<b>523,927</b>	<b>523,927</b>	<b>523,927</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Water Distribution	<b>ORGANIZATION:</b>	237501

UTILITY FUND

DEPARTMENTAL BUDGET

CODE		2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
	<b>Capital Outlay:</b>							
707300	Meters	91,178	114,035	100,000	250,000	250,000	250,000	250,000
707401	Water System Additions	126,842	33,380	100,000	109,375	100,000	100,000	100,000
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	77,826	156,093	156,093	96,342	49,385	49,385
707600	Machinery & Equipment	16,160	10,388	24,375	24,375	32,112	32,112	32,112
707700	Office Furniture & Fixtures	0	0	1,200	1,200	0	0	0
707702	Computer Software	0	0	10,000	10,000	0	0	0
	<b>Total Capital Outlay</b>	<b>234,180</b>	<b>235,629</b>	<b>391,668</b>	<b>551,043</b>	<b>478,454</b>	<b>431,497</b>	<b>431,497</b>
	<b>TOTAL DEPARTMENT</b>	<b>1,969,948</b>	<b>1,924,189</b>	<b>2,140,791</b>	<b>2,374,343</b>	<b>2,259,686</b>	<b>2,212,729</b>	<b>2,212,729</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Water Production	<b>ORGANIZATION:</b>	237502

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	440,462	465,386	514,720	504,420	515,718	515,718	0.19%
FRINGE BENEFITS	214,911	212,988	223,305	219,305	221,448	221,448	-0.83%
OPERATING/CONTRACTUAL	1,295,216	1,232,267	1,643,443	1,714,125	1,613,443	1,613,443	-1.83%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	117,207	68,235	97,896	97,896	67,045	67,045	-31.51%
TOTAL APPROPRIATIONS	2,067,796	1,978,876	2,479,364	2,535,746	2,417,654	2,417,654	-2.49%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490147	Salary - Maintenance Worker Senior	1	1	1	1	1	1	0.00%
490167	Salary - Crew Supervisor Water Dist	1	1	1	1	1	1	0.00%
490169	Salary - Supervisor Water Treatment	1	1	1	1	1	1	0.00%
490332	Salary - Water Production Operator	0	2	3	3	3	3	0.00%
490334	Salary - Water Production Operator Sr	0	4	4	4	4	4	0.00%
490367	Salary - SCADA Operator	6	0	0	0	0	0	0.00%
490723	Salary - Utilities System Technician	1	1	1	0	0	0	0.00%
490738	Salary - Equipment Operator III	2	2	2	2	2	2	0.00%
490742	Salary - Painter	1	0	0	0	0	0	0.00%
490820	Salary - Maintenance Worker	1	1	0	0	0	0	0.00%
490905	Salary - Industrial Painter	0	1	1	1	1	1	0.00%
490916	Salary - Elec & Insrt Tech-Wastew/Wat	0	0	0	1	1	1	0.00%
	<b>Total Positions</b>	14	14	14	14	14	14	0.00%

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Water Production	<b>ORGANIZATION:</b>	237502

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	28,312	32,626	24,081	44,081	25,000	25,000	25,000
490147	Salary - Maintenance Worker Senior	29,065	29,288	29,065	29,065	29,065	29,065	29,065
490167	Salary - Crew Supervisor Water Dist	0	0	39,446	16,846	39,446	39,446	39,446
490169	Salary - Supervisor Water Treatment	45,962	42,426	45,962	40,262	43,588	43,588	43,588
490332	Salary - Water Production Operator	0	18,246	95,646	94,646	98,099	98,099	98,099
490334	Salary - Water Production Operator Sr	0	36,050	150,756	150,756	150,756	150,756	150,756
490367	Salary - SCADA Operator	195,271	175,206	0	0	0	0	0
490723	Salary - Utilities System Technician	45,622	45,798	45,622	0	0	0	0
490738	Salary - Equipment Operator III	57,077	57,296	57,077	57,077	57,077	57,077	57,077
490742	Salary - Painter	26,351	14,220	0	0	0	0	0
490820	Salary - Maintenance Worker	12,802	14,230	0	0	0	0	0
490905	Salary - Industrial Painter	0	0	27,065	26,065	27,065	27,065	27,065
490916	Salary - Elec & Insrt Tech-Wastew/Wat	0	0	0	45,622	45,622	45,622	45,622
<b>Total Salaries</b>		<b>440,462</b>	<b>465,386</b>	<b>514,720</b>	<b>504,420</b>	<b>515,718</b>	<b>515,718</b>	<b>515,718</b>
<b>Fringe:</b>								
510201	Fringe - Pension	126,874	127,482	133,201	130,201	138,074	138,074	138,074
510202	Fringe - Hospital	82,325	79,989	83,092	82,092	76,382	76,382	76,382
510206	Fringe - Medicare Insurance Tax	5,458	5,254	6,424	6,424	6,404	6,404	6,404
510207	Fringe - Life Insurance	254	263	588	588	588	588	588
<b>Total Fringe</b>		<b>214,911</b>	<b>212,988</b>	<b>223,305</b>	<b>219,305</b>	<b>221,448</b>	<b>221,448</b>	<b>221,448</b>
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520500	Operating Supplies	4,494	4,366	4,500	4,500	4,500	4,500	4,500
520503	Operating Chemicals	89,560	180,420	238,250	238,250	238,250	238,250	238,250
520514	Small Tools	3,100	3,031	3,105	3,105	3,105	3,105	3,105
531701	Utilities	939,816	879,673	1,032,600	1,002,600	1,002,600	1,002,600	1,002,600
605101	Maintenance Bldg & Facilities	2,250	1,621	2,250	2,250	2,250	2,250	2,250
605106	Maintenance - Equipment	6,970	7,840	7,875	7,875	7,875	7,875	7,875
605110	Maint Grounds & Right of Way	8,995	9,400	9,000	9,000	9,000	9,000	9,000
605115	Maintenance Meters	0	868	900	900	900	900	900
605117	Maintenance Mains	38,451	29,466	45,000	40,000	45,000	45,000	45,000
605119	Maintenance Reservoirs	7,188	7,265	7,200	7,200	7,200	7,200	7,200
605121	Maintenance Wells	177,244	85,557	275,000	375,000	275,000	275,000	275,000
605123	Maintenance Pump Stations	17,148	22,760	17,763	17,763	17,763	17,763	17,763
646037	Emergency Storm Preparedness	0	0	0	5,682	0	0	0
<b>Total Operating and Contractual</b>		<b>1,295,216</b>	<b>1,232,267</b>	<b>1,643,443</b>	<b>1,714,125</b>	<b>1,613,443</b>	<b>1,613,443</b>	<b>1,613,443</b>
<b>Capital Outlay:</b>								
707300	Meters	16,053	15,146	15,000	15,000	30,000	30,000	30,000
707405	Building Improvements	0	0	9,500	9,500	0	0	0
707500	Vehicles	86,278	27,727	0	0	35,045	35,045	35,045
707600	Machinery & Equipment	14,876	25,362	73,396	73,396	2,000	2,000	2,000
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>117,207</b>	<b>68,235</b>	<b>97,896</b>	<b>97,896</b>	<b>67,045</b>	<b>67,045</b>	<b>67,045</b>
<b>TOTAL DEPARTMENT</b>		<b>2,067,796</b>	<b>1,978,876</b>	<b>2,479,364</b>	<b>2,535,746</b>	<b>2,417,654</b>	<b>2,417,654</b>	<b>2,417,654</b>

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Gas Distribution	<b>ORGANIZATION:</b>	247800

**GOAL MISSION STATEMENT**

The goal and mission of the City of Alexandria, Gas Department is to continue to provide quality service to all of our residential, industrial, and commercial customers in a safe and efficient manner. While at the same time striving to meet all regulations and mandates required to satisfy the State and Federal Offices of Pipeline Safety.

The coordinating of all utility activities between engineering firms, construction contractors, and the City of Alexandria, Gas Department is mandatory.

The City of Alexandria, Gas Department inspects all new gas main lines laid by gas contractors and all work performed by gas contractors on private property, both inside and outside the city limits, to insure that the gas lines installed and the work performed on private property is in accordance with our codes and specifications to guarantee a safe operating natural gas system.

**FUNCTION DESCRIPTION**

The City of Alexandria, Gas Distribution Department provides natural gas to approximately 20,000 customers for residential, industrial, and commercial use. We maintain approximately 550 miles of main line and approximately 20,000 service lines that range in size from 1/2" to 12" pipe.

Natural gas service is provided to these customers from 32 regulator station, one (1) booster station, and one (1) meter/regulator station at the City of Alexandria, D.G. Hunter Power Plant. The natural gas to supply our customers is purchased from four (4) gate stations. Natural gas for the City of Alexandria, D.G. Hunter Power Plant is purchased from one (1) gate station. The department also maintains and services three (3) bulk odorization tank stations as well as three (3) odorant injectors.

To assist in insuring the proper and safe operation of our natural gas system, the City of Alexandria, Gas Department utilizes an up-to-date SCADA System monitored 24 hours a day/365 days a year.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Customers (residential, industrial, & commercial)	20,000	20,000	20,000
Work Orders	7,000	7,000	7,000
Gas Inspections	1,000	1,000	1,000
Meters & Taps Installed	500	500	500
Meters Changed Out	400	400	400
Leaks Detected	600	600	600

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Gas Distribution	<b>ORGANIZATION:</b>	247800

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	1,249,186	1,174,355	1,314,484	1,180,559	1,248,198	1,248,198	-5.04%
FRINGE BENEFITS	608,270	552,689	601,691	575,691	593,500	593,500	-1.36%
OPERATING/CONTRACTUAL	7,832,082	6,595,078	8,365,500	6,870,996	8,404,700	8,404,700	0.47%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	86,399	128,136	161,700	161,700	442,700	442,700	173.78%
TOTAL APPROPRIATIONS	9,775,937	8,450,258	10,443,375	8,788,946	10,689,098	10,689,098	2.35%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490104	Salary - Superintendent	1	1	1	1	1	1	0.00%
490170	Salary - Crew Supervisor Gas Dist	6	6	4	4	4	4	0.00%
490308	Salary - Gas General Supervisor	1	1	1	1	1	1	0.00%
490318	Salary - Meter Technician	1	1	1	1	1	1	0.00%
490322	Salary - Gas System Technician	1	1	1	1	1	1	0.00%
490324	Salary - Cathodic Protection Tech	1	1	1	1	1	1	0.00%
490325	Salary - Leak Survey Technician	2	2	2	2	2	2	0.00%
490360	Salary - Gas Inspector	2	0	0	0	0	0	0.00%
490367	Salary - SCADA Operator Gas	0	5	5	5	5	5	0.00%
490367	Salary - SCADA Operator	5	0	0	0	0	0	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%
490721	Salary - Gas Service Technician	2	2	2	2	2	2	0.00%
490722	Salary - Pipe Layer	5	5	5	5	5	5	0.00%
490726	Salary - Pipeline Welder	2	2	2	2	2	2	0.00%
490738	Salary - Equipment Operator III	1	1	1	1	1	1	0.00%
490822	Salary - Trades Worker	4	4	4	4	4	4	0.00%
490903	Salary - Multi Trades Inspector	0	1	1	0	0	0	0.00%
490908	Salary - Supervisor Cathodic Protection	0	0	1	1	1	1	0.00%
490916	Salary - Electronic & Instrumentation Te	0	0	1	1	1	1	0.00%
	<b>Total Positions</b>	36	35	35	34	34	34	-2.86%

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Gas Distribution	<b>ORGANIZATION:</b>	247800

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	50,649	62,738	91,037	76,037	91,000	91,000	91,000
490104	Salary - Superintendent	63,648	63,893	63,647	63,647	63,647	63,647	63,647
490170	Salary - Crew Supervisor Gas Dist	248,421	190,308	203,772	159,791	173,332	173,332	173,332
490308	Salary - Gas General Supervisor	50,932	48,734	48,548	48,548	48,548	48,548	48,548
490318	Salary - Meter Technician	30,251	0	32,435	21,035	31,131	31,131	31,131
490322	Salary - Gas System Technician	31,131	31,251	31,130	31,130	31,130	31,130	31,130
490324	Salary - Cathodic Protection Tech	33,336	33,464	33,336	33,336	33,336	33,336	33,336
490325	Salary - Leak Survey Technician	72,337	72,616	72,337	72,337	72,337	72,337	72,337
490360	Salary - Gas Inspector	36,983	32,449	0	0	0	0	0
490366	Salary - SCADA Operator Gas	0	40,073	171,930	169,730	171,930	171,930	171,930
490367	Salary - SCADA Operator	157,221	130,042	0	0	0	0	0
490618	Salary - Administrative Secretary	38,472	38,621	38,473	38,473	38,473	38,473	38,473
490626	Salary - Clerical Specialist	28,964	29,076	28,964	28,964	28,964	28,964	28,964
490721	Salary - Gas Service Technician	64,081	52,053	64,082	55,482	56,182	56,182	56,182
490722	Salary - Pipe Layer	149,786	161,703	153,323	111,023	131,423	131,423	131,423
490726	Salary - Pipeline Welder	75,050	75,339	75,050	75,050	75,050	75,050	75,050
490738	Salary - Equipment Operator III	32,767	32,894	32,769	32,769	32,769	32,769	32,769
490822	Salary - Trades Worker	83,957	72,809	95,114	72,314	95,976	95,976	95,976
490903	Salary - Multi Trades Inspector	0	5,087	40,525	27,900	0	0	0
490908	Salary - Supervisor Cathodic Protection	0	0	36,812	29,412	39,389	39,389	39,389
490916	Salary - Electronic & Instrumentation Te	0	0	0	32,381	32,381	32,381	32,381
470998	Gas Board Secretarial Fees	1,200	1,205	1,200	1,200	1,200	1,200	1,200
	<b>Total Salaries</b>	<b>1,249,186</b>	<b>1,174,355</b>	<b>1,314,484</b>	<b>1,180,559</b>	<b>1,248,198</b>	<b>1,248,198</b>	<b>1,248,198</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	352,137	317,165	341,058	326,058	337,190	337,190	337,190
510202	Fringe - Hospital	242,259	222,015	243,021	232,021	238,714	238,714	238,714
510206	Fringe - Medicare Insurance Tax	13,165	12,839	16,142	16,142	16,168	16,168	16,168
510207	Fringe - Life Insurance	709	670	1,470	1,470	1,428	1,428	1,428
	<b>Total Fringe</b>	<b>608,270</b>	<b>552,689</b>	<b>601,691</b>	<b>575,691</b>	<b>593,500</b>	<b>593,500</b>	<b>593,500</b>
	<b>Operating and Contractual:</b>							
520204	Uniforms	9,000	7,835	9,000	9,000	9,000	9,000	9,000
520400	Office	6,514	6,450	5,500	5,500	5,500	5,500	5,500
520500	Operating Supplies	20,260	10,908	20,000	20,000	20,000	20,000	20,000
520503	Operating - Chemicals	14,679	16,502	15,000	15,000	15,000	15,000	15,000
520514	Small Tools	1,029	3,622	5,000	5,000	5,000	5,000	5,000
531124	Regulatory Compliance	0	0	0	0	30,000	30,000	30,000
531215	Fees, Licenses & Permits	14,980	14,607	15,000	15,000	15,000	15,000	15,000
531301	Vehicle Costs - Gas & Oil	48,831	60,159	50,600	61,600	61,000	61,000	61,000
531304	Vehicle Costs - R & M	23,855	24,868	33,200	23,200	27,000	27,000	27,000
531410	Telephone	4,766	6,262	8,000	7,000	8,000	8,000	8,000
531500	Printing	188	200	1,000	1,000	1,000	1,000	1,000
531701	Utilities	4,028	6,325	3,800	3,800	3,800	3,800	3,800
531800	Rent	43,581	43,791	48,000	48,000	48,000	48,000	48,000
543002	Dues & Subscriptions	1,090	990	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	6,293	11,739	7,500	12,500	12,500	12,500	12,500
554003	Purchases-Natural Gas	7,508,830	6,287,073	8,000,000	6,500,000	8,000,000	8,000,000	8,000,000
605101	Maintenance Bldg & Facilities	874	2,076	3,000	3,000	3,000	3,000	3,000
605106	Maintenance Equipment	11,481	11,831	15,000	15,000	15,000	15,000	15,000
605115	Maintenance Meters	10,923	9,208	15,000	15,000	15,000	15,000	15,000
605117	Maintenance Mains	100,880	70,632	109,900	109,900	109,900	109,900	109,900
646037	Emergency Storm Preparedness	0	0	0	496	0	0	0
	<b>Total Operating and Contractual</b>	<b>7,832,082</b>	<b>6,595,078</b>	<b>8,365,500</b>	<b>6,870,996</b>	<b>8,404,700</b>	<b>8,404,700</b>	<b>8,404,700</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Gas Distribution	<b>ORGANIZATION:</b>	247800

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
	<b>Capital Outlay:</b>							
707300	Meters	40,329	37,572	50,000	50,000	100,000	100,000	100,000
707401	Gas System Additions	12,868	26,840	10,000	10,000	10,000	10,000	10,000
707405	Building Improvements	0	0	1,200	1,200	3,500	3,500	3,500
707500	Vehicles	0	30,425	35,000	35,000	135,500	135,500	135,500
707600	Machinery & Equipment	32,360	31,574	64,500	64,500	233,700	183,700	183,700
707700	Office Furniture & Fixtures	842	1,725	0	0	0	0	0
707702	Computer Software	0	0	1,000	1,000	10,000	10,000	10,000
	<b>Total Capital Outlay</b>	86,399	128,136	161,700	161,700	492,700	442,700	442,700
	<b>TOTAL DEPARTMENT</b>	9,775,937	8,450,258	10,443,375	8,788,946	10,739,098	10,689,098	10,689,098



**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Wastewater	<b>ORGANIZATION:</b>	258101

**GOAL MISSION STATEMENT**

To keep existing sewer system in repair and condition to meet health, D.E.Q., and E.P.A. standards for infiltration - inflow and any other sanitary conditions dealing with the entire sewer system. To insure the production of a quality dewatered sludge that can be beneficially reused. To review Plans and Specification for new sewer system.

**FUNCTION DESCRIPTION**

The Wastewater Department consist of two different operations, namely the collection and treatment of wastewater for the City of Alexandria, and is in operation 24-hours a day seven days per week. The Collection Department installs service taps, builds manholes, lays extension, and maintains lift stations. The Treatment Department operates and maintains a treatment facility that utilizes a modified activated sludge process.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Complaints - stop ups & alarms	6,500	6,500	6,500
Telephone calls	7,500	7,500	7,500
Correspondence	875	875	900
Radio communications	7,500	7,500	7,775
Sewer taps	275	150	175

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Wastewater Treatment	<b>ORGANIZATION:</b>	258101

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	641,296	599,680	612,270	579,970	612,145	612,145	-0.02%
FRINGE BENEFITS	303,230	267,224	271,638	259,638	288,171	288,171	6.09%
OPERATING/CONTRACTUAL	716,306	968,220	1,055,428	1,040,428	1,089,733	1,089,733	3.25%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	157,994	75,593	198,700	209,121	285,150	285,150	43.51%
<b>TOTAL APPROPRIATIONS</b>	<b>1,818,826</b>	<b>1,910,717</b>	<b>2,138,036</b>	<b>2,089,157</b>	<b>2,275,199</b>	<b>2,275,199</b>	<b>6.42%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490105	Salary - Superintendent	1	1	1	1	1	1	0.00%
490165	Salary - Supervisor Wastewater Treatment	1	1	1	1	1	1	100.00%
490333	Salary - Wastewater Plant Operator Sr	9	8	8	8	8	8	0.00%
490368	Salary - Wastewater Treatment/SCADA	0	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%
490723	Salary - Utilities Systems Technician	1	1	1	0	0	0	-100.00%
490916	Salary - Elec & Insrt Tech-Wastew/Wat	0	0	0	1	1	1	0.00%
	<b>Total Positions</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>0.00%</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Wastewater Treatment	<b>ORGANIZATION:</b>	258101

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	65,025	74,438	45,125	80,125	45,000	45,000	45,000
490105	Salary - Superintendent	60,919	61,154	60,920	60,920	60,920	60,920	60,920
490165	Salary - Supervisor Wastewater Treatment	48,317	48,503	48,317	48,317	48,317	48,317	48,317
490333	Salary - Wastewater Plant Operator Sr	370,398	318,576	317,600	275,300	317,600	317,600	317,600
490368	Salary - Wastewater Treatment/SCADA	0	0	43,670	18,670	43,670	43,670	43,670
490618	Salary - Administrative Secretary	36,004	36,143	36,005	36,005	36,005	36,005	36,005
490626	Salary - Clerical Specialist	21,618	21,701	21,618	21,618	21,618	21,618	21,618
490723	Salary - Utilities Systems Technician	39,015	39,165	39,015	0	0	0	0
490916	Salary - Elec & Insrt Tech-Wastew/Wat	0	0	0	39,015	39,015	39,015	39,015
	<b>Total Salaries</b>	<b>641,296</b>	<b>599,680</b>	<b>612,270</b>	<b>579,970</b>	<b>612,145</b>	<b>612,145</b>	<b>612,145</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	181,248	161,442	159,005	152,005	165,526	165,526	165,526
510202	Fringe - Hospital	113,479	98,060	103,741	98,741	113,178	113,178	113,178
510206	Fringe - Medicare Insurance Tax	8,218	7,464	8,304	8,304	8,879	8,879	8,879
510207	Fringe - Life Insurance	285	258	588	588	588	588	588
	<b>Total Fringe</b>	<b>303,230</b>	<b>267,224</b>	<b>271,638</b>	<b>259,638</b>	<b>288,171</b>	<b>288,171</b>	<b>288,171</b>
	<b>Operating and Contractual:</b>							
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	4,000	3,476	4,000	4,000	4,000	4,000	4,000
520400	Office	4,274	5,225	5,400	5,400	5,400	5,400	5,400
520500	Operating Supplies	11,943	8,877	10,000	10,000	10,000	10,000	10,000
520503	Operating - Chemicals	42,132	42,686	64,000	64,000	64,000	64,000	64,000
520512	Sludge Removal	4,552	6,343	30,000	25,000	30,000	30,000	30,000
520514	Small Tools	4,219	5,055	5,000	5,000	5,000	5,000	5,000
531206	Services - Other	11,592	612	5,000	5,000	5,000	5,000	5,000
531215	Fees, Licenses & Permits	25,500	25,976	33,500	30,500	33,500	33,500	33,500
531301	Vehicle Costs - Gas & Oil	81,845	115,062	84,695	118,695	119,000	119,000	119,000
531304	Vehicle Costs - R & M	53,025	77,501	54,100	52,100	54,100	54,100	54,100
531410	Telephone	7,815	7,379	9,000	8,000	9,000	9,000	9,000
531500	Printing	157	131	1,500	1,500	1,500	1,500	1,500
531701	Utilities	288,498	451,024	500,000	460,000	500,000	500,000	500,000
531800	Rent	6,153	2,903	10,100	10,100	10,100	10,100	10,100
543002	Dues & Subscriptions	665	989	650	650	650	650	650
543003	Travel & Training	6,095	10,136	7,300	7,300	7,300	7,300	7,300
605101	Maintenance Bldg & Facilities	19,540	11,423	20,500	24,500	20,500	20,500	20,500
605102	Maintenance Plant	124,024	177,610	186,483	186,483	186,483	186,483	186,483
605106	Maintenance Equipment	18,596	14,093	22,500	20,500	22,500	22,500	22,500
605110	Maint Grounds & Right of Way	1,681	1,719	1,700	1,700	1,700	1,700	1,700
	<b>Total Operating and Contractual</b>	<b>716,306</b>	<b>968,220</b>	<b>1,055,428</b>	<b>1,040,428</b>	<b>1,089,733</b>	<b>1,089,733</b>	<b>1,089,733</b>
	<b>Capital Outlay:</b>							
707401	System Additions	76,223	0	0	0	0	0	0
707405	Building Improvements	0	0	0	0	12,000	12,000	12,000
707500	Vehicles	0	0	23,000	23,000	213,500	24,500	24,500
707600	Machinery & Equipment	81,771	75,593	175,700	186,121	285,650	248,650	248,650
707702	Computer Software	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>157,994</b>	<b>75,593</b>	<b>198,700</b>	<b>209,121</b>	<b>511,150</b>	<b>285,150</b>	<b>285,150</b>
	<b>TOTAL DEPARTMENT</b>	<b>1,818,826</b>	<b>1,910,717</b>	<b>2,138,036</b>	<b>2,089,157</b>	<b>2,501,199</b>	<b>2,275,199</b>	<b>2,275,199</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Wastewater Collection	<b>ORGANIZATION:</b>	258102

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	795,761	806,304	803,678	777,866	763,493	763,493	-5.00%
FRINGE BENEFITS	383,335	343,914	336,363	336,363	324,859	324,859	-3.42%
OPERATING/CONTRACTUAL	359,695	317,552	328,160	359,109	346,800	346,800	5.68%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	219,027	189,812	242,000	275,570	430,500	430,500	77.89%
<b>TOTAL APPROPRIATIONS</b>	<b>1,757,818</b>	<b>1,657,582</b>	<b>1,710,201</b>	<b>1,748,908</b>	<b>1,865,652</b>	<b>1,865,652</b>	<b>9.09%</b>

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490147	Salary - Maintenance Worker Senior	1	0	0	0	0	0	0.00%
490164	Salary - Supervisor Wastewater Collection	1	1	1	1	1	1	0.00%
490166	Salary - Crew Supervisor WW Line Main	6	6	6	6	6	6	0.00%
490328	Salary - Plumbing Inspector	1	0	1	0	0	0	0.00%
490706	Salary - Maintenance Mechanic I	3	3	3	3	3	3	0.00%
490722	Salary - Pipe Layer	2	2	2	2	2	2	0.00%
490738	Salary - Equipment Operator III	3	3	3	3	3	3	0.00%
490746	Salary - Equipment Operator II	2	2	2	2	2	2	0.00%
490819	Salary - Equipment Operator I	1	1	1	1	1	1	0.00%
490820	Salary - Maintenance Worker	2	2	2	2	2	2	0.00%
490903	Salary - Multi Trades Inspector	0	1	0	0	0	0	0.00%
	<b>Total Positions</b>	<b>22</b>	<b>21</b>	<b>21</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>-4.76%</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Wastewater Collection	<b>ORGANIZATION:</b>	258102

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	88,228	106,628	105,215	95,215	105,000	105,000	105,000
490147	Salary - Maintenance Worker Senior	14,918	0	0	0	0	0	0
490164	Salary - Supervisor Wastewater Collection	53,500	53,706	53,500	53,500	53,500	53,500	53,500
490166	Salary - Crew Supervisor WW Line Main	251,956	257,253	254,218	254,218	257,942	257,942	257,942
490328	Salary - Plumbing Inspector	39,721	38,193	43,694	0	0	0	0
490706	Salary - Maintenance Mechanic I	88,334	88,445	88,224	88,224	88,224	88,224	88,224
490722	Salary - Pipe Layer	54,362	54,422	54,213	54,213	54,213	54,213	54,213
490738	Salary - Equipment Operator III	90,534	90,886	90,537	90,537	90,537	90,537	90,537
490746	Salary - Equipment Operator II	50,514	50,520	50,422	48,222	50,422	50,422	50,422
490819	Salary - Equipment Operator I	22,782	22,903	22,815	22,815	22,815	22,815	22,815
490820	Salary - Maintenance Worker	40,912	40,919	40,840	40,840	40,840	40,840	40,840
490903	Salary - Multi Trades Inspector	0	2,429	0	30,082	0	0	0
	<b>Total Salaries</b>	<b>795,761</b>	<b>806,304</b>	<b>803,678</b>	<b>777,866</b>	<b>763,493</b>	<b>763,493</b>	<b>763,493</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	229,750	220,767	208,714	208,714	206,449	206,449	206,449
510202	Fringe - Hospital	144,033	113,017	115,792	115,792	107,178	107,178	107,178
510206	Fringe - Medicare Insurance Tax	9,089	9,678	10,975	10,975	10,392	10,392	10,392
510207	Fringe - Life Insurance	463	452	882	882	840	840	840
	<b>Total Fringe</b>	<b>383,335</b>	<b>343,914</b>	<b>336,363</b>	<b>336,363</b>	<b>324,859</b>	<b>324,859</b>	<b>324,859</b>
	<b>Operating and Contractual:</b>							
520105	Contract Labor	4,776	0	0	0	0	0	0
520204	Uniforms	15,662	4,798	4,800	4,800	4,800	4,800	4,800
520500	Operating Supplies	4,667	13,133	14,800	14,800	14,800	14,800	14,800
520514	Small Tools	0	3,235	5,200	5,200	5,200	5,200	5,200
605106	Maintenance Equipment	23,556	23,482	28,000	28,000	28,000	28,000	28,000
605117	Maintenance Mains	154,522	129,653	147,880	157,880	147,000	147,000	147,000
605123	Maintenance Pump Stations	156,512	143,251	127,480	147,480	147,000	147,000	147,000
646037	Emergency Storm Preparedness	0	0	0	949	0	0	0
	<b>Total Operating and Contractual</b>	<b>359,695</b>	<b>317,552</b>	<b>328,160</b>	<b>359,109</b>	<b>346,800</b>	<b>346,800</b>	<b>346,800</b>
	<b>Capital Outlay:</b>							
707401	Wastewater Systems Additions	47,321	72,103	100,000	100,000	100,000	100,000	100,000
707405	Building Improvements	9,995	14,460	15,000	15,000	15,000	15,000	15,000
707500	Vehicles	107,340	39,835	110,000	110,000	246,000	220,000	220,000
707600	Machinery & Equipment	54,371	63,414	17,000	50,570	106,500	95,500	95,500
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>219,027</b>	<b>189,812</b>	<b>242,000</b>	<b>275,570</b>	<b>467,500</b>	<b>430,500</b>	<b>430,500</b>
	<b>TOTAL DEPARTMENT</b>	<b>1,757,818</b>	<b>1,657,582</b>	<b>1,710,201</b>	<b>1,748,908</b>	<b>1,902,652</b>	<b>1,865,652</b>	<b>1,865,652</b>

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Environmental Services	<b>ORGANIZATION:</b>	258103

**GOAL MISSION STATEMENT**

To ensure compliance of environmental regulations mandated by State/Federal agencies (i.e. EPA, DEQ, DHHR). To enforce the City's environmental ordinances.

**FUNCTION DESCRIPTION**

The Environmental Services Department is responsible for:

1. Analysis of the City's drinking water.
2. Analysis of the City's wastewater discharge.
3. Administering pretreatment program.
4. Preparation of environmental reports for Utilities.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Wastewater analysis	26,000	31,200	32,500
Drinking water analysis	2,750	3,300	3,450
Commercial Users Surveys	500	550	600
Pretreatment Inspections	25	50	75

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Environmental Services	<b>ORGANIZATION:</b>	258103

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	236,783	253,009	251,943	246,943	244,084	244,084	-3.12%
FRINGE BENEFITS	105,702	97,457	90,741	90,741	105,763	105,763	16.55%
OPERATING/CONTRACTUAL	157,909	167,856	190,825	188,825	190,825	190,825	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	21,702	10,853	32,672	32,672	82,000	82,000	150.98%
<b>TOTAL APPROPRIATIONS</b>	<b>522,096</b>	<b>529,175</b>	<b>566,181</b>	<b>559,181</b>	<b>622,672</b>	<b>622,672</b>	<b>9.98%</b>

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490232	Salary - Superintendent	1	1	1	1	1	1	0.00%
490239	Salary - Environmental Lab Supervisor	1	1	1	1	1	1	0.00%
490369	Salary - Environmental Tech I	1	1	1	1	1	1	0.00%
490378	Salary - Environmental Tech II	2	2	2	2	2	2	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	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>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Environmental Services	<b>ORGANIZATION:</b>	258103

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
<b>Salaries:</b>								
450001	Overtime	3,805	2,589	10,465	5,465	10,000	10,000	10,000
490232	Salary - Superintendent	60,360	60,592	60,360	60,360	60,360	60,360	60,360
490239	Salary - Environmental Lab Supervisor	44,950	45,123	44,950	44,950	44,950	44,950	44,950
490369	Salary - Environmental Tech I	25,891	27,910	32,936	32,936	32,936	32,936	32,936
490378	Salary - Environmental Tech II	78,020	91,487	78,021	78,021	71,121	71,121	71,121
490618	Salary - Administrative Secretary	23,757	25,308	25,211	25,211	24,717	24,717	24,717
<b>Total Salaries</b>		236,783	253,009	251,943	246,943	244,084	244,084	244,084
<b>Fringe:</b>								
510201	Fringe - Pension	68,382	63,087	65,429	65,429	65,999	65,999	65,999
510202	Fringe - Hospital	33,875	30,685	21,406	21,406	35,973	35,973	35,973
510206	Fringe - Medicare Insurance Tax	3,316	3,561	3,654	3,654	3,539	3,539	3,539
510207	Fringe - Life Insurance	129	124	252	252	252	252	252
<b>Total Fringe</b>		105,702	97,457	90,741	90,741	105,763	105,763	105,763
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	1,551	1,589	1,600	1,600	1,600	1,600	1,600
520400	Office	3,804	5,039	5,000	5,000	5,000	5,000	5,000
520500	Operating Supplies	33,021	38,994	40,000	42,000	40,000	40,000	40,000
520503	Operating - Chemicals	24,120	29,601	31,000	28,000	31,000	31,000	31,000
531206	Services - Other	23,091	19,056	28,000	28,000	28,000	28,000	28,000
531215	Fees, Licenses & Permits	0	30	200	200	200	200	200
531301	Vehicle Costs - Gas & Oil	2,424	3,461	5,025	5,025	5,025	5,025	5,025
531304	Vehicle Costs - R & M	1,087	305	3,500	2,500	3,500	3,500	3,500
531410	Telephone	4,225	4,436	4,000	4,000	4,000	4,000	4,000
531500	Printing	2,190	2,052	7,500	7,500	7,500	7,500	7,500
543002	Dues & Subscriptions	714	1,346	1,500	1,500	1,500	1,500	1,500
543003	Travel & Training	3,052	1,604	3,000	3,000	3,000	3,000	3,000
543007	Environmental Conference	49,707	51,333	51,000	51,000	51,000	51,000	51,000
605106	Maintenance Equipment	8,923	9,010	9,500	9,500	9,500	9,500	9,500
<b>Total Operating and Contractual</b>		157,909	167,856	190,825	188,825	190,825	190,825	190,825
<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	21,320	10,853	32,672	32,672	80,000	80,000	80,000
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
707702	Computer Software	382	0	0	0	2,000	2,000	2,000
<b>Total Capital Outlay</b>		21,702	10,853	32,672	32,672	82,000	82,000	82,000
<b>TOTAL DEPARTMENT</b>		522,096	529,175	566,181	559,181	622,672	622,672	622,672



**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Environmental Compliance	<b>ORGANIZATION:</b>	258104

**GOAL MISSION STATEMENT**

**FUNCTION DESCRIPTION**

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Enviromental Compliance	<b>ORGANIZATION:</b>	258104

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	91,581	120,085	408,000	408,000	408,000	408,000	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	91,581	120,085	408,000	408,000	408,000	408,000	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Enviromental Compliance	<b>ORGANIZATION:</b>	258104

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating and Contractual:</b>							
520500	Operating Supplies	91,512	119,795	408,000	408,000	408,000	408,000	408,000
543003	Travel & Training	69	290	0	0	0	0	0
	<b>Total Operating and Contractual</b>	91,581	120,085	408,000	408,000	408,000	408,000	408,000
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	0	0	0	0	0	0	0
	<b>TOTAL DEPARTMENT</b>	91,581	120,085	408,000	408,000	408,000	408,000	408,000

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Utility Services	<b>ORGANIZATION:</b>	258900

## GOAL MISSION STATEMENT

The City of Alexandria, Utility Service Department ensures that all Utility Department repair "cuts" are restored in a timely, efficient manner. The department handles all utility mapping and field locating resulting in a safe and productive gas, water and wastewater system.

The Utility Services Department also works in conjunction with the other city departments by making available for their use a trackhoe, backhoe, city wide welder and welding machine, and trencher, tractor/trailer (lowboy), and vaccum/jet unit.

## FUNCTION DESCRIPTION

The City of Alexandria's Utility Services Department is responsible for:

1. Operating a utility cut repair crew to handle all "cuts" for the Utility Division.
2. Handling all utility line location duties for the Utility Division.
3. Maintaining maps and "as built" drawings along with updating them as needed for the Utility Division.
4. Developing a computer operated mapping system using Autocad Software and the city of Alexandria Base Map.
5. Working in conjunction with the City of Alexandria, SCADA System.
6. Maintaining and updating data pertaining the fire flows and the wellhead protection program as well as the maintenance records of the Gas Distribution and Water Distribution System.
7. Working in conjunction with other city departments with equipment use.
8. Providing the services of a certified city welder to Utility and Public Works Divisions.
9. Developing, implementing and operating a City-Wide geographical information system. (GIS)
10. Scanning City of Alexandria Project Plans to ensure a digital set plans.

## DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Call receive/LA One Call System	4,500	4,700	5,000
Utility Customers (Gas, Water, & Wastewater)	210	225	275
Availability Verification of Utilities	450	500	500
Welding Work Orders	340	350	375
Utility Map Information Requests	515	525	550
Computer Assisted Drawings	200	225	250
Project Scanning	250	300	325

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Utility Services	<b>ORGANIZATION:</b>	258900

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
SALARIES AND WAGES	540,355	517,870	567,974	554,878	603,107	603,107	6.19%
FRINGE BENEFITS	274,503	249,000	244,733	246,249	280,179	280,179	14.48%
OPERATING/CONTRACTUAL	147,868	144,586	194,325	212,106	199,100	199,100	2.46%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	31,416	38,226	104,412	160,571	260,500	260,500	149.49%
<b>TOTAL APPROPRIATIONS</b>	<b>994,142</b>	<b>949,682</b>	<b>1,111,444</b>	<b>1,173,804</b>	<b>1,342,886</b>	<b>1,342,886</b>	<b>20.82%</b>

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE
490127	Salary - Superintendent	1	1	1	1	1	1	0.00%
490147	Salary - Maintenance Worker Senior	2	2	2	2	2	2	0.00%
490163	Salary - Crew Supervisor Utility Services	3	3	3	2	2	2	-33.33%
490316	Salary - Engineering Technician II	3	3	3	4	4	4	33.33%
490341	Salary - Engineering Technician III	1	1	1	1	1	1	0.00%
490347	Salary - Engineering Tech I	1	1	1	1	1	1	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490722	Salary - Pipe Layer	1	1	1	1	1	1	0.00%
490738	Salary - Equipment Operator III	1	1	1	1	1	1	0.00%
490746	Salary - Equipment Operator II	2	2	2	2	2	2	0.00%
490753	Salary - Welder	1	1	1	1	1	1	0.00%
490919	Salary - GIS Manager	0	0	0	1	1	1	100.00%
	<b>Total Positions</b>	<b>17</b>	<b>17</b>	<b>17</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>5.88%</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Utility Services	<b>ORGANIZATION:</b>	258900

UTILITY FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	6,547	4,961	6,977	11,977	7,000	7,000	7,000
490127	Salary - Superintendent	58,630	60,010	59,780	59,780	59,780	59,780	59,780
490147	Salary - Maintenance Worker Senior	42,557	1,716	46,084	24,384	46,084	46,084	46,084
490163	Salary - Crew Supervisor Utility Services	117,880	118,442	117,989	110,031	82,103	82,103	82,103
490316	Salary - Engineering Technician II	65,084	82,122	87,485	96,089	120,550	120,550	120,550
490341	Salary - Engineering Technician III	37,766	37,911	37,766	37,766	37,766	37,766	37,766
490347	Salary - Engineering Tech I	28,528	28,638	28,528	23,528	25,891	25,891	25,891
490375	Salary - CAD Operator II	0	0	0	0	0	0	0
490618	Salary - Administrative Secretary	30,992	31,111	30,992	30,992	30,992	30,992	30,992
490722	Salary - Pipe Layer	29,411	29,525	29,412	29,412	29,412	29,412	29,412
490738	Salary - Equipment Operator III	32,767	32,893	32,768	32,768	32,768	32,768	32,768
490746	Salary - Equipment Operator II	61,389	61,626	61,389	61,389	61,389	61,389	61,389
490753	Salary - Welder	28,804	28,915	28,804	28,804	28,804	28,804	28,804
490919	Salary - GIS Manager	0	0	0	7,958	40,568	40,568	40,568
<b>Total Salaries</b>		<b>540,355</b>	<b>517,870</b>	<b>567,974</b>	<b>554,878</b>	<b>603,107</b>	<b>603,107</b>	<b>603,107</b>
<b>Fringe:</b>								
510201	Fringe - Pension	156,067	141,548	147,503	147,230	163,081	163,081	163,081
510202	Fringe - Hospital	111,537	100,855	89,174	90,675	108,048	108,048	108,048
510206	Fringe - Medicare Insurance Tax	6,550	6,232	7,342	7,606	8,294	8,294	8,294
510207	Fringe - Life Insurance	349	365	714	738	756	756	756
<b>Total Fringe</b>		<b>274,503</b>	<b>249,000</b>	<b>244,733</b>	<b>246,249</b>	<b>280,179</b>	<b>280,179</b>	<b>280,179</b>
<b>Operating and Contractual:</b>								
520105	Contract Labor	0	0	0	0	0	0	0
520204	Uniforms	4,991	5,000	5,000	5,000	5,000	5,000	5,000
520400	Office	2,261	1,898	3,150	3,150	3,150	3,150	3,150
520500	Operating Supplies	15,760	24,055	25,000	24,000	25,000	25,000	25,000
520506	Operating Concrete & Asphalt	46,729	37,111	49,000	43,000	49,000	49,000	49,000
520507	Operating - Sand & Gravel	2,896	0	22,000	22,000	22,000	22,000	22,000
520514	Small Tools	3,829	3,661	4,000	4,000	4,000	4,000	4,000
520519	Operating Drafting & Survey	3,990	5,234	5,000	5,000	5,000	5,000	5,000
531215	Fees, Licenses & Permits	218	292	500	500	500	500	500
531301	Vehicle Costs - Gas & Oil	28,113	33,588	28,225	33,225	33,000	33,000	33,000
531304	Vehicle Costs - R & M	15,408	12,244	17,000	17,000	17,000	17,000	17,000
531410	Telephone	10,574	10,292	11,480	11,480	11,480	11,480	11,480
531500	Printing	6	109	500	500	500	500	500
531800	Rent	4,899	2,776	11,470	7,470	11,470	11,470	11,470
543002	Dues & Subscriptions	435	506	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	1,621	2,773	4,500	4,500	4,500	4,500	4,500
605106	Maintenance Equipment	6,138	5,047	6,500	22,180	6,500	6,500	6,500
646037	Emergency Storm Preparedness	0	0	0	8,101	0	0	0
<b>Total Operating and Contractual</b>		<b>147,868</b>	<b>144,586</b>	<b>194,325</b>	<b>212,106</b>	<b>199,100</b>	<b>199,100</b>	<b>199,100</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Utilities	<b>FUND:</b>	401
<b>DEPARTMENT:</b>	Utility Services	<b>ORGANIZATION:</b>	258900

## UTILITY FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED	FINAL	DEPT	ADMIN	ADOPTED
		EXP	EXP	BUDGET	BUDGET	REQUEST	APPRVD	
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	0	0	33,000	89,159	221,000	86,000	86,000
707600	Machinery & Equipment	14,919	24,593	44,900	44,900	594,500	142,500	142,500
707700	Office Furniture & Fixtures	0	0	1,912	1,912	0	0	0
707702	Computer Software	16,497	13,633	24,600	24,600	32,000	32,000	32,000
	<b>Total Capital Outlay</b>	<b>31,416</b>	<b>38,226</b>	<b>104,412</b>	<b>160,571</b>	<b>847,500</b>	<b>260,500</b>	<b>260,500</b>
	<b>TOTAL DEPARTMENT</b>	<b>994,142</b>	<b>949,682</b>	<b>1,111,444</b>	<b>1,173,804</b>	<b>1,929,886</b>	<b>1,342,886</b>	<b>1,342,886</b>
	<b>TOTAL FUND</b>	<b>101,435,163</b>	<b>95,996,798</b>	<b>94,248,828</b>	<b>92,217,444</b>	<b>99,164,593</b>	<b>94,963,858</b>	<b>94,963,858</b>

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

*Utility Debt Service*





**2013-2014 ANNUAL BUDGET**

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2013-2014 ANNUAL BUDGET

UTILITY DEBT SERVICE  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REV	ACTUAL REV	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Internal Services &amp; Interfunds:</b>							
	Transfer to Debt Service	4,163,846	4,178,711	5,052,988	5,052,988	4,086,235	4,086,235	4,086,235
	<b>Total Revenues</b>	4,163,846	4,178,711	5,052,988	5,052,988	4,086,235	4,086,235	4,086,235

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	<b>FUND:</b>	N/A
<b>DEPARTMENT:</b>	Utility Debt Service	<b>COST CENTER:</b>	210500

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	11,000	11,000	11,000	11,000	11,000	11,000	0.00%
OTHER	4,152,846	4,167,711	5,041,988	5,041,988	4,075,235	4,075,235	-19.17%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	4,163,846	4,178,711	5,052,988	5,052,988	4,086,235	4,086,235	-19.13%

PERSONNEL ROSTER

JOB CODE	TITLE	2009-2010	2010-2011	2011-2012		2012-2013		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	N/A	N/A
<b>DEPARTMENT:</b>	Utility Debt Service	210500

UTILITY DEBT SERVICE FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
800003	<b>Operating and Contractual:</b>							
	Paying Agent Fees	11,000	11,000	11,000	11,000	11,000	11,000	11,000
	<b>Total Operating &amp; Contractual</b>	11,000	11,000	11,000	11,000	11,000	11,000	11,000
	<b>Other:</b>							
800001	Interest - 2003 Refunded Bonds	104,162	70,913	36,613	36,613	0	0	0
800001	Interest - 2003 COI	22,244	16,533	10,314	10,314	3,528	3,528	3,528
800001	Interest - 2004A Rev Bonds	672,035	657,685	641,845	641,845	625,920	625,920	625,920
800001	Interest - 2004B Refunded Bonds	644,405	602,580	557,940	557,940	512,965	512,965	512,965
800001	Interest - 2010 DHH Loan	0	0	92,010	92,010	102,775	102,775	102,775
800001	Interest - 2011 DHH Loan	0	0	132,306	132,306	149,247	149,247	149,247
800001	Interest - 2012A DHH Loan	0	0	57,953	57,953	66,551	66,551	66,551
800001	Interest - 2012B DEQ Loan	0	0	20,007	20,007	41,249	41,249	41,249
800002	Principal - 2003 Refunded Bonds	950,000	980,000	1,010,000	1,010,000	0	0	0
800002	Principal - 2003 COI	155,000	160,000	165,000	165,000	170,000	170,000	170,000
800002	Principal - 2004A Rev Bonds	410,000	440,000	455,000	455,000	470,000	470,000	470,000
800002	Principal - 2004B Refunded Bonds	1,195,000	1,240,000	1,285,000	1,285,000	1,340,000	1,340,000	1,340,000
800002	Principal - 2010 DHH Loan	0	0	140,000	140,000	144,000	144,000	144,000
800002	Principal - 2011 DHH Loan	0	0	159,000	159,000	165,000	165,000	165,000
800002	Principal - 2012A DHH Loan	0	0	71,000	71,000	74,000	74,000	74,000
800002	Principal - 2012B DEQ Loan	0	0	208,000	208,000	210,000	210,000	210,000
	<b>Total Other</b>	4,152,846	4,167,711	5,041,988	5,041,988	4,075,235	4,075,235	4,075,235
	<b>TOTAL FUND</b>	4,163,846	4,178,711	5,052,988	5,052,988	4,086,235	4,086,235	4,086,235

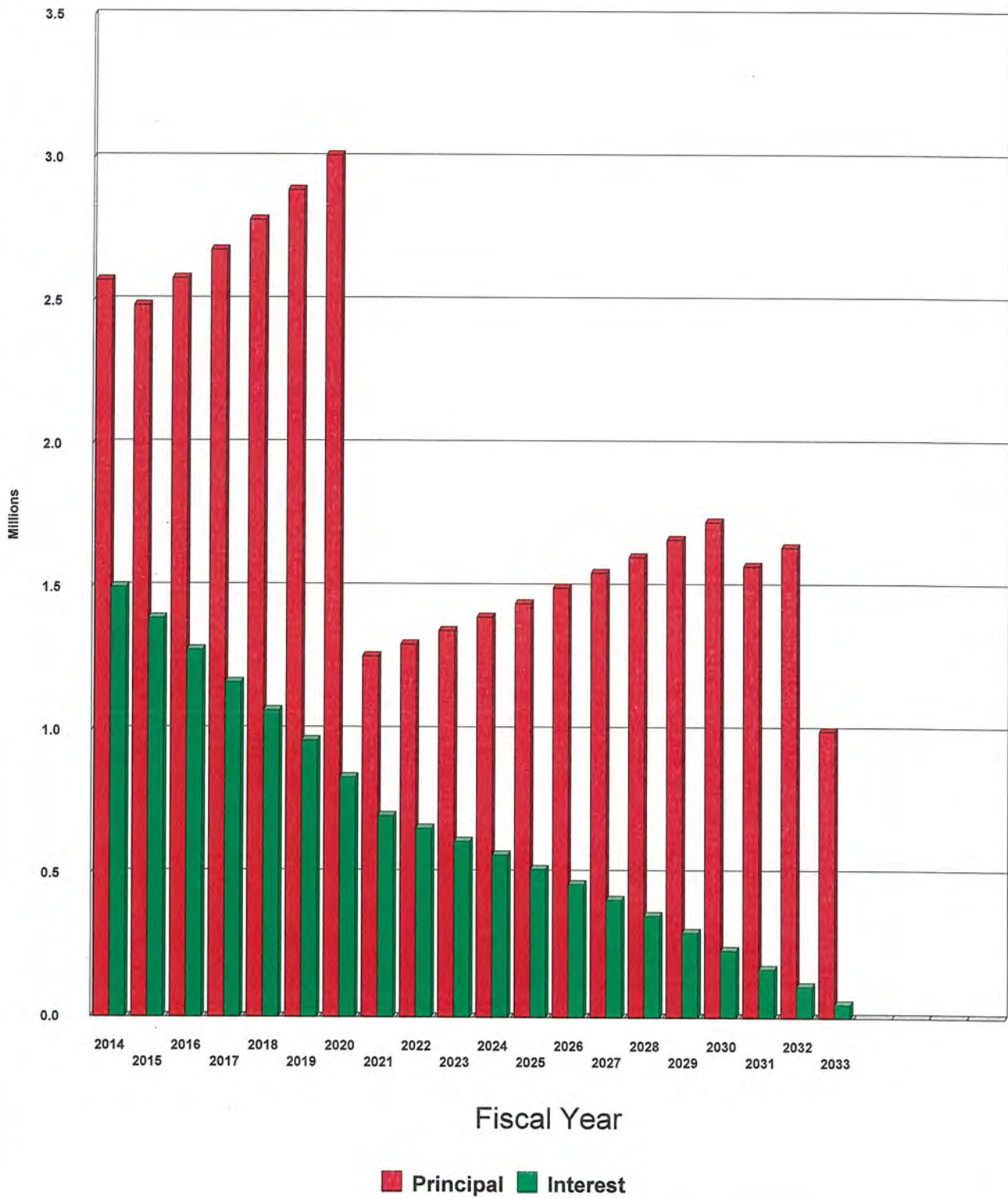
**AMORTIZATION SCHEDULE OF DEBT SERVICE PAYMENTS  
UTILITY DEBT SERVICE SCHEDULE**

**REVENUE BONDS**

FYE	2004 A	2004 B	2003 COI	2010 DHH	2011 DHH	2012A DHH	2012B DEQ	Total
2014	1,095,920	1,852,965	173,528	246,775	314,247	140,551	251,249	4,075,235
2015	1,072,420	1,855,965		244,807	314,555	139,997	251,254	3,878,998
2016	1,058,920	1,855,465		243,736	313,655	140,375	251,240	3,863,391
2017	1,049,920	1,851,465		241,527	314,583	139,650	251,207	3,848,352
2018	1,055,120	1,854,465		240,213	314,269	139,855	251,155	3,855,077
2019	1,048,800	1,863,250		238,763	313,749	139,957	251,084	3,855,603
2020	1,042,050	1,863,750		237,173	314,021	139,956	250,994	3,847,944
2021	1,024,300			235,447	314,053	139,851	250,885	1,964,536
2022	1,023,875			233,581	313,842	140,643	250,757	1,962,698
2023	1,027,325			231,579	314,390	140,296	250,610	1,964,200
2024	1,029,425			230,437	314,662	139,846	250,444	1,964,814
2025	1,029,363			228,124	313,658	140,293	250,259	1,961,697
2026	1,032,913			226,673	314,413	139,601	251,055	1,964,655
2027	1,034,844			224,049	313,857	139,806	250,823	1,963,379
2028	1,035,156			222,287	314,025	139,873	250,571	1,961,912
2029	1,038,850			220,352	313,882	140,802	250,301	1,964,187
2030	1,040,075			217,245	314,429	140,559	251,011	1,963,319
2031	1,039,420				314,631	140,177	250,693	1,744,921
2032	1,046,885				314,488	139,657	250,356	1,751,386
2033	1,047,000							1,047,000
<b>Total</b>	<b>20,872,581</b>	<b>12,997,325</b>	<b>173,528</b>	<b>3,962,768</b>	<b>5,969,409</b>	<b>2,661,745</b>	<b>4,765,948</b>	<b>51,403,304</b>
<b>% of Total</b>	<b>40.61%</b>	<b>25.28%</b>	<b>0.34%</b>	<b>7.71%</b>	<b>11.61%</b>	<b>5.18%</b>	<b>9.27%</b>	<b>100.00%</b>

2013-2014 ANNUAL BUDGET

UTILITY DEBT SERVICE PAYMENTS  
AMORTIZATION SCHEDULE

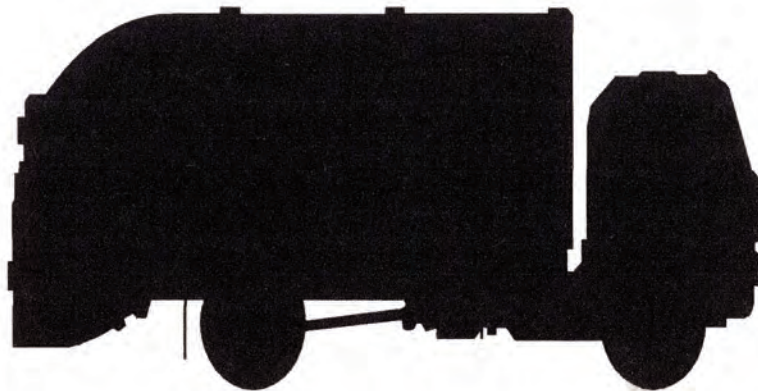


2013-2014 ANNUAL BUDGET

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

*Sanitation Fund*





# City of Alexandria PUBLIC WORKS DIVISION ORGANIZATIONAL CHART

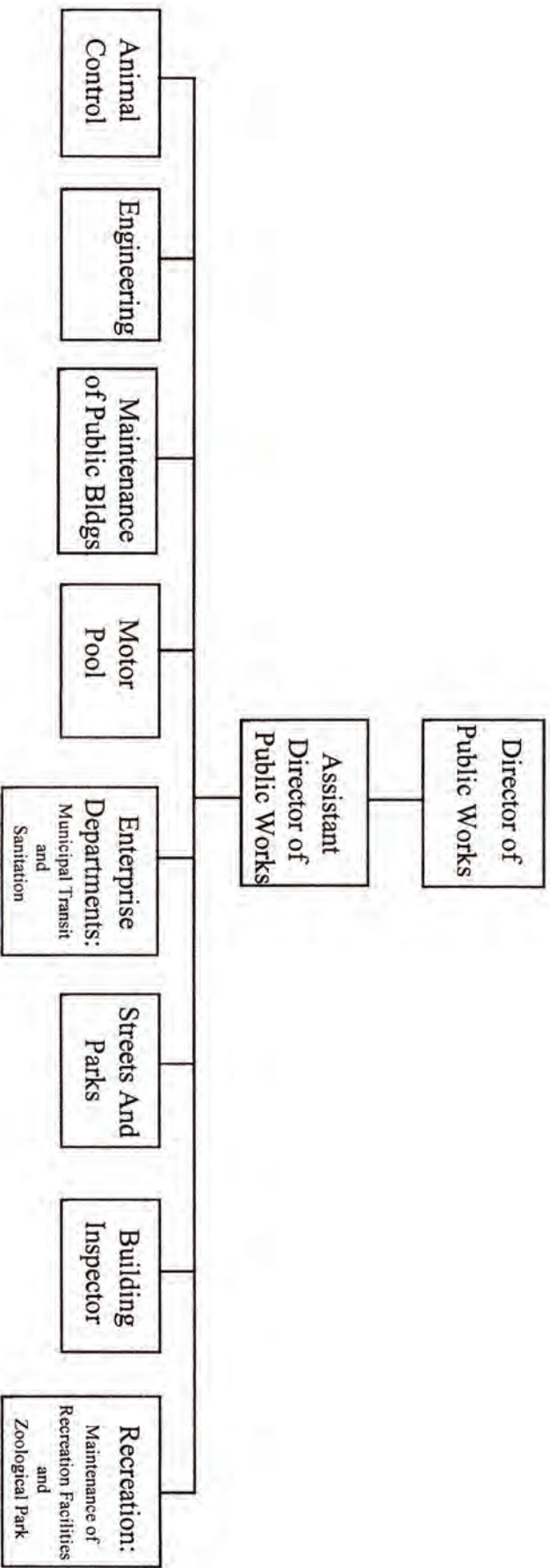


Chart depicts organizational structure of the Public Works Division

## 2013-2014 ANNUAL BUDGET

SANITATION FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Charges for Services:</b>							
344201	Charges - Collection Fees	3,248,138	3,935,498	4,000,000	3,980,000	3,900,000	3,900,000	3,900,000
344202	Charges - Disposal Fees	1,045,775	1,051,266	1,019,000	1,048,000	1,048,000	1,048,000	1,048,000
344203	Charges - Garbage Bags	35,752	32,284	0	34,000	34,000	34,000	34,000
	<b>Total Charges for Services</b>	<b>4,329,665</b>	<b>5,019,048</b>	<b>5,019,000</b>	<b>5,062,000</b>	<b>4,982,000</b>	<b>4,982,000</b>	<b>4,982,000</b>
	<b>Intergovernmental:</b>							
333480	Federal - FEMA Recovery	0	0	0	0	0	0	0
	<b>Total Intergovernmental</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Internal Services/Interfunds:</b>							
388101	Transfers - General Fund	189,517	0	0	311,800	0	0	0
	<b>Total Internal Services/Interfunds</b>	<b>189,517</b>	<b>0</b>	<b>0</b>	<b>311,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Investment Income:</b>							
367101	Interest Revenue	4,199	1,489	0	1,000	0	0	0
	<b>Total Investment Income</b>	<b>4,199</b>	<b>1,489</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other:</b>							
399000	Miscellaneous Revenue	975	1,300	0	0	0	0	0
399999	Use of Prior Year Revenues	0	0	0	255,022	0	0	0
	<b>Total Other</b>	<b>975</b>	<b>1,300</b>	<b>0</b>	<b>255,022</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL REVENUES</b>	<b>4,524,356</b>	<b>5,021,837</b>	<b>5,019,000</b>	<b>5,629,822</b>	<b>4,982,000</b>	<b>4,982,000</b>	<b>4,982,000</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	402
<b>DEPARTMENT:</b>	Sanitation	<b>ORGANIZATION:</b>	043001

## GOAL MISSION STATEMENT

To thoroughly clean all streets of garbage and trash. Also garbage will be picked up in the alleyways on some routes. To provide some pickup at the door for the elderly and the disabled. To offer the city of Alexandria residents the best service at the minimum cost. To attain a better pickup and disposal system and a better recording system of daily operating and maintenance procedures.

## FUNCTION DESCRIPTION

The Sanitation Department is responsible for the collection of refuse (garbage) and class 3 debris, (limbs and bulky items), from the city residences and some commercial customers and delivery to the dump site. Refuse (garbage) is collected from each customer twice a week. However, holidays may effect the twice a week pickup. On each Wednesday small piles of trash will be picked up except for the weeks with holidays. We also furnish man power and equipment to other city departments removal of debris and garbage.

## DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Numbers of routes collected	9	10	10
Number of customers collected	16,784	17,200	17,400
Commercial	395	400	420
Reduced residential	3,690	4,000	4,050
Amount of class 3 debris collected	13,712	13,800	14,000
Amount of garbage collected	17,172	17,300	17,500

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	402
<b>DEPARTMENT:</b>	Sanitation	<b>ORGANIZATION:</b>	043001

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	1,178,955	1,122,813	1,319,751	1,467,951	1,325,120	1,325,120	0.41%
FRINGE BENEFITS	578,820	487,721	541,723	542,121	568,804	568,804	5.00%
OPERATING/CONTRACTUAL	1,672,879	1,821,372	1,567,456	1,814,456	1,735,456	1,735,456	10.72%
OTHER	998,406	965,755	1,011,070	959,521	967,879	967,879	-4.27%
CAPITAL OUTLAY	44,629	176,934	579,000	845,773	384,741	384,741	-33.55%
TOTAL APPROPRIATIONS	4,473,689	4,574,595	5,019,000	5,629,822	4,982,000	4,982,000	-0.74%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490111	Salary - Superintendent - Sanitation	1	1	1	1	1	1	0.00%
490142	Salary - Crew Supervisor Sanitation	3	3	3	3	3	3	0.00%
490618	Salary - Administrative Secretary	1	1	1	1	1	1	0.00%
490738	Salary - Equipment Operator III	0	0	7	7	7	7	0.00%
490746	Salary - Equipment Operator II	17	17	10	10	10	10	0.00%
490819	Salary - Equipment Operator I	8	8	8	8	8	8	0.00%
490827	Salary - Refuse Collector	20	20	20	20	20	20	0.00%
	<b>Total Positions</b>	50	50	50	50	50	50	0.00%

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	402
<b>DEPARTMENT:</b>	Sanitation	<b>ORGANIZATION:</b>	043001

SANITATION FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	82,495	79,261	50,000	210,000	60,000	60,000	60,000
450011	One Time Pay Adjustment	0	0	0	105,000	0	0	0
490111	Salary - Superintendent - Sanitation	59,780	55,874	59,780	59,780	59,780	59,780	59,780
490142	Salary - Crew Supervisor Sanitation	121,219	121,685	121,219	121,219	121,219	121,219	121,219
490618	Salary - Administrative Secretary	23,766	24,622	24,717	24,717	24,717	24,717	24,717
490738	Salary - Equipment Operator III	0	0	196,676	162,876	196,676	196,676	196,676
490746	Salary - Equipment Operator II	406,184	412,582	265,656	265,656	265,656	265,656	265,656
490819	Salary - Equipment Operator I	94,636	118,732	179,391	149,391	179,391	179,391	179,391
490827	Salary - Refuse Collector	390,875	310,057	422,312	369,312	417,681	417,681	417,681
<b>Total Salaries</b>		<b>1,178,955</b>	<b>1,122,813</b>	<b>1,319,751</b>	<b>1,467,951</b>	<b>1,325,120</b>	<b>1,325,120</b>	<b>1,325,120</b>
<b>Fringe:</b>								
510201	Fringe - Pension	338,415	305,803	342,737	369,612	358,304	358,304	358,304
510202	Fringe - Hospital	224,889	166,954	179,171	151,171	190,608	190,608	190,608
510206	Fringe - Medicare Insurance Tax	14,544	14,075	17,715	19,238	17,792	17,792	17,792
510207	Fringe - Life Insurance	972	889	2,100	2,100	2,100	2,100	2,100
<b>Total Fringe</b>		<b>578,820</b>	<b>487,721</b>	<b>541,723</b>	<b>542,121</b>	<b>568,804</b>	<b>568,804</b>	<b>568,804</b>
<b>Operating &amp; Contractual</b>								
520105	Contract Labor	132,497	166,510	23,871	123,871	23,871	23,871	23,871
520204	Uniforms	0	11,711	0	0	12,000	12,000	12,000
520400	Office	693	993	1,000	1,000	1,000	1,000	1,000
520500	Operating Supplies	17,562	21,398	18,500	22,500	22,500	22,500	22,500
520508	Operating - Garbage Bags	49,532	47,641	25,000	45,000	45,000	45,000	45,000
531106	Professional Fees - Audit	938	1,326	925	925	925	925	925
531110	Professional Fees & Services	0	0	10,000	1,000	10,000	10,000	10,000
531212	Disposal Costs	1,037,533	1,063,219	1,037,000	1,063,000	1,063,000	1,063,000	1,063,000
531301	Vehicle Costs - Gas & Oil	177,522	238,903	191,150	270,150	270,150	270,150	270,150
531304	Vehicle Costs - R & M	250,964	263,227	251,750	278,750	278,750	278,750	278,750
531410	Telephone	2,987	3,589	4,000	4,000	4,000	4,000	4,000
531500	Printing	46	13	400	400	400	400	400
543003	Travel & Training	2,405	2,362	2,300	2,300	2,300	2,300	2,300
543017	Placques & Awards	66	0	1,060	1,060	1,060	1,060	1,060
605106	Maintenance Equipment	134	480	500	500	500	500	500
606001	Environmental/Resource Rcvry Prgrm	0	0	0	0	0	0	0
606002	Litter Reduction	0	0	0	0	0	0	0
<b>Total Operating &amp; Contractual</b>		<b>1,672,879</b>	<b>1,821,372</b>	<b>1,567,456</b>	<b>1,814,456</b>	<b>1,735,456</b>	<b>1,735,456</b>	<b>1,735,456</b>
<b>Other:</b>								
543001	Bad Debt	11,645	11,645	11,645	11,645	11,645	11,645	11,645
646101	Transfer to General Fund	730,753	664,706	686,283	664,706	664,706	664,706	664,706
646551	Transfer to Risk Management Fund	114,055	155,762	152,981	149,528	157,886	157,886	157,886
646552	Transfer to Employee Benefits Fund	0	0	0	0	0	0	0
647401	Cost Allocztion - Utility Fund	141,953	133,642	160,161	133,642	133,642	133,642	133,642
<b>Total Other</b>		<b>998,406</b>	<b>965,755</b>	<b>1,011,070</b>	<b>959,521</b>	<b>967,879</b>	<b>967,879</b>	<b>967,879</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	402
<b>DEPARTMENT:</b>	Sanitation	<b>ORGANIZATION:</b>	043001

SANITATION FUND

DEPARTMENTAL BUDGET

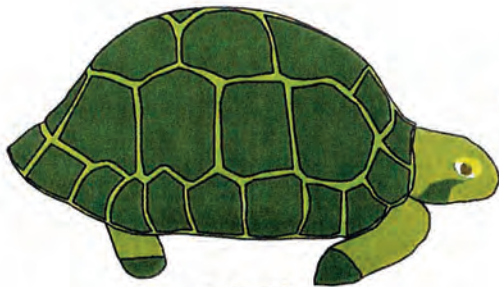
CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Capital Outlay:</b>							
707102	Landfill Closure	8,029	1,980	15,000	0	0	0	0
707405	Building Improvements	0	0	0	0	0	0	0
707500	Vehicles	36,600	172,476	564,000	845,773	384,741	384,741	384,741
707600	Machinery & Equipment	0	2,478	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>	44,629	176,934	579,000	845,773	384,741	384,741	384,741
	<b>TOTAL FUND</b>	4,473,689	4,574,595	5,019,000	5,629,822	4,982,000	4,982,000	4,982,000

2013-2014 ANNUAL BUDGET

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

*Zoological Park Fund*





# 2013-2014 ANNUAL BUDGET

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**2013-2014 ANNUAL BUDGET  
ZOOLOGICAL PARK FUND  
REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Internal Services/Interfunds:</b>							
388101	Transfer from General Fund	0	1,971,734	2,084,004	1,967,355	1,874,480	1,874,480	1,874,480
388401	Transfer from Utility System Fund	1,771,409	0	0	0	0	0	0
	<b>Total Internal Services/Interfunds</b>	1,771,409	1,971,734	2,084,004	1,967,355	1,874,480	1,874,480	1,874,480
	<b>Charges for Services:</b>							
344701	Charges - Zoological Park	280,551	404,103	204,523	404,523	405,000	405,000	405,000
	<b>Total Charges for Services</b>	280,551	404,103	204,523	404,523	405,000	405,000	405,000
	<b>Investment Income:</b>							
367101	Interest - Investments	1,186	1,444	0	0	0	0	0
	<b>Total Investment Income</b>	1,186	1,444	0	0	0	0	0
	<b>Other:</b>							
399503	Contribution from FOTAZ	0	0	0	0	0	0	0
	<b>Total Other</b>	0	0	0	0	0	0	0
	<b>TOTAL REVENUES</b>	2,053,146	2,377,281	2,288,527	2,371,878	2,279,480	2,279,480	2,279,480

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	<b>Public Works</b>	<b>FUND:</b>	<b>403</b>
<b>DEPARTMENT:</b>	<b>Zoological Park</b>	<b>ORGANIZATION:</b>	<b>044300</b>

**GOAL MISSION STATEMENT**

- "To promote the understand conservation of the natural world in which we live." In doing so we strive to:
1. Provide the citizens of Alexandria and Central Louisiana with recreational and educational experiences while viewing an organized collection of animals.
  2. Increase services to our community by development of new educational programs and to continue with the conservation of endangered species.
  3. Develop research projects in cooperation with other agencies such as colleges and universities.
  4. Increase attendance through the implementation of Phase I of the Zoo's Master Plan, thereby insuring revenue and providing better living conditions for our Zoo animals.
  5. Maintain standards set forth by USDA and the American Zoo and Aquarium Association for animal husbandry, thereby insuring our accreditation by AZA.

**FUNCTION DESCRIPTION**

- The Alexandria Zoo:
1. Serves as a community recreational facility as well as being the largest family oriented, educational tourist attraction in Central Louisiana with close to 200,000 visitors annually.
  2. Serves as an educational source for thousands of school children from Rapides and the surrounding parishes. Educational programs research approximately 20,000 children and adults each year. Volunteers assist staff.
  3. Actively participates conservation program for endangered and threatened wildlife, including Species Survival Plan programs nationally for Sumatran tigers, Andean condors, white-handed gibbons, manned wolf, red wolf, and jaguars.
  4. Maintains 30 species of mammals, 65 species of birds, 15 species of reptiles, 10 species of fish, for a total of approximately 500 animals. Approximately 20 species exhibited at our zoo endangered or threatened species.
  5. Actively promotes the appreciation and preservation of native as well as exotic wildlife.
  6. Promotes cultural enrichment through special events such as concerts and other forms of entertainment in the zoo.
  7. Strives to increase revenue and attendance through special events such as Zoo Boo and Holiday Light Safari.
  8. Contributes to economic development since it draws a large out-of-town audience.

**DEMAND PERFORMANCE INDICATORS**

<b>Description</b>	<b>2011-2012 Actual</b>	<b>2012-2013 Estimated</b>	<b>2013-2014 Projected</b>
Special Events	12	12	12
Animals Cared For Daily	650	650	650
Health/Husbandry Records Maintained	650	650	650
Buildings Maintained	25	26	27
Grounds (acres) Maintained	33	33	33
Walk maintained (miles)	4.5	4.5	4.5
Parking Lot (# Spaces) Maintained	292	292	292
Telephone Calls	25,000	25,000	25,000
Annual Visitors	165,000	165,000	165,000
Education Program Offered	300	300	300

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	403
<b>DEPARTMENT:</b>	Zoological Park	<b>ORGANIZATION:</b>	044300

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	474,574	454,336	543,181	563,381	533,859	533,859	-1.72%
FRINGE BENEFITS	212,123	182,169	229,050	225,183	227,539	227,539	-0.66%
OPERATING/CONTRACTUAL	1,099,321	1,028,011	1,076,710	1,121,710	1,109,210	1,109,210	3.02%
OTHER	236,438	291,604	269,586	291,604	291,604	291,604	8.17%
CAPITAL OUTLAY	0	87,109	170,000	170,000	117,268	117,268	-31.02%
TOTAL APPROPRIATIONS	2,022,456	2,043,229	2,288,527	2,371,878	2,279,480	2,279,480	-0.40%

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490115	Salary - Zoo Director	1	1	1	1	1	1	0.00%
490157	Salary - Veterinarian	1	1	1	1	1	1	0.00%
490174	Salary - Zoo Media Specialist	1	1	1	1	1	1	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%
490646	Salary - Customer Services Representative	1	1	1	1	1	1	0.00%
490845	Salary - Zoo Curator - Health	1	1	1	1	1	1	0.00%
490846	Salary - Zoo Curator - General	1	1	1	1	1	1	0.00%
490848	Salary - Zoo Keeper I	2	2	2	2	2	2	0.00%
490849	Salary - Security Officer	1	1	1	1	1	1	0.00%
490860	Salary - Zoo Keeper II	5	5	5	5	5	5	0.00%
	<b>Total Positions</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>16</b>	<b>0.00%</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	403
<b>DEPARTMENT:</b>	Zoological Park	<b>ORGANIZATION:</b>	044300

ZOOLOGICAL PARK FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
<b>Salaries:</b>								
450001	Overtime	37,157	28,273	22,843	42,843	23,000	23,000	23,000
450011	One Time Pay Adjustment	0	0	0	35,000	0	0	0
490115	Salary - Zoo Director	52,311	52,512	52,311	52,311	52,311	52,311	52,311
490157	Salary - Veterinarian	0	54,709	69,050	69,050	69,050	69,050	69,050
490174	Salary - Zoo Media Specialist	34,110	34,241	34,110	34,110	34,110	34,110	34,110
490618	Salary - Administrative Secretary	11,623	23,799	24,717	17,617	24,717	24,717	24,717
490624	Salary - Inventory Coordinator	38,449	38,596	38,449	38,449	38,449	38,449	38,449
490646	Salary - Customer Services Representativ	21,597	7,741	21,618	15,418	21,194	21,194	21,194
490845	Salary - Zoo Curator - Health	40,299	36,902	40,145	22,645	35,285	35,285	35,285
490846	Salary - Zoo Curator - General	40,299	24,042	40,145	40,145	40,145	40,145	40,145
490848	Salary - Zoo Keeper I	43,585	27,814	45,183	45,183	45,183	45,183	45,183
490849	Salary - Security Officer	19,455	8,706	19,222	19,222	18,845	18,845	18,845
490860	Salary - Zoo Keeper II	135,689	117,001	135,388	131,388	131,570	131,570	131,570
<b>Total Salaries</b>		<b>474,574</b>	<b>454,336</b>	<b>543,181</b>	<b>563,381</b>	<b>533,859</b>	<b>533,859</b>	<b>533,859</b>
<b>Fringe:</b>								
510201	Fringe - Pension	135,496	121,851	141,063	144,688	144,353	144,353	144,353
510202	Fringe - Hospital	70,220	54,056	79,995	71,995	75,688	75,688	75,688
510206	Fringe - Medicare Insurance Tax	6,105	5,804	7,320	7,828	6,826	6,826	6,826
510207	Fringe - Life Insurance	302	261	672	672	672	672	672
510208	Fringe - FICA Tax Retirement	0	197	0	0	0	0	0
<b>Total Fringe</b>		<b>212,123</b>	<b>182,169</b>	<b>229,050</b>	<b>225,183</b>	<b>227,539</b>	<b>227,539</b>	<b>227,539</b>
<b>Operating &amp; Contractual:</b>								
520105	Contract Labor	6,308	7,727	6,000	31,000	6,000	6,000	6,000
520204	Uniforms	3,800	2,357	6,300	6,300	6,300	6,300	6,300
520500	Operating Supplies	58,812	63,991	46,000	63,000	63,000	63,000	63,000
520502	Operating - Cleaner	5,212	5,176	5,000	5,000	5,000	5,000	5,000
520504	Operating - Animal Food	104,136	103,424	105,000	105,000	105,000	105,000	105,000
520514	Small Tools	5,422	5,537	4,850	4,850	4,850	4,850	4,850
520515	Operating Medical	14,596	11,577	17,500	17,500	17,500	17,500	17,500
520527	AZA Accreditation	0	0	500	500	500	500	500
531103	Professional Fees - Veterinarian	28,835	11,021	17,500	5,500	12,000	12,000	12,000
531110	Professional Fees & Services	8,417	5,063	0	0	0	0	0
531215	Fees, Licenses, Permits	337	956	2,400	2,400	2,400	2,400	2,400
531301	Vehicle Costs - Gas & Oil	3,096	5,205	4,760	6,760	6,760	6,760	6,760
531304	Vehicle Costs - R & M	7,554	4,113	8,300	4,300	8,300	8,300	8,300
531410	Telephone	8,595	7,262	9,600	9,600	9,600	9,600	9,600
531500	Printing	2,119	4,275	5,500	5,500	5,500	5,500	5,500
531701	Utilities	740,924	681,437	733,000	748,000	748,000	748,000	748,000
531900	Advertising	13,929	8,955	15,000	12,000	14,000	14,000	14,000
543000	Miscellaneous	0	0	1,000	1,000	1,000	1,000	1,000
543002	Dues & Subscriptions	8,250	10,198	9,000	9,000	9,000	9,000	9,000
543003	Travel & Training	1,108	2,663	2,500	2,500	2,500	2,500	2,500
605101	Maintenance Bldg & Facilities	56,555	64,239	54,000	54,000	54,000	54,000	54,000
605106	Maintenance Equipment	7,859	8,975	6,000	11,000	11,000	11,000	11,000
605120	Intern Sponsorship Program	0	27	4,000	4,000	4,000	4,000	4,000
605127	Special Events	13,457	13,833	13,000	13,000	13,000	13,000	13,000
<b>Total Operating &amp; Contractual</b>		<b>1,099,321</b>	<b>1,028,011</b>	<b>1,076,710</b>	<b>1,121,710</b>	<b>1,109,210</b>	<b>1,109,210</b>	<b>1,109,210</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	403
<b>DEPARTMENT:</b>	Zoological Park	<b>ORGANIZATION:</b>	044300

ZOOLOGICAL PARK FUND

DEPARTMENTAL BUDGET

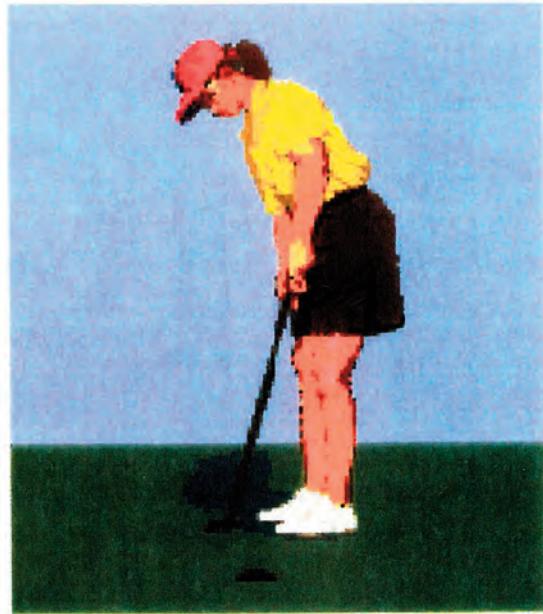
CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Other:</b>							
647101	Cost Allocation - General Fund	236,438	291,604	269,586	291,604	291,604	291,604	291,604
	<b>Total Other</b>	236,438	291,604	269,586	291,604	291,604	291,604	291,604
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	58,133	170,000	170,000	0	0	0
707500	Vehicles	0	0	0	0	0	0	0
707600	Machinery & Equipment	0	23,175	0	0	66,600	66,600	66,600
707700	Office Furniture & Fixtures	0	5,801	0	0	13,168	13,168	13,168
707702	Computer Software	0	0	0	0	17,500	17,500	17,500
707900	Animals	0	0	0	0	20,000	20,000	20,000
	<b>Total Capital Outlay</b>	0	87,109	170,000	170,000	117,268	117,268	117,268
	<b>TOTAL DEPARTMENT</b>	2,022,456	2,043,229	2,288,527	2,371,878	2,279,480	2,279,480	2,279,480

2013-2014 ANNUAL BUDGET

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

*Golf Course Fund*





# 2013-2014 ANNUAL BUDGET

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2013-2014 ANNUAL BUDGET

GOLF COURSE FUND  
REVENUE DETAIL

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Internal Services/Interfunds:</b>							
388101	Transfer from General Fund	0	268,681	269,681	217,837	217,837	217,837	217,837
388401	Transfer from Utility System Fund	235,115	0	0	0	0	0	0
	<b>Total Internal Services/Interfunds</b>	235,115	268,681	269,681	217,837	217,837	217,837	217,837
	<b>Investment Income:</b>							
367101	Interest - Investments	20	160	0	0	0	0	0
	<b>Total Investment Income</b>	20	160	0	0	0	0	0
	<b>Total Charges for Services</b>							
344751	Charges - Tournament Fees	48,228	58,053	70,000	52,000	52,000	52,000	52,000
344752	Charges - Green Fees	308,700	315,403	290,000	343,000	310,000	334,000	334,000
344753	Charges - Cart Rental	177,303	172,638	160,000	171,000	171,000	171,000	171,000
344754	Charges - Range	38,854	36,749	30,000	42,000	42,000	42,000	42,000
344755	Charges - Restaurant	6,933	2,625	3,000	3,000	3,000	3,000	3,000
	<b>Total Charges for Services</b>	580,018	585,468	553,000	611,000	578,000	602,000	602,000
	<b>TOTAL REVENUES</b>	815,153	854,309	822,681	828,837	795,837	819,837	819,837

**2013-2014 ANNUAL BUDGET**

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	404
<b>DEPARTMENT:</b>	Golf Course Maintenance	<b>ORGANIZATION:</b>	045900

**GOAL MISSION STATEMENT**

To properly maintain the City's golf course.

**FUNCTION DESCRIPTION**

The Golf Course Maintenance Department is a service organization that performs maintenance on the City's golf course, including grounds, clubhouse, and the like.

**DEMAND PERFORMANCE INDICATORS**

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	404
<b>DEPARTMENT:</b>	Golf Course Maintenance	<b>ORGANIZATION:</b>	045900

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	0	0	0	0	0	0	0.00%
FRINGE BENEFITS	0	0	0	0	0	0	0.00%
OPERATING/CONTRACTUAL	524,064	563,586	584,350	593,350	584,350	584,350	0.00%
OTHER	41,495	52,217	55,061	52,217	52,217	52,217	-5.17%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	565,559	615,803	639,411	645,567	636,567	636,567	-0.44%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	404
<b>DEPARTMENT:</b>	Golf Course Maintenance	<b>ORGANIZATION:</b>	045900

GOLF COURSE FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating &amp; Contractual:</b>							
520102	Maintenance Expense	228,004	248,440	258,000	258,000	258,000	258,000	258,000
520105	Contract Labor	0	0	1,000	1,000	1,000	1,000	1,000
520204	Uniforms	1,319	881	1,500	1,500	1,500	1,500	1,500
520500	Operating Supplies	6,462	9,415	6,000	10,000	10,000	6,000	6,000
520503	Operating Chemicals	47,613	50,402	50,000	53,000	53,000	50,000	50,000
520507	Operating Sand & Gravel	4,591	7,833	6,000	6,000	6,000	6,000	6,000
520514	Small Tools	0	0	0	0	0	0	0
531110	Professional Fees & Services	0	0	0	0	0	0	0
531111	Golf Course Management Fee	61,413	66,996	67,000	67,000	67,000	67,000	67,000
531209	Services - Bank Charges	9,523	9,024	7,500	7,500	7,500	7,500	7,500
531215	Fees, Licenses & Permits	277	0	50	50	50	50	50
531301	Vehicle Costs - Gas & Oil	9,214	13,459	10,000	13,000	13,000	13,000	13,000
531304	Vehicle Costs - R & M	0	0	2,000	0	0	0	0
531410	Telephone	11,162	9,796	10,800	9,800	10,800	10,800	10,800
531500	Printing	564	198	500	500	500	500	500
531601	Insurance Premiums/ Fees Gen Lia	0	0	6,000	6,000	6,000	6,000	6,000
531701	Utilities	39,100	41,896	40,000	40,000	40,000	40,000	40,000
531900	Advertising	2,145	3,521	7,500	6,500	6,500	6,500	6,500
543002	Dues & Subscriptions	1,120	795	1,000	1,000	1,000	1,000	1,000
543003	Travel & Training	1,715	3,546	1,500	1,500	1,500	1,500	1,500
605101	Maintenance Bldg & Facilities	608	994	1,000	1,000	1,000	1,000	1,000
605106	Maintenance Equipment	24,642	21,649	28,000	26,000	28,000	28,000	28,000
605112	Maintenace of Golf Course	4,700	4,849	5,000	10,000	5,000	5,000	5,000
646030	Lease Obligation	69,892	69,892	69,000	69,000	69,000	69,000	69,000
969000	Contingencies	0	0	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating &amp; Contractual</b>	<b>524,064</b>	<b>563,586</b>	<b>584,350</b>	<b>593,350</b>	<b>591,350</b>	<b>584,350</b>	<b>584,350</b>
	<b>Other:</b>							
647101	Cost Allocation - General Fund	41,495	52,217	55,061	52,217	52,217	52,217	52,217
	<b>Total Other</b>	<b>41,495</b>	<b>52,217</b>	<b>55,061</b>	<b>52,217</b>	<b>52,217</b>	<b>52,217</b>	<b>52,217</b>
	<b>Capital Outlay:</b>							
707600	Machinery & Equipment	0	0	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>565,559</b>	<b>615,803</b>	<b>639,411</b>	<b>645,567</b>	<b>643,567</b>	<b>636,567</b>	<b>636,567</b>

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

## *Clubhouse Maintenance*



**2013-2014 ANNUAL BUDGET**

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2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	404
<b>DEPARTMENT:</b>	Club House Maintenance	<b>ORGANIZATION:</b>	045901

GOAL MISSION STATEMENT

To operate and maintain the clubhouse at the City's golf course.

FUNCTION DESCRIPTION

DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected



2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	404
<b>DEPARTMENT:</b>	Club House Maintenance	<b>ORGANIZATION:</b>	045901

APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	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	169,722	178,513	183,270	183,270	183,270	183,270	0.00%
OTHER	0	0	0	0	0	0	0.00%
CAPITAL OUTLAY	0	0	0	0	0	0	0.00%
TOTAL APPROPRIATIONS	169,722	178,513	183,270	183,270	183,270	183,270	0.00%

PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	PERCENT CHANGE

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	404
<b>DEPARTMENT:</b>	Club House Maintenance	<b>ORGANIZATION:</b>	045901

GOLF COURSE FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Operating &amp; Contractual:</b>							
520102	Maintenance Expense	148,386	158,803	165,280	165,280	165,280	165,280	165,280
520400	Office	0	61	1,320	1,320	1,320	1,320	1,320
520500	Operating Supplies	9,860	10,380	8,460	8,460	8,460	8,460	8,460
531401	Postage	371	524	600	600	600	600	600
531500	Printing	0	0	360	360	360	360	360
543002	Dues & Subscriptions	1,461	710	650	650	650	650	650
605101	Maintenance Bldg & Facilities	3,952	2,105	3,000	3,000	3,000	3,000	3,000
605106	Maintenance Equipment	2,910	2,906	3,000	3,000	3,000	3,000	3,000
605128	Maintenance Range Ball Facility	2,782	3,024	600	600	600	600	600
	<b>Total Operating &amp; Contractual</b>	<b>169,722</b>	<b>178,513</b>	<b>183,270</b>	<b>183,270</b>	<b>183,270</b>	<b>183,270</b>	<b>183,270</b>
	<b>Capital Outlay:</b>							
707600	Machinery & Equipment	0	0	0	0	0	0	0
707700	Furniture & Fixtures	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>169,722</b>	<b>178,513</b>	<b>183,270</b>	<b>183,270</b>	<b>183,270</b>	<b>183,270</b>	<b>183,270</b>
	<b>TOTAL FUND</b>	<b>735,281</b>	<b>794,316</b>	<b>822,681</b>	<b>828,837</b>	<b>826,837</b>	<b>819,837</b>	<b>819,837</b>

2013-2014 ANNUAL BUDGET

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

*Municipal Transit Fund*



# City of Alexandria PUBLIC WORKS DIVISION ORGANIZATIONAL CHART

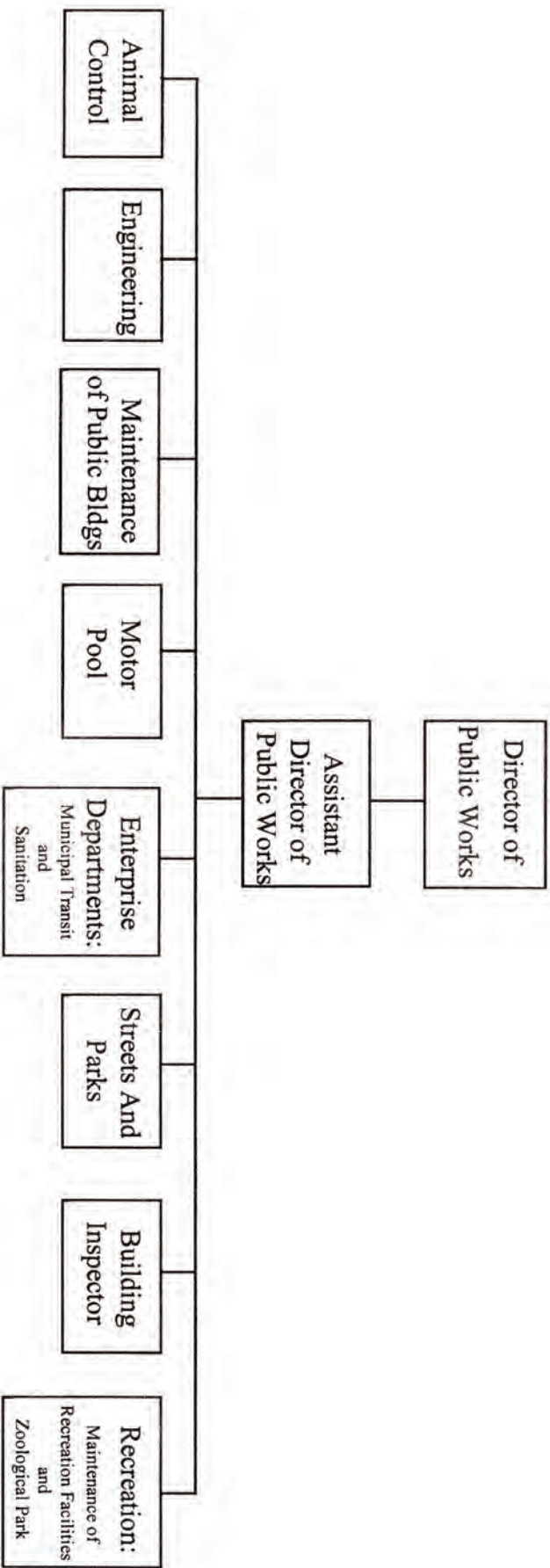


Chart depicts organizational structure of the Public Works Division

**2013-2014 ANNUAL BUDGET  
MUNICIPAL TRANSIT FUND  
REVENUE DETAIL**

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL REC'D	ACTUAL REC'D	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Charges for Services:</b>							
344401	Charges - Lower Third/McArthur	35,469	49,630	57,500	49,500	49,500	49,500	49,500
344402	Charges - Broadway/Meadow	33,272	44,625	56,000	45,000	45,000	45,000	45,000
344403	Charges - Willow Glen	37,216	54,728	60,500	54,000	54,000	54,000	54,000
344404	Charges - Pineville	52,054	75,462	74,000	76,000	76,000	76,000	76,000
344405	Charges - Elliott/Cabrini	32,502	41,677	51,500	41,000	41,000	41,000	41,000
344406	Charges - Mall/Kmart	44,447	57,705	66,500	57,000	57,000	57,000	57,000
344407	Charges - England Authority	34,422	48,206	59,000	48,000	48,000	48,000	48,000
344408	Charges - Woodale Park	43,776	55,707	63,935	55,935	55,935	55,935	55,935
344409	Charges - Elderly/Handicap Van	7,214	9,214	9,000	9,000	9,000	9,000	9,000
344410	Charges - Passes	0	0	0	0	0	0	0
344999	Charges - Transit Vouchers	32,740	17,049	32,000	17,000	17,000	17,000	17,000
	<b>Total Charges for Services</b>	<b>353,112</b>	<b>454,003</b>	<b>529,935</b>	<b>452,435</b>	<b>452,435</b>	<b>452,435</b>	<b>452,435</b>
	<b>Internal Services/Interfunds:</b>							
388401	Transfers - Utility Fund	0	1,595,573	1,966,162	1,793,123	1,966,162	2,198,643	2,198,643
	<b>Total Internal Services/Interfunds</b>	<b>0</b>	<b>1,595,573</b>	<b>1,966,162</b>	<b>1,793,123</b>	<b>1,966,162</b>	<b>2,198,643</b>	<b>2,198,643</b>
	<b>Intergovernmental:</b>							
333102	Federal - FTA Grant	747,675	660,298	361,000	500,000	361,000	361,000	361,000
333105	Federal - Section 9 Planning Grant	58,825	54,880	40,000	95,827	40,000	40,000	40,000
333106	Federal-FTA Preventive Maint	108,940	111,119	0	200,000	0	0	0
333407	State - Parish Transportation	226,845	185,039	124,896	163,415	124,896	124,896	124,896
	<b>Total Intergovernmental</b>	<b>1,142,285</b>	<b>1,011,336</b>	<b>525,896</b>	<b>959,242</b>	<b>525,896</b>	<b>525,896</b>	<b>525,896</b>
	<b>Investment Income:</b>							
367101	Interest - Investments	6,716	2,363	0	0	0	0	0
	<b>Total Investment Income</b>	<b>6,716</b>	<b>2,363</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Other:</b>							
344501	Misc - Advertising	9,024	8,536	5,000	5,000	5,000	5,000	5,000
388200	Other-Sales of Fixed Assets	0	(49,323)	0	0	0	0	0
398900	Misc - Cash Over/(Short)	16,324	6,523	300	300	300	300	300
399000	Miscellaneous Revenue	2,253	13,559	500	500	500	500	500
399003	Misc - Bus Damages	0	0	500	500	500	500	500
	<b>Total Other</b>	<b>27,601</b>	<b>(20,705)</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>	<b>6,300</b>
	<b>TOTAL REVENUES</b>	<b>1,529,714</b>	<b>3,042,570</b>	<b>3,028,293</b>	<b>3,211,100</b>	<b>2,950,793</b>	<b>3,183,274</b>	<b>3,183,274</b>

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND:</b>	450
<b>DEPARTMENT:</b>	Municipal Transit	<b>ORGANIZATION:</b>	043900

## GOAL MISSION STATEMENT

The mission of ATRANS is to improve the quality of life of the citizens of Alexandria by providing a dependable means of transportation for those who do not own a personal vehicle or those who require alternative means of transportation. This will be accomplished by creating a transit system and a complimentary paratransit system that is dependable, yet affordable to all clients.

## FUNCTION DESCRIPTION

The municipal transit system operates eight fixed routes through out the city limits of Alexandria and Pineville as well as two specialized curb-to-curb complimentary paratransit vans for the disabled clients in the area. The bus department maintains the fleet via an in-house maintenance department. The daily operation of ATRANS are Monday-Saturday from 6:00 AM to 7:00 PM. The eight routes are designed to be rider friendly and are equipped with special equipment to make boarding, ridding, and alighting more safer.

## DEMAND PERFORMANCE INDICATORS

Description	2011-2012 Actual	2012-2013 Estimated	2013-2014 Projected
Total mileage for buses	456,758	456,758	456,758
Total mileage for vans	128,495	128,495	128,495
Totals hours for Superintendent and Supervisor	13,000	13,000	13,000
Total hours for Clerical	4,500	4,500	4,500
Total hours for Operators	50,500	50,500	50,500
Total Passengers	676,442	676,442	676,442

## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	450
<b>DEPARTMENT:</b>	Municipal Transit	<b>ORGANIZATION:</b>	043900

## APPROPRIATION SUMMARY

DESCRIPTION	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
	ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
SALARIES AND WAGES	1,128,586	1,108,167	1,176,778	1,200,078	1,157,833	1,157,833	-1.61%
FRINGE BENEFITS	505,993	475,825	495,574	505,287	508,491	508,491	2.61%
OPERATING/CONTRACTUAL	769,653	943,976	792,496	905,996	907,496	907,496	14.51%
OTHER	585,639	549,500	563,445	599,739	609,454	609,454	8.17%
CAPITAL OUTLAY	1,950	0	0	0	0	0	0.00%
<b>TOTAL APPROPRIATIONS</b>	<b>2,991,821</b>	<b>3,077,468</b>	<b>3,028,293</b>	<b>3,211,100</b>	<b>3,183,274</b>	<b>3,183,274</b>	<b>5.12%</b>

## PERSONNEL ROSTER

JOB CODE	TITLE	2010-2011	2011-2012	2012-2013		2013-2014		PERCENT CHANGE
		ACTUAL	ACTUAL	ADOPTED BUDGET	FINAL BUDGET	ADMIN APPRVD	ADOPTED	
490113	Salary - Transit Manager	1	1	1	1	1	1	0.00%
490139	Salary - Supervisor Fleet Maintenance	1	1	1	1	1	1	0.00%
490140	Salary - Transit Shift Supervisor	1	1	1	1	1	1	0.00%
490151	Salary - Asst Transit Manager	1	1	1	1	1	1	0.00%
490223	Salary - Transit Analyst	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	0	0	0	0	0	0.00%
490750	Salary - Fleet Maintenance Tech Senior	4	4	4	4	4	4	0.00%
490751	Salary - Fleet Maintenance Tech	0	0	0	0	0	0	0.00%
490834	Salary - Fleet Service Technician	2	2	2	2	2	2	0.00%
490837	Salary - Transit Operator	21	21	21	21	21	21	0.00%
490896	Salary - Transit Operator (Part Time)	6	6	6	6	6	6	0.00%
	<b>Total Positions</b>	<b>40</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>39</b>	<b>0.00%</b>



## 2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works	<b>FUND #:</b>	450
<b>DEPARTMENT:</b>	Municipal Transit	<b>ORGANIZATION:</b>	043900

## MUNICIPAL TRANSIT FUND

## DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Salaries:</b>							
450001	Overtime	108,015	117,020	88,338	128,338	89,000	89,000	89,000
450011	One Time Pay Adjustment	0	0	0	75,000	0	0	0
490113	Salary - Transit Manager	59,780	60,010	59,780	59,780	59,780	59,780	59,780
490139	Salary - Supervisor Fleet Maintenance	38,103	38,250	38,103	38,103	38,103	38,103	38,103
490140	Salary - Transit Shift Supervisor	34,362	28,118	33,756	33,756	30,588	30,588	30,588
490151	Salary - Asst Transit Manager	43,720	43,924	43,645	43,645	43,645	43,645	43,645
490223	Salary - Transit Analyst	43,162	42,997	42,996	42,996	42,996	42,996	42,996
490618	Salary - Administrative Secretary	29,578	29,692	29,578	29,578	29,578	29,578	29,578
490619	Salary - Office Assistant	0	0	0	0	0	0	0
490626	Salary - Clerical Specialist	3,295	0	0	0	0	0	0
490750	Salary - Fleet Maintenance Tech Senior	122,083	117,287	121,480	108,480	121,480	121,480	121,480
490751	Salary - Fleet Maintenance Tech	0	0	0	0	0	0	0
490834	Salary - Fleet Service Technician	25,272	25,370	48,912	35,412	48,912	48,912	48,912
490896	Salary - Transit Operator-Part Time	63,830	41,659	74,987	63,587	74,987	74,987	74,987
490837	Salary - Transit Operator	557,386	563,840	595,203	541,403	578,764	578,764	578,764
	<b>Total Salaries</b>	<b>1,128,586</b>	<b>1,108,167</b>	<b>1,176,778</b>	<b>1,200,078</b>	<b>1,157,833</b>	<b>1,157,833</b>	<b>1,157,833</b>
	<b>Fringe:</b>							
510201	Fringe - Pension	307,481	290,665	286,131	299,756	292,800	292,800	292,800
510202	Fringe - Hospital	173,767	162,193	181,914	176,914	187,867	187,867	187,867
510204	Fringe - Clothing Allowance	4,995	4,882	5,000	5,000	5,000	5,000	5,000
510206	Fringe - Medicare Insurance Tax	15,126	14,668	16,494	17,582	16,789	16,789	16,789
510207	Fringe - Life Insurance	666	649	1,386	1,386	1,386	1,386	1,386
510208	Fringe - FICA Tax Retirement	3,958	2,768	4,649	4,649	4,649	4,649	4,649
	<b>Total Fringe</b>	<b>505,993</b>	<b>475,825</b>	<b>495,574</b>	<b>505,287</b>	<b>508,491</b>	<b>508,491</b>	<b>508,491</b>
	<b>Operating and Contractual:</b>							
520105	Contract Labor	24,005	37,592	10,000	19,500	10,000	10,000	10,000
520204	Uniforms	11,498	11,422	11,500	11,500	11,500	11,500	11,500
520400	Office	3,115	3,005	3,500	3,500	3,500	3,500	3,500
520500	Operating Supplies	35,736	38,120	42,500	40,500	40,000	40,000	40,000
531106	Professional Fees - Audit	1,866	3,967	3,336	3,336	3,336	3,336	3,336
531110	Professional Fees & Services	1,213	1,192	5,000	5,000	5,000	5,000	5,000
531301	Vehicle Costs - Gas	6,964	7,539	6,000	6,000	6,000	6,000	6,000
531302	Vehicle Costs - Diesel	420,736	557,759	417,650	532,650	532,650	532,650	532,650
531303	Vehicle Costs - Oil	13,897	10,694	11,000	11,000	11,000	11,000	11,000
531304	Vehicle Costs - R & M	194,327	197,366	203,000	193,000	203,000	203,000	203,000
531305	Vehicle Costs - Tires	26,275	36,665	26,000	26,000	26,000	26,000	26,000
531306	Vehicle Costs - Other Lubricants	4,185	6,748	7,500	7,500	7,500	7,500	7,500
541401	Postage	391	40	500	500	500	500	500
531410	Telephone	3,354	5,992	5,200	8,200	6,000	7,700	7,700
531500	Printing	672	377	3,000	3,000	3,000	3,000	3,000
531701	Utilities	6,659	5,977	6,200	6,200	6,200	6,200	6,200
543002	Dues & Subscriptions	0	0	450	450	450	450	450
543000	Miscellaneous	0	0	0	0	0	0	0
543003	Travel & Training	2,163	1,674	4,000	4,000	4,000	4,000	4,000
543017	Plaques & Awards	32	34	1,660	1,660	1,660	1,660	1,660
605101	Maintenance of Building & Facilities	9,596	12,024	17,000	15,000	17,000	17,000	17,000
605106	Maintenance Equipment	2,284	2,217	2,500	2,500	2,500	2,500	2,500
605107	Maintenance Radios	685	3,572	5,000	5,000	5,000	5,000	5,000
	<b>Total Operating and Contual</b>	<b>769,653</b>	<b>943,976</b>	<b>792,496</b>	<b>905,996</b>	<b>905,796</b>	<b>907,496</b>	<b>907,496</b>

2013-2014 ANNUAL BUDGET

<b>DIVISION:</b>	Public Works		450
<b>DEPARTMENT:</b>	Municipal Transit		043900

MUNICIPAL TRANSIT FUND

DEPARTMENTAL BUDGET

CODE	ACCOUNT TITLE	2010-2011	2011-2012	2012-2013		2013-2014		
		ACTUAL EXP	ACTUAL EXP	ADOPTED BUDGET	FINAL BUDGET	DEPT REQUEST	ADMIN APPRVD	ADOPTED
	<b>Other:</b>							
646101	Transfer to General Fund	383,873	419,264	382,620	419,264	419,264	419,264	419,264
647401	Transfer to Utility Fund	35,998	26,732	29,885	26,732	26,732	26,732	26,732
646551	Transfer to Risk Management	165,768	103,504	150,940	153,743	163,458	163,458	163,458
646552	Transfer to Employees Benefits	0	0	0	0	0	0	0
	<b>Total Other</b>	<b>585,639</b>	<b>549,500</b>	<b>563,445</b>	<b>599,739</b>	<b>609,454</b>	<b>609,454</b>	<b>609,454</b>
	<b>Capital Outlay:</b>							
707405	Building Improvements	0	0	0	0	0	0	0
707600	Machinery & Equipment	1,950	0	0	0	0	0	0
707700	Office Furniture & Fixtures	0	0	0	0	0	0	0
	<b>Total Capital Outlay</b>	<b>1,950</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL DEPARTMENT</b>	<b>2,991,821</b>	<b>3,077,468</b>	<b>3,028,293</b>	<b>3,211,100</b>	<b>3,181,574</b>	<b>3,183,274</b>	<b>3,183,274</b>

2013-2014 ANNUAL BUDGET

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## VIII. MISCELLANEOUS STATISTICS



## CITY OF ALEXANDRIA

### HISTORY

The City of Alexandria was founded in 1785, incorporated in 1819 and chartered in 1932. Spanish Franciscan missionaries arrived about 1690. Tradition has it that the mission they built was located within the boundaries of what is today the Rapides Cemetery in Pineville. In the early 1700's St. Denis ascended the Red River with the French and ordered the Spanish priests to leave Louisiana. The French then stationed a small detachment at the rapids in 1723. The beginning of today's crossroads was secured by "Post du Rapide".

Nature and geography played important roles in establishing twin communities on opposite banks of the Red River. In those early days, a ledge of limestone crossed the Red River forming a rapids just above what is now the site of Alexandria and Pineville. The first travelers stopped at this point rather than make the portage around the rapids - over which even a canoe could not pass for 4 or 5 months of each year during low water periods.

### GENERAL

The City of Alexandria serves as the Parish Seat and is located near the geographic center of Louisiana along the west bank of the Red River. Alexandria is central Louisiana's largest populated and commercial activity center with an estimated S.M.A. population of 155,000 plus. The Alexandria area, the "Crossroads of Louisiana", is a center for electronic media and commercial trade. The official trade area served by Alexandria contains a population in excess of 350,000. Alexandria is the eighth largest city in the state.

Alexandria adopted a City Charter which became effective in 1977 and which provides for 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 Council members elect their president, appoint the City Clerk, adopt ordinances and perform the duties outlined in the Charter. The Charter also sets forth the duties of the Mayor, who is the Chief Executive Officer of the City. The City Administration includes a Public Works Division, a Utility Division, a Finance Division, a Planning Division, a Personnel Division, a Legal Division, Community Services Division, and Police and Fire Departments.

The Charter also sets forth certain procedures relating to financial operations of the City, including but not limited to, the preparation, adoption and administration of the City budget, the adoption of supplemental and emergency appropriations, the reduction of and transfer of appropriations, (with the limitation that no appropriation for debt service on bonds of the city may be reduced or transferred) and the provision of a five year capital outlay program. The City is empowered to incur debt in accordance with the City Charter and the constitution and statutes of the State of Louisiana.

The City owns and operates its own Utilities System consisting of a combined electric power and a light plant and system, waterworks plant and system, gas system and wastewater plant and system. The City also owns and operates its own Municipal Transit and Sanitation systems.

## ECONOMY

Alexandria's economy is based upon agriculture and timber production, wholesale and retail trade, services and public sector activity. Unlike some other areas of Louisiana, it is not dependent on the oil and gas industries. Located in the fertile Red River Valley, the Alexandria area is considered as some of the best farm and timberland in the country.

Alexandria's importance in the trade sector has been enhanced by the addition of the two new regional shopping malls within the City limits. The City's per capital retail sales rate continues to reflect that Alexandria is the principal location to do business in Central Louisiana.

The vitality of Alexandria's service sector is evidenced by six major medical facilities, two four year colleges, two T.V. stations, two newspapers and 10 radio stations. The conversion of the Rapides Regional Medical Center from a public to a private facility caused a significant increase in the taxable assessed valuation of the City in 1995.

Capitalizing on Alexandria's historic and central location, a healthy tourism sector has been established with almost 2,000 guest rooms available in the City and a Convention Center combined seating capacity of approximately 9,000. Hotel occupancy in Alexandria rose from 65.1% in 1994 to 66.5% in 1995 according to PKF Consulting.

The City has had underway since 1979 a major downtown redevelopment effort. Instigated by a \$1,250,000 pledge from the City of Alexandria, private and public sector investment in projects has exceeded \$100 million in the downtown area. Growth of the City outside of the central business district continues to be strong with the addition of new retail space, apartment development, residential and commercial development. There are currently three new assisted living apartment complexes currently under construction in Alexandria.

Construction of the \$1 billion I-49 project was completed in 1996. I-49 includes 4.19 miles of interstate highways, an interchange at U.S. Highway 71, highway ramps, downtown street underpass (related to the relocation of the Missouri-Pacific Railroad from Lee Street to Elliott Street), the Sugar House Road overpass, and the rebuilding of Fulton and Casson Streets. In addition, the Corps of Engineers completed the \$1.7 billion Red River Navigation Project which connected Shreveport with the Mississippi River. This completion of this project and the development at the England Economic and Industrial Park has been a boost to development at the England Economic and Industrial Park has been a boost to development at the Port of Alexandria.

The December, 1992 closure of England Air Force Base prompted the creation of the England Economic and Industrial Development District (England Authority). The England Authority is responsible for the commercial and industrial development of the base through the reuse of the land infrastructure improvements. Commercial aviation was moved during the Summer of 1996 from Esler Regional Airport to England International Airport. They provide transportation through the use of commuter airlines who furnish regularly scheduled flights to Dallas/Ft. Worth, Houston, New Orleans, Monroe, Shreveport and Memphis.

### **CULTURE, RECREATION AND TOURISM**

In October of 1996 the City of Alexandria opened the Alexandria Riverfront Center. This facility offers 6,200 theater style seating capacity, space for 380 indoor booths, over 93,000 square feet of indoor exhibition space and an additional 12,150 square feet of covered outdoor exhibition area. A three story parking garage adjacent to the new center was constructed in the Fall of 1997. The City of Alexandria provided \$1.25 million dollars toward the construction of a \$2.6 million River Oaks Artists Studio. Construction began during the Fall of 1997. The Rapides Foundation has committed to providing \$4 million toward the construction of a new Performing Arts Complex to be located adjacent to the new River Oaks Artists Studio. Renovation of the Alexandria Museum of Art located directly behind City Hall and just down the street from the Riverfront Center will be completed during the Fall of 1997.

The City is in the process of constructing a sports complex, consisting of 12 lighted ball fields, 19 soccer fields, a jogging trail, tennis courts, and parking for over 1,000 cars. Completion is expected in the Fall of 2003.

In the Alexandria area, tourists visit historical sites such as the Kent Plantation House, built in 1976; the renovated Hotel Bentley, which opened in 1908, and was the place where Generals Eisenhower, Clark and Patton planned battle strategies; the Alexandria Visual Arts Museum; the Alexandria Historical and Genealogical Library and Museum; the Louisiana Seminary Site, first home of Louisiana State University, opened in 1860 with William Tecumseh Sherman as headmaster. Other attractions included but are not limited, the Alexandria Zoological Park; recreational areas in the vicinity such as Valentine Lake, Cotile, Kincaide, Indian Creek, and Kees Parks; the Azalea Trail; Hot Wells Health Resort; Rapides Parish Coliseum; churches such as St. Francis Xavier Cathedral, Mount Olivet Church, Trinity Episcopal Church built in 1953. River Oaks Square is the site of painters, weavers, sculptors and stained glass artists creating and exhibiting their works of art.

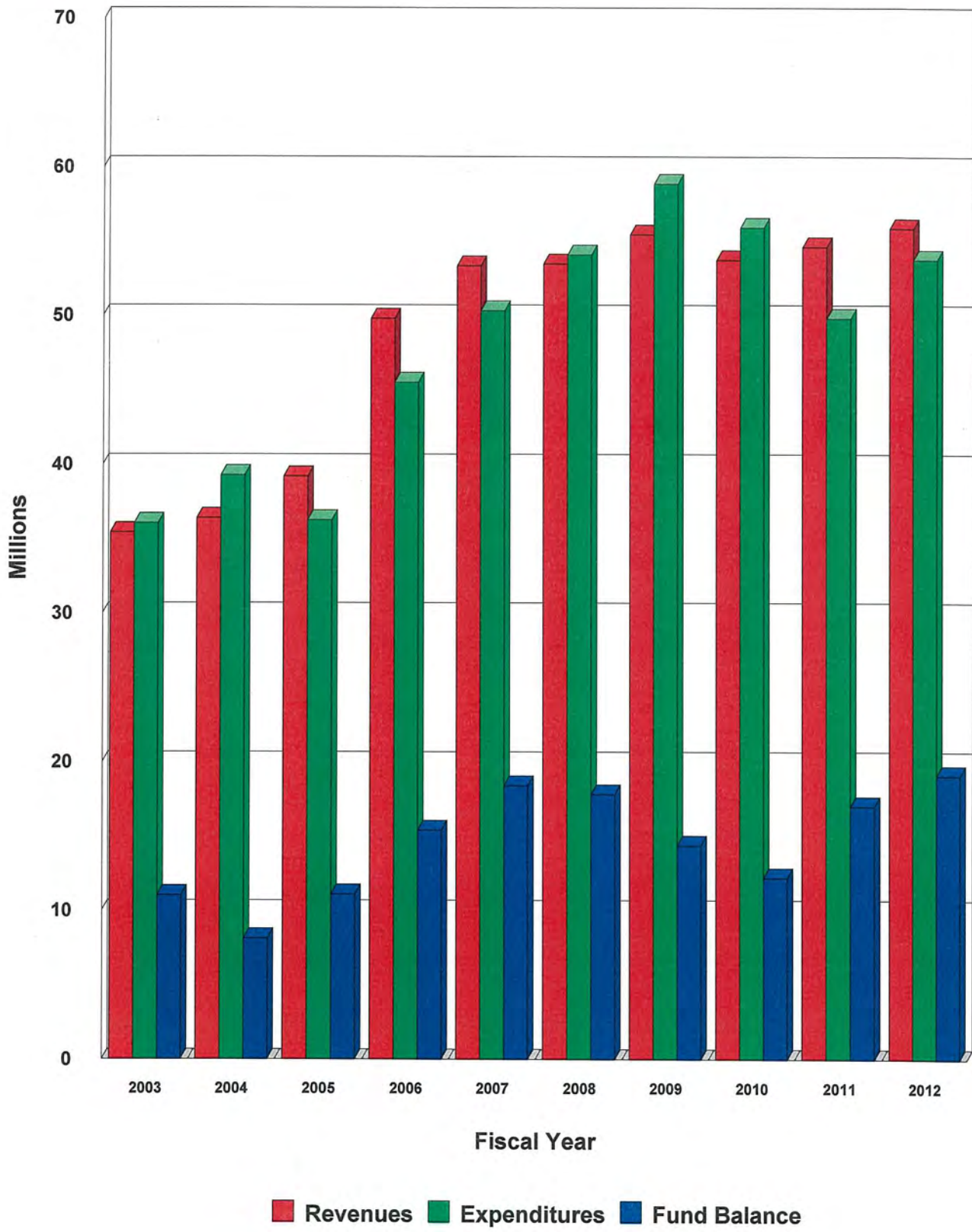
Recreational opportunities abound in the Alexandria area with over 100 civic clubs and organizations, 26 ball fields, 14 local parks, including the Alexandria Zoological Park, theaters at Louisiana College, LSU-A and the City Park Players, and semi-professional baseball at Bringhurst Stadium. Alexandria also hosts several "celebrations" including Cenlabration, Christmas lighting attractions and parades, Mardi Gras parades, ... There are wonderful opportunities for visitors to our area to have a memorable experience.



2013-2014 ANNUAL BUDGET

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**GENERAL FUND**  
**TEN YEAR HISTORY OF FUND BALANCE, REVENUES, & EXPENDITURES**



## 2013-2014 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**

## GENERAL FUND

DESCRIPTIONS	4-30-03 (Actual)	4-30-04 (Actual)	4-30-05 (Actual)	4-30-06 (Actual)
REVENUES:				
Taxes	7,884,330	8,195,362	2,226,595	2,168,319
Licenses and Permits	1,984,016	1,991,329	2,587,074	2,659,726
Intergovernmental	1,934,103	1,940,880	8,467,859	9,176,531
Charges for Services	935,518	1,126,528	247,829	285,844
Fines and Forfeitures	591,221	548,385	587,222	724,346
Investment Income	118,058	52,452	41,578	106,566
Other	192,868	248,041	774,020	574,087
Total Revenues	13,640,114	14,102,977	14,932,177	15,695,419
EXPENDITURES:				
Legislative	389,297	520,222	371,398	429,643
General Administration	5,630,689	5,244,331	5,602,696	6,913,603
Judicial	470,027	481,837	516,367	670,267
Finance	1,030,126	996,919	1,118,095	1,367,146
Planning and Development	1,245,855	1,294,425	1,433,911	1,709,516
Public Safety	15,623,172	18,770,046	17,679,448	22,135,247
Public Works	8,137,581	8,891,401	6,450,801	8,700,508
Debt Service	1,848,659	1,848,197	1,850,049	1,849,061
Total Expenditures	34,375,406	38,047,378	35,022,765	43,774,991
Excess/(Deficiency) of Revenues Over Expenditures	(20,735,292)	(23,944,401)	(20,090,588)	(28,079,572)
OTHER FINANCING SOURCES:				
Operating Transfers In	21,766,670	22,270,348	25,250,594	34,990,664
Operating Transfers Out	(1,665,950)	(1,207,672)	(2,204,642)	(2,613,039)
Total Other Sources/(Uses)	20,100,720	21,062,676	23,045,952	32,377,625
Excess/(Deficiency) of Revenues and Other Sources over Expenditures	(634,572)	(2,881,725)	2,955,364	4,298,053
Fund Balance, Beginning of the Year	11,635,255	11,000,683	8,118,958	11,074,322
Fund Balance Adjustments	0	0	0	0
Fund Balance/(Deficit), End of Year	11,000,683	8,118,958	11,074,322	15,372,375

Note: This 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.

## 2013-2014 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**

## GENERAL FUND

4-30-07 (Actual)	4-30-08 (Actual)	4-30-09 (Actual)	4-30-10 (Actual)	4-30-11 (Actual)	4-30-12 (Actual)	TOTAL
2,440,420	2,600,405	2,852,351	3,169,059	3,283,250	3,198,187	38,018,278
2,962,401	2,889,762	2,930,266	2,873,824	2,822,761	2,942,326	26,643,485
9,818,700	9,640,307	11,383,448	10,028,675	10,748,628	10,089,358	83,228,489
321,865	263,810	300,454	274,552	186,072	236,088	4,178,560
869,481	838,815	816,536	694,153	659,924	550,839	6,880,922
260,175	413,571	47,176	14,143	4,808	18,686	1,077,213
550,363	652,905	781,572	590,465	739,996	677,254	5,781,571
17,223,405	17,299,575	19,111,803	17,644,871	18,445,439	17,712,738	165,808,518
513,224	518,651	513,950	497,291	443,491	410,269	4,607,436
3,157,484	3,824,245	4,704,770	4,314,925	3,388,255	2,961,260	45,742,258
728,067	880,929	938,978	1,040,064	1,105,110	1,116,508	7,948,154
4,054,877	5,820,539	7,067,445	5,353,233	5,189,083	4,916,063	36,913,526
1,828,062	2,040,860	2,124,818	2,122,066	1,881,071	1,857,102	17,537,686
23,454,340	24,840,807	26,508,649	25,541,297	25,857,315	25,689,398	226,099,719
8,849,161	10,354,293	11,629,812	10,053,015	9,009,843	9,180,358	91,256,773
1,844,980	1,847,607	1,847,607	1,850,901	1,849,919	1,846,072	18,483,052
44,430,195	50,127,931	55,336,029	50,772,792	48,724,087	47,977,030	448,588,604
(27,206,790)	(32,828,356)	(36,224,226)	(33,127,921)	(30,278,648)	(30,264,292)	(282,780,086)
36,084,963	36,147,405	37,709,199	36,060,797	36,145,883	38,122,013	324,548,536
(5,862,370)	(3,919,365)	(4,913,173)	(5,122,472)	(1,059,108)	(5,761,553)	(34,329,344)
30,222,593	32,228,040	32,796,026	30,938,325	35,086,775	32,360,460	290,219,192
3,015,803	(600,316)	(3,428,200)	(2,189,596)	4,808,127	2,096,168	7,439,106
15,372,375	18,388,178	17,787,862	14,359,662	12,170,066	16,978,193	11,635,255
0	0	0	0	0	0	0
18,388,178	17,787,862	14,359,662	12,170,066	16,978,193	19,074,361	19,074,361

## 2013-2014 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**
**SPECIAL REVENUE FUNDS**

DESCRIPTIONS	4-30-03 (Actual)	4-30-04 (Actual)	4-30-05 (Actual)	4-30-06 (Actual)
<b>REVENUES:</b>				
Taxes	21,390,287	21,820,303	23,601,445	32,664,698
Intergovernmental	1,331,494	1,269,048	1,289,703	1,222,118
Investment Income	19,076	9,078	7,455	10,738
Other	240,259	187,350	212,414	205,816
<b>Total Revenues</b>	<b>22,981,116</b>	<b>23,285,779</b>	<b>25,111,017</b>	<b>34,103,370</b>
<b>EXPENDITURES:</b>				
General Administration	0	0	0	0
Special Programs	1,175,656	1,235,037	1,085,608	1,377,534
Capital Outlay	406,579	450,281	586,197	148,442
<b>Total Expenditures</b>	<b>1,582,235</b>	<b>1,685,318</b>	<b>1,671,805</b>	<b>1,525,976</b>
Excess/(Deficiency) of Revenues Over Expenditures	21,398,881	21,600,461	23,439,212	32,577,394
<b>OTHER FINANCING SOURCES:</b>				
Operating Transfers In	26,343	39,428	63,160	57,442
Operating Transfers Out	(21,395,699)	(21,829,116)	(23,449,207)	(32,664,698)
<b>Total Other Sources/(Uses)</b>	<b>(21,369,356)</b>	<b>(21,789,688)</b>	<b>(23,386,047)</b>	<b>(32,607,256)</b>
Excess/(Deficiency) of Revenues and Other Sources over Expenditures	29,525	(189,227)	53,165	(29,862)
Fund Balance, Beginning of the Year	1,380,438	1,409,963	1,220,736	1,273,901
Fund Balance Adjustments	0	0	0	0
<b>Fund Balance/(Deficit), End of Year</b>	<b>1,409,963</b>	<b>1,220,736</b>	<b>1,273,901</b>	<b>1,244,039</b>

Note: Special Revenue Funds are Funds that are required by law, ordinance, etc. to be accounted for separately. This history includes funds such as the City Sales Tax Fund, the Community Development Block Grant Fund, the Economic Development Assistance Fund, HUD Emergency Shelter Fund, HOME Fund, and the Economic Development Hotel Fund.

## 2013-2014 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**
**SPECIAL REVENUE FUNDS**

<b>4-30-07 (Actual)</b>	<b>4-30-08 (Actual)</b>	<b>4-30-09 (Actual)</b>	<b>4-30-10 (Actual)</b>	<b>4-30-11 (Actual)</b>	<b>4-30-12 (Actual)</b>	<b>TOTAL</b>
33,766,272	34,715,829	34,866,693	34,191,306	33,679,269	34,689,006	305,385,108
1,342,230	1,038,650	1,110,503	1,547,844	2,215,746	2,478,896	14,846,232
21,502	21,470	7,954	3,171	2,102	823	103,369
228,141	82,342	91,208	24,096	57,210	34,531	1,363,367
35,358,145	35,858,291	36,076,358	35,766,417	35,954,327	37,203,256	321,698,076
0	0	0	0	0	0	0
1,366,858	900,512	806,242	1,558,678	2,234,603	2,488,542	14,229,270
215,515	259,541	350,712	92,435	0	0	2,509,702
1,582,373	1,160,053	1,156,954	1,651,113	2,234,603	2,488,542	16,738,972
33,775,772	34,698,238	34,919,404	34,115,304	33,719,724	34,714,714	304,959,104
48,625	57,880	17,714	95,547	18,192	0	424,331
(33,884,046)	(34,815,788)	(34,447,038)	(34,521,635)	(33,913,186)	(34,684,536)	(305,604,949)
(33,835,421)	(34,757,908)	(34,429,324)	(34,426,088)	(33,894,994)	(34,684,536)	(305,180,618)
(59,649)	(59,670)	490,080	(310,784)	(175,270)	30,178	(221,514)
1,244,039	1,184,390	1,124,720	1,614,800	1,304,016	1,128,746	1,380,438
0	0	0	0	0	0	0
1,184,390	1,124,720	1,614,800	1,304,016	1,128,746	1,158,924	1,158,924

## 2013-2014 ANNUAL BUDGET

<b>REVENUE AND EXPENDITURE HISTORY FOR FISCAL YEARS 2003 THROUGH 2012</b>
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## GENERAL DEBT SERVICE FUNDS

DESCRIPTIONS	4-30-03 (Actual)	4-30-04 (Actual)	4-30-05 (Actual)	4-30-06 (Actual)
<b>REVENUES:</b>				
Taxes	560,379	555,766	576,612	626,261
Investment Income	52,836	64,058	44,792	82,159
Total Revenues	613,215	619,824	621,404	708,420
<b>EXPENDITURES:</b>				
Principal Retirement	1,620,000	1,725,000	1,810,000	1,475,000
Interest	582,745	415,725	817,355	782,507
Paying Agent Fees	128,533	2,435	1,203	2,520
Other	0	0	5,139,303	0
Total Expenditures	2,331,278	2,143,160	7,767,861	2,260,027
Excess/(Deficiency) of Revenues Over Expenditures	(1,718,063)	(1,523,336)	(7,146,457)	(1,551,607)
<b>OTHER FINANCING SOURCES:</b>				
COI Proceeds/Bond Refunding Proceeds	3,325,000	0	5,139,923	1,060
Operating Transfers In	1,657,194	904,061	1,657,050	2,092,095
Operating Transfers Out	(3,455,000)	0	(3,575)	(403,306)
Total Other Sources/(Uses)	1,527,194	904,061	6,793,398	1,689,849
Excess/(Deficiency) of Revenues and Other Sources over Expenditures	(190,869)	(619,275)	(353,059)	138,242
Fund Balance, Beg of the Year	3,744,896	3,554,027	2,934,752	2,581,693
Fund Balance Adjustments	0	0	0	0
Fund Balance, End of Year	3,554,027	2,934,752	2,581,693	2,719,935

Note: These funds account for general obligation public improvement bonds, certificates of indebtedness and sales tax bonds as they mature.

## 2013-2014 ANNUAL BUDGET

<b>REVENUE AND EXPENDITURE HISTORY FOR FISCAL YEARS 2003 THROUGH 2012</b>
---

## GENERAL DEBT SERVICE FUNDS

4-30-07 (Actual)	4-30-08 (Actual)	4-30-09 (Actual)	4-30-10 (Actual)	4-30-11 (Actual)	4-30-12 (Actual)	TOTAL
647,760	696,465	729,691	757,299	770,219	787,672	6,708,124
70,816	67,789	118,140	51,344	22,575	12,477	586,986
718,576	764,254	847,831	808,643	792,794	800,149	7,295,110
1,535,000	1,580,000	1,690,000	3,210,000	3,345,000	3,500,000	21,490,000
730,530	683,488	1,386,413	2,242,068	2,129,776	2,019,169	11,789,776
1,648	1,000	1,464	1,302	1,302	1,302	142,709
0	0	0	0	0	0	5,139,303
2,267,178	2,264,488	3,077,877	5,453,370	5,476,078	5,520,471	38,561,788
(1,548,602)	(1,500,234)	(2,230,046)	(4,644,727)	(4,683,284)	(4,720,322)	(31,266,678)
0	0	0	0	0	0	8,465,983
981,333	1,064,270	5,677,027	4,850,046	4,905,211	4,942,741	28,731,028
(6,872)	(1,500)	0	0	0	0	(3,870,253)
974,461	1,062,770	5,677,027	4,850,046	4,905,211	4,942,741	33,326,758
(574,141)	(437,464)	3,446,981	205,319	221,927	222,419	2,060,080
2,719,935	2,145,794	1,708,330	5,155,311	5,360,630	5,582,557	3,744,896
0	0	0	0	0	0	0
2,145,794	1,708,330	5,155,311	5,360,630	5,582,557	5,804,976	5,804,976



## 2013-2014 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**
**COMBINED CAPITAL PROJECTS**

DESCRIPTIONS	4-30-03 (Actual)	4-30-04 (Actual)	4-30-05 (Actual)	4-30-06 (Actual)
<b>REVENUES:</b>				
Intergovernmental	970,782	3,606,850	2,702,493	945,972
Investment Income	347,670	169,782	441,197	1,021,266
Other	2,878,320	3,624,967	3,057,845	3,320,071
<b>Total Revenues</b>	<b>4,196,772</b>	<b>7,401,599</b>	<b>6,201,535</b>	<b>5,287,309</b>
<b>EXPENDITURES:</b>				
General Government	0	0	0	0
Public Safety	0	0	0	0
Public Works	11,468,817	18,401,679	9,846,661	10,728,929
Parks and Recreation	0	0	0	0
Public Facilities	0	0	0	0
Municipal Bus System	0	0	0	0
Utility System	0	0	0	0
Sanitation Fund	0	0	0	0
Other	0	0	0	0
<b>Total Expenditures</b>	<b>11,468,817</b>	<b>18,401,679</b>	<b>9,846,661</b>	<b>10,728,929</b>
Excess/(Deficiency) of Revenues Over Expenditures	(7,272,045)	(11,000,080)	(3,645,126)	(5,441,620)
<b>OTHER FINANCING SOURCES/(USES):</b>				
Bond Proceeds (Net)	0	15,000,000	0	0
COI Proceeds	0	0	0	0
Land Sales	0	0	0	0
Operating Transfers In	4,639,091	5,203,178	4,047,477	5,046,682
Operating Transfers Out	(1,788,355)	(362,870)	(374,611)	(365,372)
<b>Total Other Sources/(Uses)</b>	<b>2,850,736</b>	<b>19,840,308</b>	<b>3,672,866</b>	<b>4,681,310</b>
Excess/(Deficiency) of Revenues and Other sources over Expenditures	(4,421,309)	8,840,228	27,740	(760,310)
Fund Balance, Beg of the Year	23,121,344	18,700,035	27,540,263	27,568,003
Change in Designated Fund Balance				
Audit Adjustments to Beg Fund Balance		0		152
<b>Fund Balance, End of the Year</b>	<b>18,700,035</b>	<b>27,540,263</b>	<b>27,568,003</b>	<b>26,807,845</b>

Note: This schedule combines the activities of all General Capital Projects Funds.

## 2013-2014 ANNUAL BUDGET

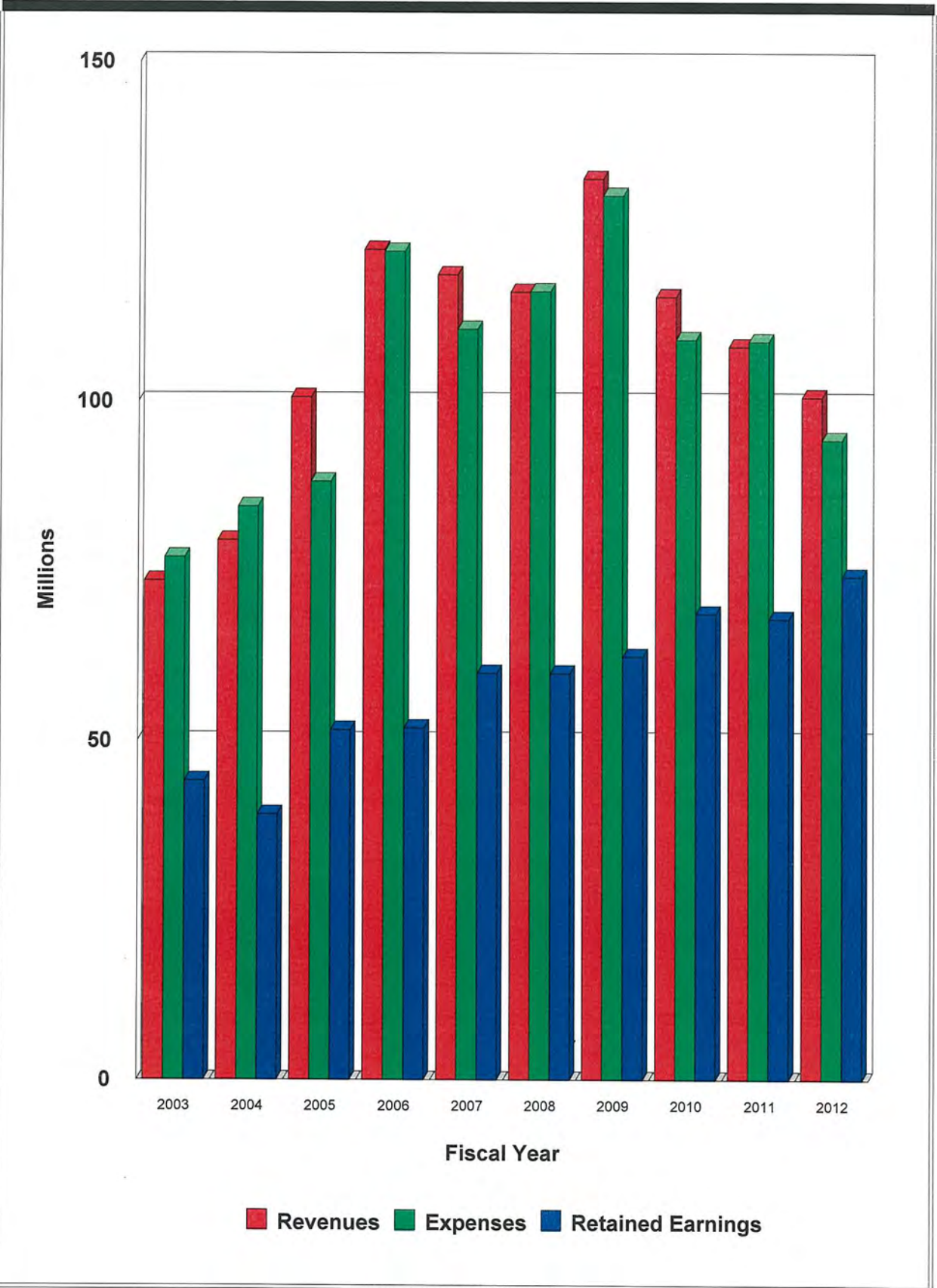
**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**
**COMBINED CAPITAL PROJECTS**

<b>4-30-07 (Actual)</b>	<b>4-30-08 (Actual)</b>	<b>4-30-09 (Actual)</b>	<b>4-30-10 (Actual)</b>	<b>4-30-11 (Actual)</b>	<b>4-30-12 (Actual)</b>	<b>TOTAL</b>
2,415,034	4,054,802	322,961	167,125	241,654	635,473	16,063,146
1,678,112	1,512,766	831,187	392,089	211,962	117,049	6,723,080
4,567,442	4,079,556	3,964,501	3,962,557	4,069,918	4,121,484	37,646,661
8,660,588	9,647,124	5,118,649	4,521,771	4,523,534	4,874,006	60,432,887
0	0	0	0	0	0	0
0	0	0	0	0	0	0
9,613,566	13,905,330	16,482,102	20,583,822	14,352,335	7,041,866	132,425,107
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
0	0	0	0	0	0	0
9,613,566	13,905,330	16,482,102	20,583,822	14,352,335	7,041,866	132,425,107
(952,978)	(4,258,206)	(11,363,453)	(16,062,051)	(9,828,801)	(2,167,860)	(71,992,220)
0	0	40,000,000	0	0	0	55,000,000
0	0	0	0	0	0	0
0	0	0	0	0	0	0
5,888,493	6,087,933	4,385,768	4,093,789	3,974,842	3,996,581	47,363,834
(454,189)	(459,291)	(3,713,352)	(2,323,571)	(2,339,427)	(2,674,132)	(14,855,170)
5,434,304	5,628,642	40,672,416	1,770,218	1,635,415	1,322,449	87,508,664
4,481,326	1,370,436	29,308,963	(14,291,833)	(8,193,386)	(845,411)	15,516,444
26,807,845	31,289,171	32,659,607	61,968,570	47,676,737	39,483,351	23,121,344
						152
31,289,171	32,659,607	61,968,570	47,676,737	39,483,351	38,637,940	38,637,940

2013-2014 ANNUAL BUDGET

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**2013-2014 ANNUAL BUDGET  
COMBINED ENTERPRISE FUNDS  
TEN YEAR HISTORY OF RETAINED EARNINGS, REVENUES, & EXPENSE**



## 2013-2014 ANNUAL BUDGET

<b>REVENUE AND EXPENDITURE HISTORY FOR FISCAL YEARS 2003 THROUGH 2012</b>
---

## COMBINED ENTERPRISE FUNDS

DESCRIPTIONS	4-30-03 (Actual)	4-30-04 (Actual)	4-30-05 (Actual)	4-30-06 (Actual)
<b>OPERATING REVENUES:</b>				
Charges for Services	71,620,438	77,928,766	86,566,874	114,752,850
Other	400,584	452,126	136,501	114,498
Total Operating Revenues	72,021,022	78,380,892	86,703,375	114,867,348
<b>OPERATING EXPENSES:</b>				
Production/Distribution/Treatment	40,045,384	44,904,455	45,132,206	69,978,422
Cost of Service	4,619,354	5,080,306	3,874,195	3,081,839
General and Administrative	17,984,134	18,527,242	21,368,719	27,894,574
Depreciation	6,158,135	6,550,766	7,129,155	6,938,904
Total Operating Expenses	68,807,007	75,062,769	77,504,275	107,893,739
Operating Income (Loss)	3,214,015	3,318,123	9,199,100	6,973,609
<b>NONOPERATING REVENUES/(EXPENSES):</b>				
Grant Revenue	987,821	753,813	954,705	1,150,312
Investment Income	528,510	364,529	658,875	1,342,556
Non-operating Expenses	(2,167,681)	(2,092,280)	(2,422,818)	(2,221,885)
Total Nonoperating	(651,350)	(973,938)	(809,238)	270,983
Income/(Loss) Before Transfers	2,562,665	2,344,185	8,389,862	7,244,592
Operating Transfers In/(Out)	(6,023,872)	(7,302,689)	(7,861,026)	(6,242,955)
Extraordinary Loss-Early extinguishment of debt	0	0	0	0
Special Item - Abandon Project			(328,772)	(1,089,138)
Capital Contributions	0	0	12,231,692	363,681
Net Income/(Loss)	(3,461,207)	(4,958,504)	12,431,756	276,180
Retained Earnings, Beg of Year	47,539,528	44,078,321	39,119,817	51,551,573
Retained Earnings Adjustments	0	0	0	0
Retained Earnings, End of Year	44,078,321	39,119,817	51,551,573	51,827,753

Note: These funds account for the activities of the Utility System, the Sanitation Fund, the Zoo Fund, the Golf Course Fund, and the Municipal Transit Fund.

## 2013-2014 ANNUAL BUDGET

**REVENUE AND EXPENDITURE HISTORY  
FOR FISCAL YEARS 2003 THROUGH 2012**
**COMBINED ENTERPRISE FUNDS**

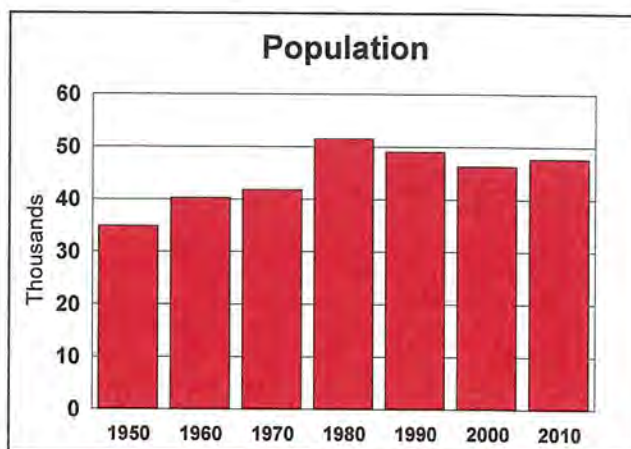
<b>4-30-07 (Actual)</b>	<b>4-30-08 (Actual)</b>	<b>4-30-09 (Actual)</b>	<b>4-30-10 (Actual)</b>	<b>4-30-11 (Actual)</b>	<b>4-30-12 (Actual)</b>	<b>TOTAL</b>
107,437,295	107,254,082	120,100,910	103,462,429	105,625,033	103,898,516	998,647,193
258,906	217,546	159,345	3,185,734	220,649	235,232	5,381,121
107,696,201	107,471,628	120,260,255	106,648,163	105,845,682	104,133,748	1,004,028,314
56,764,633	61,709,092	70,058,384	51,409,323	56,415,128	49,794,427	546,211,454
3,247,349	3,304,113	5,096,696	5,302,496	3,233,286	29,407,469	66,247,103
30,357,702	31,472,100	33,716,150	32,267,224	30,440,744	4,051,900	248,080,489
7,058,669	7,249,207	7,667,926	8,128,847	8,370,717	8,466,271	73,718,597
97,428,353	103,734,512	116,539,156	97,107,890	98,459,875	91,720,067	934,257,643
10,267,848	3,737,116	3,721,099	9,540,273	7,385,807	12,413,681	69,770,671
1,586,287	968,626	2,835,547	962,286	1,145,087	824,485	12,168,969
1,753,195	1,495,202	415,539	137,627	120,518	83,216	6,899,767
(2,362,444)	(1,882,958)	(1,544,797)	(1,482,987)	(1,642,512)	(1,575,247)	(19,395,609)
977,038	580,870	1,706,289	(383,074)	(376,907)	(667,546)	(326,873)
11,244,886	4,317,986	5,427,388	9,157,199	7,008,900	11,746,135	69,443,798
(4,419,215)	(4,377,246)	(4,981,543)	(5,254,259)	(8,646,469)	(8,112,252)	(63,221,526)
0	0	0	0	0	0	0
0	0	0	0	0	1,898,286	480,376
1,202,653	18,006	2,034,301	2,407,234	889,865	2,276,986	21,424,418
8,028,324	(41,254)	2,480,146	6,310,174	(747,704)	7,809,155	28,127,066
51,827,753	59,856,077	59,814,823	62,294,969	68,605,143	67,857,439	47,539,528
0	0	0	0	0	0	0
59,856,077	59,814,823	62,294,969	68,605,143	67,857,439	75,666,594	75,666,594

**2013-2014 ANNUAL BUDGET**  
**FINANCIAL AND STATISTICAL DATA**  
**AS OF APRIL 30, 2013**

**POPULATION**

The following is the population of the City of Alexandria:

Year	Population	Source
1950	34,913	U.S. Census
1960	40,279	U.S. Census
1970	41,811	U.S. Census
1980	51,565	U.S. Census
1990	49,087	U.S. Census
2000	46,342	U.S. Census
2010	47,723	U.S. Census



**LARGEST EMPLOYERS**

The ten largest employers located in and around Alexandria and the number of employees is as follows:

Employer	Type of Business	2012 Total
1 Rapides Parish School Board	Education	3,400
2 Rapides Regional Medical Center	Medical	1,338
3 Christus St. Frances Cabrini Hospital	Medical	1,250
4 CLECO	Power Generation	800
5 City of Alexandria	Government	800
6 Union Tank Car	Manufacturing	650
7 Procter & Gamble	Manufacturing	500
8 GE Energy	Manufacturing	450
9 Gilchrist Construction	Road Construction	350
10 Plastipak Packaging	Manufacturing	323
	<b>Total</b>	<b>9,861</b>

Source: Central Louisiana Economic Development Agency (CLEDA)

## 2013-2014 ANNUAL BUDGET

**FINANCIAL AND STATISTICAL DATA**  
**AS OF APRIL 30, 2013**
**LEADING PROPERTY TAXPAYERS**

The ten largest property taxpayers of Alexandria and their 2011 assessed valuation is as follows:

<b>Taxpayer</b>	<b>Type of Business</b>	<b>Assessed Valuation</b>
1. Central LA Healthcare System, LP	Hospital	12,512,787
2. Union Pacific Railroad	Railroad	7,325,310
3. Red River Bank	Bank	5,103,771
4. Bell South Communications	Utility	4,979,435
5. Rapides Regional Medical Center	Medical Facilities	4,689,739
6. Alexandria Mall LLC	Retail	3,319,010
7. Capital One	Bank	3,238,628
8. Wal Mart Stores Louisiana LLC	Retail	2,381,144
9. Alexandria Lincoln Road LLC	Retail	2,166,040
10. AT & T Mobility	Telecommunications	2,100,962
	Total	* <u>47,816,826</u>

\* Equals approximately 13.05% of the total assessed valuation of Alexandria for 2012.

**ASSESSED VALUATION**

The assessed valuation of property in Alexandria, all of which is taxable for municipal purposes is as follows:

<b>Tax Year</b>	<b>Fiscal Year</b>	<b>Assessed Valuation</b>	<b>Increase/(Decrease)</b>	
			<b>Amount</b>	<b>Percentage</b>
2004	2005	271,806,191	12,780,472	4.9%
2005	2006	286,678,337	14,872,146	5.5%
2006	2007	301,283,723	14,605,386	5.1%
2007	2008	323,937,050	22,653,327	7.5%
2008	2009	339,391,204	15,454,154	4.8%
2009	2010	352,225,258	12,834,054	3.8%
2010	2011	358,234,238	6,008,980	1.7%
2011	2012	366,352,112	8,117,874	2.3%
2012	2013	366,401,651	49,539	0.0%

A breakdown of the 2012 assessed valuation of property classification is as follows:

Real Estate	262,985,660
Personal Property	87,425,503
Public Service Property	15,990,488
	<u>366,401,651</u>



## 2013-2014 ANNUAL BUDGET

**FINANCIAL AND STATISTICAL DATA**  
**AS OF APRIL 30, 2013**

**SALES TAX COLLECTIONS**

The following table reflects the 1976 sales tax collections for the past ten years.

Year	Fiscal		Percentage Inc/Dec
	Year	Amount	
2003		10,686,466	2.8%
2004		10,910,581	2.1%
2005		11,584,525	6.2%
2006		13,113,434	13.2%
2007		13,552,199	3.3%
2008		13,896,279	2.5%
2009		13,949,591	0.4%
2010		13,677,811	-1.9%
2011		13,471,982	-1.5%
2012		13,876,909	3.0%

**MILLAGE RATES**

The following is the ten year history of millage rates from 2004 to 2013:

FYE April 30	General Purpose	Debt Service	Capital Improvements	Total
2004	6.83	2.15	11.24	20.22
2005	6.83	2.15	11.25	20.23
2006	6.83	2.15	11.25	20.23
2007	6.83	2.15	11.25	20.23
2008	6.83	2.15	11.25	20.23
2009	6.83	2.15	11.25	20.23
2010	6.83	2.15	11.25	20.23
2011	6.83	2.15	11.25	20.23
2012	6.83	2.15	11.25	20.23
2013	6.83	2.15	11.25	20.23
Ten Year Avg	6.83	2.15	11.25	20.23

SOURCE: City Business Office

**2013-2014 ANNUAL BUDGET  
FINANCIAL AND STATISTICAL DATA  
AS OF APRIL 30, 2013**

**TAX COLLECTION RECORD**

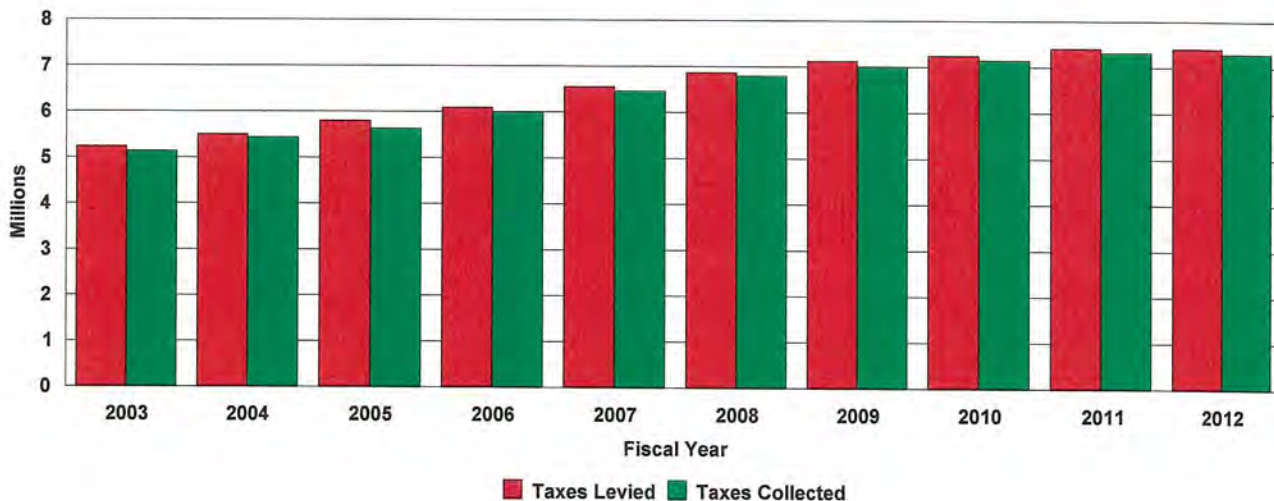
The City's ad valorem tax collections for the past ten years:

<b>Tax Year</b>	<b>Taxes Levied</b>	<b>Total Collected</b>	<b>Percent Collected</b>	<b>Taxes Over/(Short)</b>
2003	5,240,090	5,140,698	98.10%	99,392
2004	5,498,639	5,441,697	98.96%	56,942
2005	5,799,503	5,636,203	97.18%	163,300
2006	6,094,970	5,993,995	98.34%	100,975
2007	6,553,247	6,460,377	98.58%	92,870
2008	6,865,884	6,797,930	99.01%	67,954
2009	7,125,563	7,005,646	98.32%	119,917
2010	7,247,125	7,143,017	98.56%	104,108
2011	7,411,350	7,317,616	98.74%	93,734
2012	7,412,346	7,299,919	98.48%	112,427
<b>Total</b>				<b>1,011,619</b>

Ten year cumulative collection average                      98.43%

SOURCE: City Business Office

**AD VALOREM TAXES LEVIED & COLLECTED**



## 2013-2014 ANNUAL BUDGET

## FINANCIAL AND STATISTICAL DATA

AS OF APRIL 30, 2013

## LARGEST UTILITY CUSTOMERS

## ELECTRIC

Customer	Type of Business	Gross Sales
1. Christus St. Frances Cabrini	Hospital	3,048,086
2. Rapides Regional Medical Center	Hospital	2,799,856
3. Rapides Parish School Board	Political Subdivision	1,267,780
4. Wal-Mart	Retail	1,029,992
5. Alexandria Mall	Retail	940,167
6. Sam's	Wholesaler	427,363
7. Super One Foods	Grocery	377,498
8. AFCO Industries	Manufacturing	376,179
9. Lowe's	Retail Home Improvement	326,236
10. Best Western	Hotel	164,198
TOTAL		* 10,757,355
TOTAL ELECTRIC SALES		<u>67,244,010</u>

\*Equals Approximately 16% of Total Electricity Sales

## LARGEST UTILITY CUSTOMERS

## GAS

Customer	Type of Business	Gross Sales
1. Union Tank Car	Manufacturing	1,323,436
2. Christus St. Frances Cabrini	Hospital	447,399
3. Diamond B Construction	Contractor	355,300
4. Rapides Regional Medical Center	Hospital	324,764
5. England Authority	Political Subdivision	236,427
6. AFCO Industries	Manufacturing	128,752
7. Rapides Parish School Board	Political Subdivision	112,444
8. Work Release Detention Center II	Political Subdivision	50,632
9. Huey Long-England Airpk	Hospital	45,746
10. Rapides Parish Detention Center III	Political Subdivision	43,579
TOTAL		* 3,068,479
TOTAL GAS SALES		<u>9,498,881</u>

\*Equals Approximately 32% of Total Gas Sales

**2013-2014 ANNUAL BUDGET**  
**FINANCIAL AND STATISTICAL DATA**  
**AS OF APRIL 30, 2013**

**LARGEST UTILITY CUSTOMERS**

**WATER**

Customer	Type of Business	Gross Sales
1. England Authority	Political Subdivision	99,192
2. Rapides Regional Medical Center	Hospital	55,974
3. Christus St. Frances Cabrini	Hospital	54,775
4. Rapides Parish School Board	Political Subdivision	45,379
5. Work Release Detention Center II	Political Subdivision	17,760
6. Latanier Water Association	Water Distribution	14,428
7. Durawood Treatment	Manufacturing	13,185
8. Alexandria Mall	Retail	12,610
9. Wal-Mart	Retail	11,127
10. Rapides Parish Detention Center III	Political Subdivision	10,820
TOTAL		* <u>335,250</u>
TOTAL WATER SALES		<u>7,080,983</u>

\*Equals Approximately 5% of Total Water Sales

**LARGEST UTILITY CUSTOMERS**

**WASTEWATER**

Customer	Type of Business	Gross Sales
1 England Authority	Political Subdivision	92,989
2. Rapides Regional Medical Center	Hospital	60,099
3. Christus St. Frances Cabrini	Hospital	40,958
4. Rapides Parish School Board	Political Subdivision	33,325
5. Rapides Parish Detention Center III	Political Subdivision	14,248
6. Wal-Mart	Retail	9,954
7. Best Western	Hotel	9,336
8. Alexandria Mall	Retail	8,731
9. Union Tank Car	Manufacturing	4,548
10. Sam's	Wholesaler	1,897
TOTAL		* <u>276,085</u>
TOTAL WASTEWATER SALES		<u>3,915,280</u>

\*Equals Approximately 7% of Total Wastewater Sales

**FINANCIAL AND STATISTICAL DATA  
AS OF APRIL 30, 2013**

**GENERAL FUND**

**FUND BALANCE GROWTH**

Year	Fund Balance	Actual Expenditures	Percent of Budget
4-30-03	11,000,683	35,375,406	31.10%
4-30-04	8,118,959	38,047,377	21.34%
4-30-05	11,074,324	36,225,314	30.57%
4-30-06	15,372,377	45,464,580	33.81%
4-30-07	18,388,178	50,292,567	36.56%
4-30-08	17,787,862	54,047,297	32.91%
4-30-09	14,359,662	58,833,490	24.41%
4-30-10	12,170,066	54,233,855	22.44%
4-30-11	16,978,193	49,783,195	34.10%
4-30-12	19,074,361	53,738,583	35.49%

**GENERAL FUND**

**Fund Balance**

