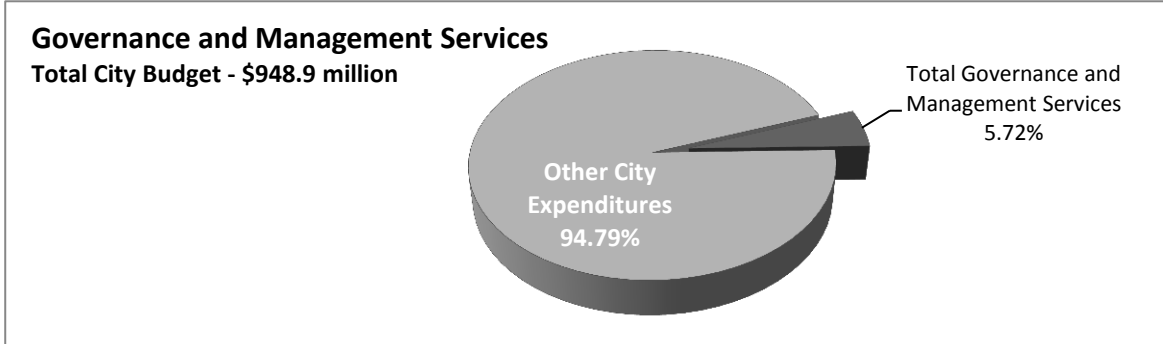


**Governance and Management Services**

**Summary**

Governance and Management services include departments whose primary focus is the efficient administration of government services and the collection of revenue. Many functions performed are City wide and are in support of other City functions such as Public Safety and Justice, and Environmental and Economic Vitality.

| <b>Budget by Department</b>               | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Elected or Appointed Officials:</b>    |                            |                            |                            |                                   |
| 100000 City Council and Mayor             | 313,607                    | 343,931                    | 309,415                    | -10.0%                            |
| 110000 City Manager                       | 1,653,064                  | 1,689,763                  | 1,664,491                  | -1.5%                             |
| 120000 City Attorney                      | 1,660,066                  | 1,730,929                  | 1,721,037                  | -0.6%                             |
| 170000 City Auditor                       | 648,821                    | 690,719                    | 697,246                    | 0.9%                              |
| 130000 City Clerk                         | 507,820                    | 550,166                    | 518,350                    | -5.8%                             |
| 220000 City Treasurer                     | 4,077,616                  | 4,311,970                  | 4,137,822                  | -4.0%                             |
| 111060 Registrar/Elections                | 852,223                    | 913,938                    | 915,099                    | 0.1%                              |
| 250000 Commissioner of the Revenue        | 3,014,111                  | 3,058,984                  | 3,117,932                  | 1.9%                              |
| 140000 Real Estate Assessor               | 2,147,004                  | 2,284,310                  | 2,260,436                  | -1.0%                             |
| <b>Other City Departments:</b>            |                            |                            |                            |                                   |
| 111010 Budget                             | 649,298                    | 717,492                    | 645,191                    | -10.1%                            |
| 112012 Garage/Central Fleet               | 14,014,549                 | 15,442,810                 | 13,593,556                 | -12.0%                            |
| 111020 Finance                            | 8,830,442                  | 9,500,205                  | 9,538,616                  | 0.4%                              |
| 111030 Human Resources                    | 1,752,718                  | 1,944,185                  | 1,865,781                  | -4.0%                             |
| 111040 Information Technology             | 10,274,151                 | 13,505,989                 | 14,498,909                 | 7.4%                              |
| 113050 Public Communications              | 1,022,460                  | 1,042,252                  | 1,015,167                  | -2.6%                             |
| 112011 Purchasing                         | 667,657                    | 751,823                    | 697,074                    | -7.3%                             |
| 111100 Non-Departmental                   | 22,935,726                 | 20,496,934                 | 23,217,523                 | 13.3%                             |
| <b>Total Expenditures</b>                 | <b>75,021,332</b>          | <b>78,976,399</b>          | <b>80,413,644</b>          | <b>1.8%</b>                       |
| Less Interfund Transfers                  | (1,800,264)                | -                          | -                          |                                   |
| Transfers to Capital Funds                | (786,352)                  | -                          | (3,052,852)                |                                   |
| Less Billings to Other Departments        | (29,296,583)               | (27,568,602)               | (27,885,806)               | 1.2%                              |
| <b>Total Expenditures Net of Billings</b> | <b>43,138,133</b>          | <b>51,407,797</b>          | <b>49,474,986</b>          | <b>-3.8%</b>                      |



**Governance and Management Services**

**Summary**

| <b>Operating Revenues</b>         | <b>FY 10-11</b>   | <b>FY 11-12</b>   | <b>FY 12-13</b>   | <b>Change from</b> |
|-----------------------------------|-------------------|-------------------|-------------------|--------------------|
| <b>Resource</b>                   | <b>Actual</b>     | <b>Budget</b>     | <b>Budget</b>     | <b>prior year</b>  |
| Other Local Taxes                 | 0                 | 2,088,683         | 1,809,853         | -13.3%             |
| Permit & License Fees             | 142               | 490               | 480               | -2.0%              |
| Use of Money and Property         | 407,182           | 282,000           | 160,000           | -43.3%             |
| Charges for Services              | 1,111,374         | 885,680           | 958,026           | 8.2%               |
| Miscellaneous Revenue             | 27,627,479        | 26,061,957        | 26,136,640        | 0.3%               |
| Recovered Costs (Risk Management) | 3,774,755         | 3,296,047         | 3,580,564         | 8.6%               |
| State Shared Expenses             | 773,738           | 757,283           | 768,815           | 1.5%               |
| <b>Total Revenues</b>             | <b>33,694,669</b> | <b>33,372,140</b> | <b>33,414,378</b> | <b>0.1%</b>        |
| General Fund Support              | 40,209,406        | 41,357,616        | 43,321,414        | 4.7%               |
| Other Resources                   | 879,311           | 4,246,643         | 3,677,852         | -13.4%             |
| Use of (contribution to) Fund     |                   |                   |                   |                    |
| Balance                           | (1,587,559)       | 0                 | 0                 | 0.0%               |
| Use of Termination Benefits       |                   |                   |                   |                    |
| Fund                              | 1,825,506         | 0                 | 0                 | 0.0%               |
| <b>Total Resources</b>            | <b>75,021,332</b> | <b>78,976,399</b> | <b>80,413,644</b> | <b>1.8%</b>        |

**City Council/Office of Mayor**

**100000**

**Description:**

The nine member City Council establishes policy, sets goals, and interprets and represents the needs of the community as a whole to ensure the economic, social, educational and physical quality of the City. City Council enacts ordinances and resolutions, approves the Operating and Capital Budgets, and monitors State and Federal legislation to reflect and respond to community needs.

| <b>Budget by Program</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 11010 City Council       | 313,607                    | 343,931                    | 309,415                    | -10.0%                            |

**Goals:**

- Be responsible to citizen's needs and concerns, and plan the future of Chesapeake wisely, effectively, and with fiscal constraint.
- Provide services within the confines of the adopted City budgets (Council).

**Service Level:**

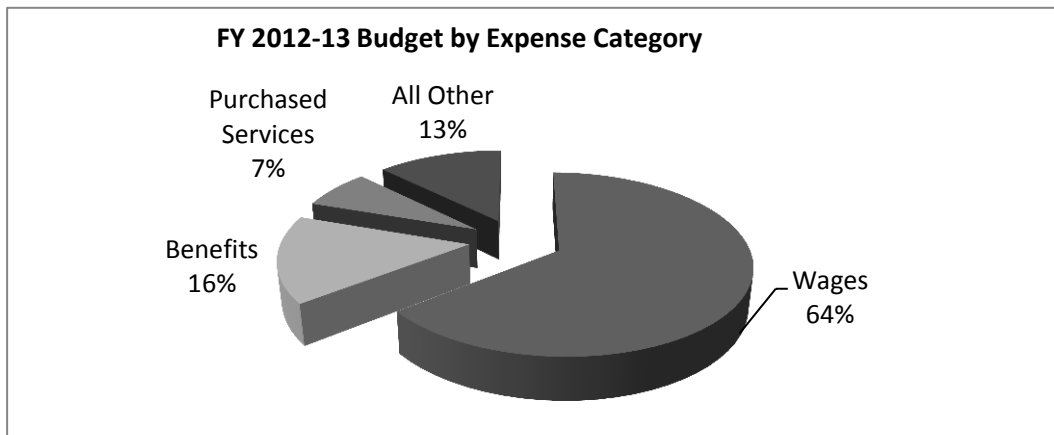
- The City Council/Mayor's Office is reducing various line items based on current spending patterns, which combined, total \$16,350. Savings have been identified in electricity, travel, contractual services and supplies.
- The City Council/Mayor's Office is reducing Council salaries \$13,500 which is being used to help restore programs which were being reduced or eliminated.
- In addition, healthcare costs have increased \$3,052, but Information Technology charges have decreased \$4,666.

| <b>Performance Measures</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| # Board & Commission appointments          | 159                        | 160                        | 181                        | 13%                               |
| # Board & Commission resignations accepted | 60                         | 60                         | 48                         | -20%                              |
| # of resolutions considered and/or passed  | 92                         | 80                         | 82                         | 2%                                |
| # of ordinances considered and/or passed   | 134                        | 145                        | 138                        | -5%                               |

**City Council/Office of Mayor**

**100000**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 208,999                    | 217,802                    | 199,500                    | -8.4%                             |
| Employee benefits                   | 44,916                     | 48,739                     | 48,739                     | 0.0%                              |
| Purchased services                  | 21,129                     | 28,350                     | 22,102                     | -22.0%                            |
| Internal service charges            | 19,054                     | 13,963                     | 9,297                      | -33.4%                            |
| Other expenditures                  | 16,987                     | 32,077                     | 27,777                     | -13.4%                            |
| Materials                           | 2,522                      | 3,000                      | 2,000                      | -33.3%                            |
| <b>Total Expenses/Requirements:</b> | <b>313,607</b>             | <b>343,931</b>             | <b>309,415</b>             | <b>-10.0%</b>                     |



| <b>Personnel:<br/>Grade</b>       | <b>Positions</b>        | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Unclass.                          | Members of City Council | 9.00                       | 9.00                       | 9.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                         | <b>9.00</b>                | <b>9.00</b>                | <b>9.00</b>                | <b>0.00</b>                       |

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**Budget by Fund:**

|                  |         |         |         |        |
|------------------|---------|---------|---------|--------|
| 100 General Fund | 313,607 | 343,931 | 309,415 | -10.0% |
|------------------|---------|---------|---------|--------|

**City Manager**

**110000**

**Description:**

The City Manager’s Office directs and carries out the policies established by City Council. The office oversees the activities of all operating and administrative departments of City government. Members also work in cooperation with the State and Federal officials and business leaders to ensure proper administrative and financial management of the City.

| <b>Budget by Program</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12110 City Manager       | 1,653,064                  | 1,689,763                  | 1,664,491                  | -1.5%                             |

**Goals:**

- Move the City organization towards greater accountability, responsiveness, and creativity through innovation, streamlining, and enhanced customer service expectations.
- Present recommended capital and operating budgets to City Council.
- Implement City Council policies and assist with development of policy.
- Facilitate City department's goals to maintain enhanced levels of services for the City.

| <b>Performance Measures</b>                         | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| # of citizen and City Council inquiries             | 755                        | 1,050                      | 775                        | -26%                              |
| # of agenda items processed for City Council action | 174                        | 190                        | 180                        | -5%                               |
| # of Council Package items                          | 1,471                      | 1,500                      | 1,480                      | -1%                               |

**Service Level:**

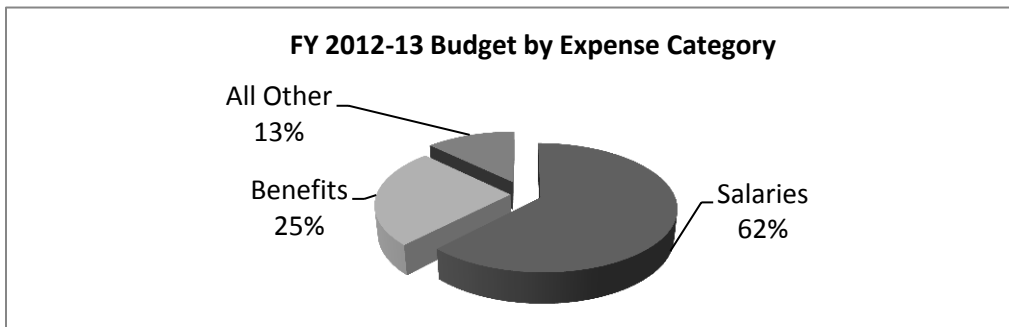
- The City Manager is eliminating funding for a shared part-time clerical position, reducing supplies and travel and is eliminating funding for outside consultants that have been used for strategic planning, organizational development and special projects. This results in a total reduction of \$73,422.
- In addition to the above reduction, the VRS contribution has increased as a result of a rate increase of 3.23% (\$39,695), healthcare costs have increased (\$10,265) and internal service charges have increased \$4,882 primarily as a result of an increase in City Information Technology charges (\$5,967).

**City Manager**

**110000**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 1,022,243                  | 1,048,388                  | 1,034,776                  | -1.3%                             |
| Employee benefits                   | 344,661                    | 385,710                    | 418,090                    | 8.4%                              |
| Purchased services *                | 49,650                     | 42,450                     | -                          | -100.0%                           |
| Internal service charges            | 110,474                    | 67,380                     | 72,262                     | 7.2%                              |
| Other expenditures                  | 52,480                     | 72,420                     | 66,948                     | -7.6%                             |
| Materials                           | 14,641                     | 14,070                     | 13,070                     | -7.1%                             |
| Dues and Memberships                | 58,915                     | 59,345                     | 59,345                     | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>1,653,064</b>           | <b>1,689,763</b>           | <b>1,664,491</b>           | <b>-1.5%</b>                      |

\* Includes funding for the Prioritization Project



| <b>Personnel:</b>                 |                               | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Grade</b>                      | <b>Positions</b>              |                            |                            |                            |                                   |
| 120                               | Administrative Assistant II   | 3.88                       | 4.00                       | 4.00                       | 0.00                              |
| 122                               | Executive Assistant           | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 135                               | Assistant to the City Manager | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| 146                               | Deputy City Manager           | 3.00                       | 3.00                       | 3.00                       | 0.00                              |
| Unclass.                          | City Manager                  | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                               | <b>10.88</b>               | <b>11.00</b>               | <b>11.00</b>               | <b>0.00</b>                       |

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**Budget by Fund:**

|                  |           |           |           |       |
|------------------|-----------|-----------|-----------|-------|
| 100 General Fund | 1,653,064 | 1,689,763 | 1,664,491 | -1.5% |
|------------------|-----------|-----------|-----------|-------|

**City Attorney**

**120000**

**Description:**

The City Attorney serves as the chief legal advisor of the Council, the City Manager, and of all departments, boards, commissions, and agencies of the City (excluding the Department of Education). The City Attorney’s Office researches federal, state and local law, and institutes and defends all legal proceedings as deemed necessary or proper to protect the interests of the City. The Office drafts ordinances, resolutions, charter amendments, and proposed legislation to be submitted to the General Assembly, and drafts or approves all bonds, deeds, leases, contracts, and other instruments to which the City is a party or in which it has an interest.

| <b>Budget by Program</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12210 City Attorney      | 1,660,066                  | 1,730,929                  | 1,721,037                  | -0.6%                             |

**Goals:**

- To provide on-going legal advice to City Council, the City Manager, and all City departments, and provide assistance to citizens regarding City legal issues.
- To defend all suits against the City.
- To bring suits for the City for collections, condemnations, damages, etc.

| <b>Performance Measures</b>            | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| # of formal written legal opinions     | 2,472                      | 2,472                      | 2,521                      | 2.0%                              |
| # of verbal legal opinions             | 16,220                     | 16,225                     | 16,477                     |                                   |
| # of legal documents drafted           | 6,492                      | 6,510                      | 6,512                      | 0.0%                              |
| # of legal documents reviewed          | 12,081                     | 12,067                     | 12,344                     | 2.3%                              |
| # of court appearances and depositions | 1,727                      | 1,853                      | 1,921                      | 3.7%                              |
| # of meetings attended                 | 10,103                     | 10,126                     | 10,142                     | 0.2%                              |

**Service Level:**

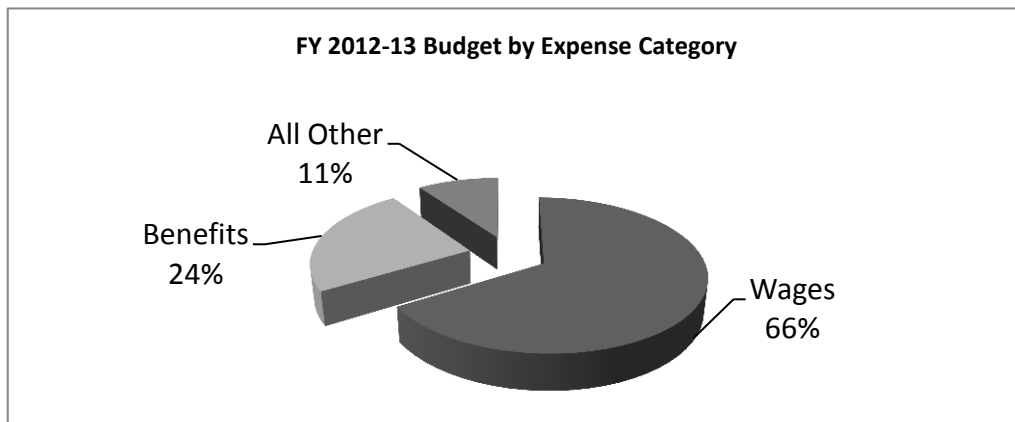
- The City Attorney is adding an Assistant Attorney III to handle right of way work for the Dominion Boulevard project. The salary and benefits for this position will be paid by the project, thus is not included here.
- In addition to the above, the VRS contribution has increased as a result of a rate increase of 3.23% (\$30,823), healthcare costs have increased (\$14,619) and internal service charges have decreased \$6,334 as a result of decreases in City Information Technology charges (\$4,982) and Self Insurance charges (\$1,352).

**City Attorney**

**120000**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 1,114,414                  | 1,139,576                  | 1,140,220                  | 0.1%                              |
| Employee benefits                   | 362,077                    | 417,270                    | 412,365                    | -1.2%                             |
| Purchased services                  | 69,224                     | 39,524                     | 39,524                     | 0.0%                              |
| Internal service charges            | 50,133                     | 49,087                     | 43,456                     | -11.5%                            |
| Other expenditures                  | 39,450                     | 56,002                     | 56,002                     | 0.0%                              |
| Materials                           | 24,768                     | 29,470                     | 29,470                     | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>1,660,066</b>           | <b>1,730,929</b>           | <b>1,721,037</b>           | <b>-0.6%</b>                      |

Other expenditures include water/sewer, telephone, electricity, dues/memberships, and travel related.



| <b>Personnel:</b>                 |                             | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Grade</b>                      | <b>Positions</b>            |                            |                            |                            |                                   |
| 115                               | Legal Secretary II          | 4.00                       | 3.50                       | 3.50                       | 0.00                              |
| 118                               | Paralegal                   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 122                               | Executive Assistant         | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 129                               | Assistant City Attorney I   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 131                               | Assistant City Attorney II  | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 137                               | Assistant City Attorney III | 6.00                       | 6.00                       | 6.00                       | 0.00                              |
| 139                               | Deputy City Attorney        | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| Unclass.                          | City Attorney               | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| Unclass.                          | Encore Deputy City Attorney | 0.05                       | 0.05                       | 0.05                       | 0.00                              |
| <b>Total Department Personnel</b> |                             | <b>16.05</b>               | <b>15.55</b>               | <b>15.55</b>               | <b>0.00</b>                       |

**Budgeted Resources:**

No direct revenues are allotted or assessed.



**City Auditor**

**170000**

**Description:**

Audit Services provides comprehensive audit coverage, maintains compliance with applicable auditing standards, and identifies areas where performance can be improved financially or operationally. This is achieved by conducting performance, financial, and special audits of City departments and functions on a selected basis; providing technical assistance on audit-related matters to other departments; and operating the City's Fraud, Waste, and Abuse Hotline.

| Code  | Program Title     | Program Description   |
|-------|-------------------|---|
| 12240 | Audit Services    | Conducts performance, financial, and special audits of City departments to determine if City policies, regulations, and control procedures are functioning as intended. |
| 12241 | Independent Audit | Provides the funding for the independent auditors contracted to conduct an audit of the City's financial statements as required by the City Charter.                    |

| <b>Budget by Program</b> |                   | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|-------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12240                    | Audit Services    | 496,491                    | 516,015                    | 516,441                    | 0.1%                              |
| 12241                    | Independent Audit | 152,330                    | 174,704                    | 180,805                    | 3.5%                              |
| <b>Total By Program</b>  |                   | <b>648,821</b>             | <b>690,719</b>             | <b>697,246</b>             | <b>0.9%</b>                       |

**Goals:**

- Conduct City-wide and departmental performance and special audits that evaluate compliance with City policies as well as the economy, efficiency, and effectiveness of various City operations as provided for in the annual audit plan.
- Provide technical assistance and special services to departments and City-affiliated entities on audit-related and other matters.
- Conduct investigations of complaints received on the City's Fraud, Waste, and Abuse Hotline as required by state law.
- Ensure that the City of Chesapeake's external annual financial statement audit is completed as required by the City Charter.

| <b>Performance Measures</b>          | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Performance/Special Audits completed | 3                          | 2                          | 3                          | 50.0%                             |
| Audit recommendations made           | 22                         | 30                         | 30                         | 0.0%                              |
| Audit recommendations implemented    | 86%                        | 90%                        | 90%                        | 0.0%                              |
| Technical assistance projects        | 14                         | 10                         | 10                         | 0.0%                              |
| Technical assistance hours           | 410                        | 500                        | 500                        | 0.0%                              |
| Fraud hotline investigations         | 4                          | 4                          | 6                          | 50.0%                             |

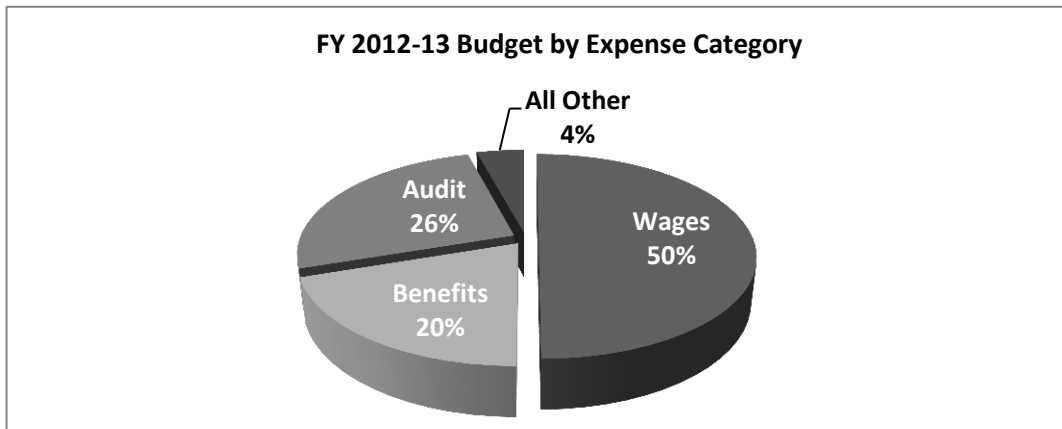
**City Auditor**

**170000**

**Service Level:**

- The full-time Audit Technician position originally slated for deletion was restored to the department. The Independent Audit program received an additional \$6,101 in funding in order to cover the contractually required increase in the cost of the annual financial statement audit.

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 338,103                    | 353,180                    | 348,648                    | -1.3%                             |
| Employee benefits                   | 123,153                    | 132,230                    | 138,372                    | 4.6%                              |
| Independent Audit                   | 152,330                    | 174,704                    | 180,805                    | 3.5%                              |
| Internal service charges            | 23,670                     | 21,702                     | 20,079                     | -7.5%                             |
| Other expenditures                  | 9,878                      | 8,036                      | 8,476                      | 5.5%                              |
| Materials                           | 1,688                      | 867                        | 867                        | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>648,821</b>             | <b>690,719</b>             | <b>697,246</b>             | <b>0.9%</b>                       |



| <b>Personnel:</b>                 |                         | <b>FY 10-11<br/>Budget</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Grade</b>                      | <b>Positions</b>        |                            |                            |                            |                                   |
| 115                               | Office Coordinator      | 1.00                       | 1.00                       | 0.00                       | -1.00                             |
| 115                               | Audit Technician        | 0.00                       | 0.00                       | 1.00                       | 1.00                              |
| 124                               | Performance Auditor I   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 127                               | Performance Auditor II  | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 129                               | Performance Auditor III | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| Unclass.                          | City Auditor            | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                         | <b>6.00</b>                | <b>6.00</b>                | <b>6.00</b>                | <b>0.00</b>                       |

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**City Clerk**

**130000**

**Description:**

The City Clerk’s Office provides a historical record of the governing body, including ordinances, resolutions, minutes of the City Council meetings, work sessions and special meetings; coordinates the responses to the concerns and needs of citizens and other City departments; provides staff support to the City Council; and serves as a passport agency.

| <b>Budget by Program</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 11020 City Clerk         | 507,820                    | 550,166                    | 518,350                    | -5.8%                             |

**Goals:**

- Be responsible to citizen's needs and concerns while serving as conduit between citizens, other City departments and City Council.
- Work closely with City Council as they plan the future of Chesapeake wisely, effectively, and with fiscal constraint to assist with the implementation of City Council’s goals.
- Prepare, preserve and maintain the permanent and historical records of the City including the legislative actions of City Council.
- Provide staff assistance to the Mayor and City Council members on a daily basis as they perform the duties and responsibilities of their positions.
- Provide a records management program with procedures for the efficient and economical maintenance, preservation and legal disposition of the City's records according to the Virginia Public Records Act.

| <b>Performance Measures</b>  | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| #Council Mtgs, Work Sessions, Special Mtgs attended                        | 46                         | 40                         | 72                         | 80%                               |
| # Resolutions processed  | 74                         | 80                         | 85                         | 6%                                |
| # Ordinances processed   | 125                        | 120                        | 144                        | 20%                               |
| # Agreements processed   | 17                         | 15                         | 20                         | 33%                               |
| # Newspaper ads run  | 24                         | 20                         | 45                         | 125%                              |
| # Certificates & Proclamations   | 708                        | 250                        | 256                        | 2%                                |
| # Passports Processed  | 1,641                      | 500                        | 1,200                      | 140%                              |
| # Boards & Commission appointments, resignations & purge letters processed | 251                        | 300                        | 315                        | 5%                                |
| # pieces of correspondence prepared for Mayor & City Council               | 1,478                      | 2,000                      | 2,000                      | 0%                                |
| # records scanned for permanent storage                                    | 307                        | 800                        | 800                        | 0%                                |

**City Clerk**

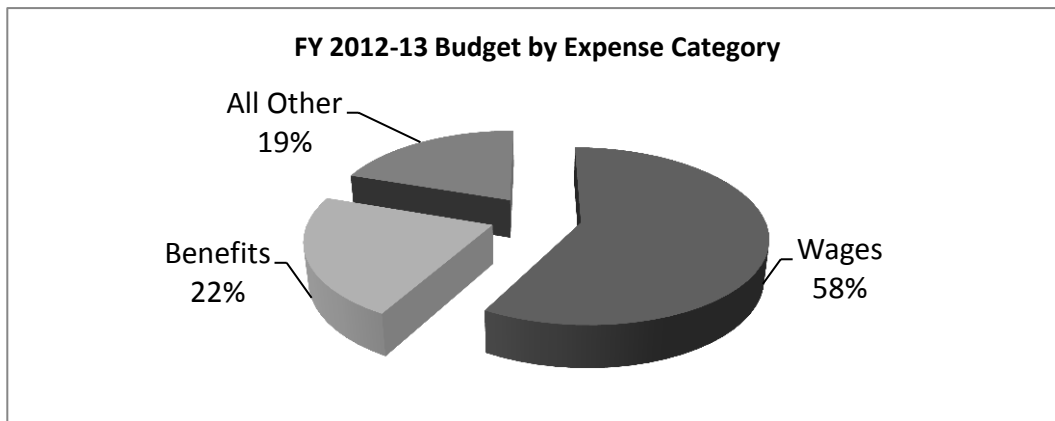
**130000**

**Service Level:**

- The City Clerk is eliminating a vacant full-time Records Manager position and is replacing the position with a part-time Office Assistant. Adding the part-time position will allow the City Clerk's Office to better address Council demands and record keeping requirements. The net savings is \$47,616.
- In addition to the above savings, the VRS contribution has increased as a result of a rate increase of 3.23% (\$8,430) and internal service charges have increased \$6,673 primarily as a result of an increase in City Information Technology charges (\$7,452).

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 297,714                    | 331,247                    | 300,699                    | -9.2%                             |
| Employee benefits                   | 105,525                    | 123,058                    | 115,117                    | -6.5%                             |
| Purchased services                  | 29,422                     | 17,000                     | 17,000                     | 0.0%                              |
| Internal service charges            | 37,596                     | 32,986                     | 39,659                     | 20.2%                             |
| Other expenditures                  | 27,130                     | 32,093                     | 32,093                     | 0.0%                              |
| Materials                           | 10,433                     | 13,782                     | 13,782                     | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>507,820</b>             | <b>550,166</b>             | <b>518,350</b>             | <b>-5.8%</b>                      |

Other expenditures include water/sewer, telephone, electricity, dues/memberships, and travel related.



| <b>Personnel:<br/>Grade</b>       | <b>Positions</b>        | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 105                               | Office Assistant I      | 0.00                       | 0.00                       | 0.50                       | 0.50                              |
| 109                               | Office Specialist I     | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 115                               | Office Coordinator      | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 120                               | Deputy City Clerk       | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| 123                               | Records Manager         | 0.00                       | 1.00                       | 0.00                       | -1.00                             |
| 128                               | Chief Deputy City Clerk | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| Unclass.                          | City Clerk              | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                         | <b>6.00</b>                | <b>7.00</b>                | <b>6.50</b>                | <b>-0.50</b>                      |

City of Chesapeake, Virginia  
 FY 2012-13 Operating Budget

**City Clerk**

**130000**

| <b>Operating Revenues</b>  | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b><u>General Fund</u></b> |                            |                            |                            |                                   |
| Charges for Services       | 32,461                     | 16,000                     | 12,126                     | -24.2%                            |
| <b>Total Revenues</b>      | <b>32,461</b>              | <b>16,000</b>              | <b>12,126</b>              | <b>-24.2%</b>                     |
| General Fund Support       | 475,359                    | 534,166                    | 506,224                    | -5.2%                             |
| <b>Total Resources</b>     | <b>507,820</b>             | <b>550,166</b>             | <b>518,350</b>             | <b>-5.8%</b>                      |

**Budget by Fund:**

|                  |         |         |         |       |
|------------------|---------|---------|---------|-------|
| 100 General Fund | 507,820 | 550,166 | 518,350 | -5.8% |
|------------------|---------|---------|---------|-------|

**City Treasurer**

**220000**

**Description:**

The City Treasurer collects, accounts for, and maintains custody of all monies paid to the City, invests idle funds and aids in authorizing disbursement of City funds. The Office provides timely and accurate billings and collections of all tax accounts. Other collections include terminated water and sewage bills, stormwater management fees, parking fines, State income taxes, library fines, and ALL miscellaneous invoices. The office also sells hunting and fishing, dog, cat, and bicycle licenses, and processes passport applications.

| <b>Budget by Program</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12410 City Treasurer     | 4,077,616                  | 4,311,970                  | 4,137,822                  | -4.0%                             |

**Goals**

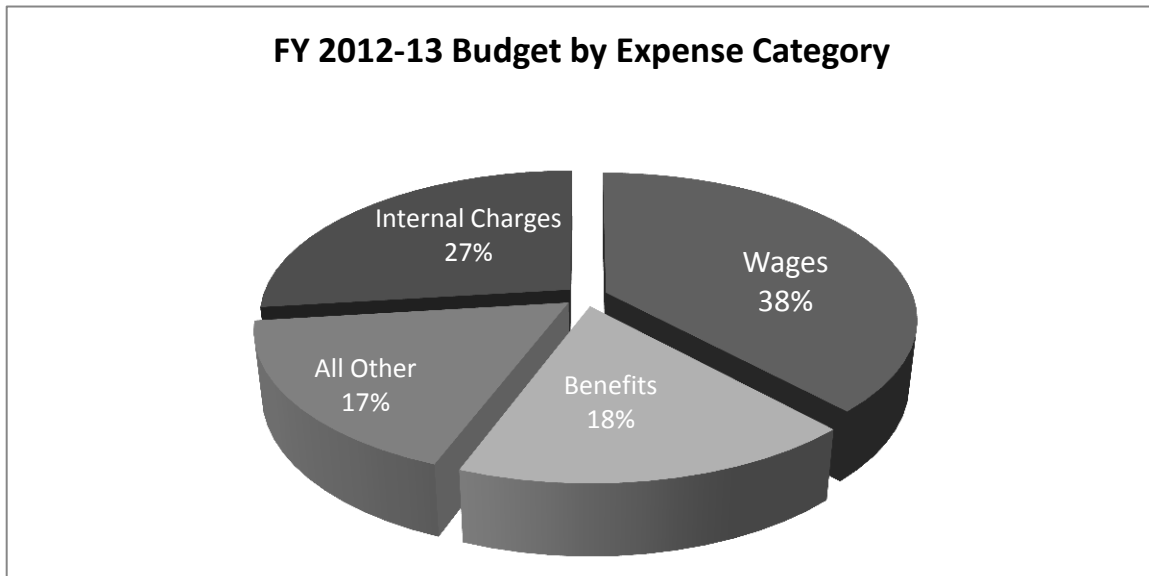
- Efficient and effective performance of services.
- Automate the operations of the Treasurer’s Office.
- Improve efficiency of the Treasurer’s Office.
- Increase the professional knowledge and skills of employees to serve the citizens better.

**Service Level:**

- The department resources are reduced without elimination of positions. This will require careful management of vacancies. Funding from vehicle license penalty revenues reserved for this purpose will continue to contribute to the maintenance of collection efforts. Employee benefits have been adjusted to reflect an increase in the Virginia retirement system rate.

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 1,490,869                  | 1,637,374                  | 1,578,137                  | -3.6%                             |
| Employee benefits                   | 573,329                    | 687,882                    | 728,221                    | 5.9%                              |
| Purchased services                  | 128,431                    | 153,879                    | 153,879                    | 0.0%                              |
| Internal service charges            | 1,331,508                  | 1,254,039                  | 1,114,789                  | -11.1%                            |
| Other expenditures                  | 484,647                    | 450,521                    | 450,521                    | 0.0%                              |
| Materials                           | 68,832                     | 128,274                    | 112,274                    | -12.5%                            |
| <b>Total Expenses/Requirements:</b> | <b>4,077,616</b>           | <b>4,311,970</b>           | <b>4,137,822</b>           | <b>-4.0%</b>                      |

Other expenditures include water/sewer, telephone, electricity, and postage



| <b>Personnel:</b>                 |                             | <b>FY 10-11</b> | <b>FY 11-12</b> | <b>FY 12-13</b> | <b>Change from</b> |
|-----------------------------------|-----------------------------|-----------------|-----------------|-----------------|--------------------|
| <b>Grade</b>                      | <b>Positions</b>            | <b>Actual</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>prior year</b>  |
| 109                               | Account Clerk (EMS)         | 1.00            | 1.00            | 1.00            | 0.00               |
| 112                               | Customer Service Clerk II   | 11.90           | 11.90           | 11.90           | 0.00               |
| 113                               | Office Specialist II        | 1.00            | 1.00            | 1.00            | 0.00               |
| 113                               | Account Technician I        | 4.00            | 4.00            | 4.00            | 0.00               |
| 114                               | Account Technician II       | 1.63            | 1.63            | 1.63            | 0.00               |
| 114                               | Customer Service Clerk III  | 7.00            | 7.00            | 7.00            | 0.00               |
| 117                               | Collection Agent I          | 4.56            | 4.56            | 4.56            | 0.00               |
| 118                               | Customer Service Supervisor | 4.00            | 4.00            | 4.00            | 0.00               |
| 119                               | Administrative Assistant I  | 1.00            | 1.00            | 1.00            | 0.00               |
| 119                               | Collection Agent II         | 1.00            | 1.00            | 1.00            | 0.00               |
| 123                               | Accountant I                | 2.00            | 2.00            | 2.00            | 0.00               |
| 125                               | Accountant II               | 1.00            | 1.00            | 1.00            | 0.00               |
| 125                               | Investment Analyst          | 1.00            | 1.00            | 1.00            | 0.00               |
| 127                               | Deputy City Treasurer       | 1.00            | 1.00            | 1.00            | 0.00               |
| 127                               | Counsel to Treasurer        | 1.00            | 1.00            | 1.00            | 0.00               |
| 127                               | Accountant III              | 1.00            | 1.00            | 1.00            | 0.00               |
| 129                               | Systems Analyst I           | 1.00            | 1.00            | 1.00            | 0.00               |
| 132                               | Chief Deputy City Treasurer | 1.00            | 1.00            | 1.00            | 0.00               |
| 140                               | City Treasurer              | 1.00            | 1.00            | 1.00            | 0.00               |
| <b>Total Department Personnel</b> |                             | <b>47.09</b>    | <b>47.09</b>    | <b>47.09</b>    | <b>0.00</b>        |

Position counts reflect correction for part-time positions not counted in prior years, but no increase in funding.

**City Treasurer**

**220000**

| <b>Operating Revenues</b>  | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b><u>General Fund</u></b> |                            |                            |                            |                                   |
| Permit & License Fees      | 142                        | 490                        | 480                        | -2.0%                             |
| Charges for Services       | 1,017,041                  | 808,080                    | 881,800                    | 9.1%                              |
| State Shared Expenses      | 357,987                    | 348,331                    | 357,986                    | 2.8%                              |
| <b>Total Revenues</b>      | <b>1,375,169</b>           | <b>1,156,901</b>           | <b>1,240,266</b>           | <b>7.2%</b>                       |
| General Fund Designation * | 120,260                    | 464,678                    | 464,678                    | 0.0%                              |
| General Fund Support       | 2,582,188                  | 2,690,391                  | 2,432,878                  | -9.6%                             |
| <b>Total Resources</b>     | <b>4,077,616</b>           | <b>4,311,970</b>           | <b>4,137,822</b>           | <b>-4.0%</b>                      |

**Note:** \* City Code Sec. 74-104.1 provides for a delinquent charge of \$10 for late payment of the vehicle licence fee. \$7 of the late fee collected in prior year is to be used to support the Treasurer's collection efforts.

**Budget by Fund:**

|                  |           |           |           |       |
|------------------|-----------|-----------|-----------|-------|
| 100 General Fund | 4,077,616 | 4,311,970 | 4,137,822 | -4.0% |
|------------------|-----------|-----------|-----------|-------|



**Registrar**

**111060**

**Description:**

The Registrar’s Office is a full service office that:

- administers all City, State, and Federal elections and coordinates all voter registration services,
- provides registration opportunities in all areas of the City and maintains registration records,
- files and processes all local candidates for elected office,
- checks petitions for all Advisory Referendums,
- prepares all election redistricting, and
- recruits and trains all election officials.

The Electoral Board supervises all City, State, and Federal elections and conducts the official canvass for each election.

| <b>Budget by Program</b>        | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 13100 Registrar/Electoral Board | 802,758                    | 776,525                    | 812,686                    | 4.7%                              |
| 13101 Election Workers          | 49,465                     | 137,413                    | 102,413                    | -25.5%                            |
| <b>Total By Program</b>         | <b>852,223</b>             | <b>913,938</b>             | <b>915,099</b>             | <b>0.1%</b>                       |

**Goals**

- Encourage voter registration and voting as the fundamental element in a participatory democracy.

| <b>Performance Measures</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| # of registered voters      | 142,936                    | 145,608                    | 146,500                    | 0.6%                              |
| # of voting precincts       | 54                         | 64                         | 64                         | 0.0%                              |
| # of elections held         | 1                          | 4                          | 2                          | -50.0%                            |

**Service Level:**

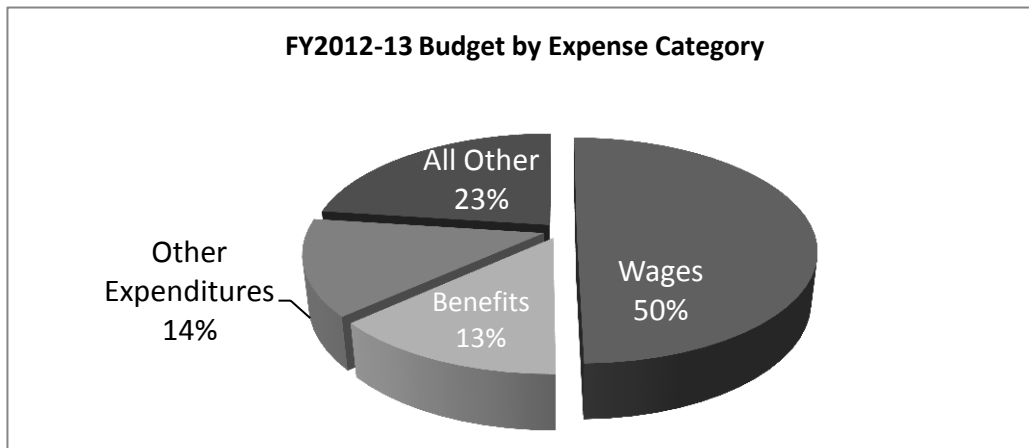
- The City purchased new voting machine equipment in October 2011. This was purchased via the capital budget. The new voting equipment requires paper ballots. This increase is shown in the Purchased services category. Funding was also increased for the Virginia retirement system rate increase.

**Registrar**

**111060**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 399,011                    | 455,166                    | 455,548                    | 0.1%                              |
| Employee benefits                   | 100,841                    | 121,566                    | 123,685                    | 1.7%                              |
| Purchased services                  | 72,645                     | 47,700                     | 125,358                    | 162.8%                            |
| Principal and Interest              | 58,356                     | 58,356                     | -                          | -100.0%                           |
| Internal service charges            | 75,858                     | 56,098                     | 59,340                     | 5.8%                              |
| Other expenditures                  | 119,110                    | 143,668                    | 126,168                    | -12.2%                            |
| Materials                           | 26,403                     | 31,383                     | 25,000                     | -20.3%                            |
| <b>Total Expenses/Requirements:</b> | <b>852,223</b>             | <b>913,938</b>             | <b>915,099</b>             | <b>0.1%</b>                       |

Other expenditures includes water/sewer, telephone, electricity, postage and rental space for voting machines.



| <b>Personnel:</b>                 |                              | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Grade</b>                      | <b>Positions</b>             |                            |                            |                            |                                   |
| 117                               | Deputy Registrar             | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 111                               | Assistant Registrar          | 3.00                       | 3.00                       | 4.76                       | 1.76                              |
| Unclass.                          | General Registrar            | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 119                               | Administrative Assistant I   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| Unclass.                          | Assistant Registrar Aide     | 2.25                       | 2.25                       | 1.03                       | (1.22)                            |
| Unclass.                          | Seasonal Assistant Registrar | 0.31                       | 0.31                       | 0.00                       | (0.31)                            |
| <b>Total Department Personnel</b> |                              | <b>8.56</b>                | <b>8.56</b>                | <b>8.79</b>                | <b>0.23</b>                       |

Personnel listing above does not include part time election workers.

**Registrar**

**111060**

| <b>Operating Revenues</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Miscellaneous Revenue     | 1,526                      | -                          | -                          | 0.0%                              |
| State Shared Expenses     | 76,829                     | 74,087                     | 76,829                     | 3.7%                              |
| <b>Total Revenues</b>     | <b>78,355</b>              | <b>74,087</b>              | <b>76,829</b>              | <b>3.7%</b>                       |
| General Fund Support      | 773,869                    | 839,851                    | 838,270                    | -0.2%                             |
| <b>Total Resources</b>    | <b>852,223</b>             | <b>913,938</b>             | <b>915,099</b>             | <b>0.1%</b>                       |

**Budget by Fund:**

|                  |         |         |         |      |
|------------------|---------|---------|---------|------|
| 100 General Fund | 852,223 | 913,938 | 915,099 | 0.1% |
|------------------|---------|---------|---------|------|

**Notes:**

Miscellaneous Revenue reflects a refund of Primary Fees, a percentage of the salary, deposited by a candidate for elected public office in a prior year who ran unopposed and was entitled to the refund.

**Commissioner of the Revenue**

**250000**

**Description:**

The Commissioner of the Revenue is responsible for the equitable administration of local taxes, with the exception of the real estate tax. The Commissioner assesses individual and business personal property taxes, prorates personal property on motor vehicles, issues City business licenses, and assesses special excise taxes on meal, lodging, excavations, cigarettes, admissions and rental equipment. The office maintains the City’s personal property tax systems, administers and enforces local tax codes, assists individuals and businesses with tax inquiries, administers the Real Estate Tax Relief program, processes State income tax returns for citizens and prepares financial and statistical reports to assist with the management of the City’s organization. The office also provides satellite service for the Virginia Department of Motor Vehicles (DMV Select) through a cost reimbursement agreement.

| <b>Budget by Program</b>          | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12310 Commissioner of the Revenue | 3,014,111                  | 3,058,984                  | 3,117,932                  | 1.9%                              |

**Goals**

- Provide quality, courteous and efficient customer service to the citizens of Chesapeake through the effective use of human resources and technology.
- Accurately and completely identify and assess all personal property
- Promote a progressive tax policy for the City business community through equitable administration of City and State business tax codes.

| <b>Performance Measures</b>        | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Business licenses issued           | 20,978                     | 22,400                     | 21,500                     | -4.0%                             |
| Percent of special taxes collected | 99.0%                      | 99.0%                      | 99.0%                      | 0.0%                              |
| Business audits                    | 109                        | 125                        | 125                        | 0.0%                              |
| Personal property assessments      | 286,491                    | 302,000                    | 302,000                    | 0.0%                              |
| Applications for tax relief        | 3,855                      | 3,900                      | 3,900                      | 0.0%                              |
| Special tax accounts               | 860                        | 875                        | 875                        | 0.0%                              |

**Commissioner of the Revenue**

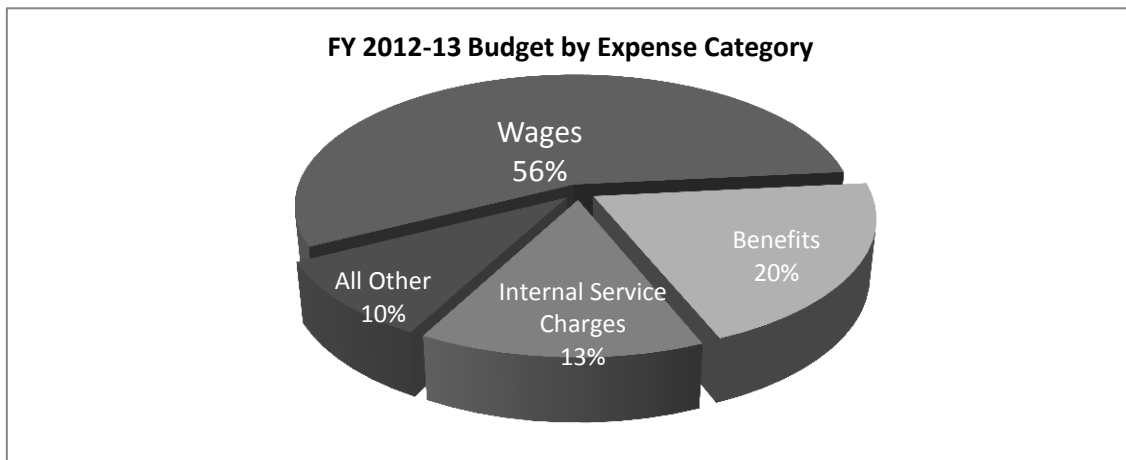
**250000**

**Service Level:**

- The department's resources are reduced to recognize savings from recent retirements of personnel. Employee benefits have been adjusted to reflect the increase in the Virginia retirement system rate.
- The Commissioner of the Revenue will be engaged with the Treasurer and Information Technology Departments in the re-write of the Personal Property System.
- The Real Estate Tax Relief program has implemented changes to allow a certification filing by mail two out of every three years and a full application in person once every three years.

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 1,663,757                  | 1,766,746                  | 1,743,116                  | -1.3%                             |
| Employee benefits                   | 577,343                    | 579,355                    | 636,449                    | 9.9%                              |
| Purchased services                  | 34,327                     | 55,665                     | 55,665                     | 0.0%                              |
| Internal service charges            | 475,422                    | 407,514                    | 436,998                    | 7.2%                              |
| Other expenditures                  | 142,361                    | 159,204                    | 155,204                    | -2.5%                             |
| Materials                           | 92,321                     | 90,500                     | 90,500                     | 0.0%                              |
| Capital outlay                      | 28,581                     | -                          | -                          | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>3,014,111</b>           | <b>3,058,984</b>           | <b>3,117,932</b>           | <b>1.9%</b>                       |

Other expenditures include water/sewer, telephone, electricity, and postage



**Commissioner of the Revenue**

**250000**

| <b>Personnel:</b>                 |                             | <b>FY 10-11</b> | <b>FY 11-12</b> | <b>FY 12-13</b> | <b>Change from</b> |
|-----------------------------------|-----------------------------|-----------------|-----------------|-----------------|--------------------|
| <b>Grade</b>                      | <b>Positions</b>            | <b>Actual</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>prior year</b>  |
| 109                               | Office Specialist I         | 0.75            | 0.75            | 0.75            | 0.00               |
| 112                               | Customer Service Clerk II   | 6.92            | 6.92            | 6.92            | 0.00               |
| 114                               | Customer Service Clerk III  | 13.00           | 11.00           | 11.00           | 0.00               |
| 114                               | Account Technician II       | 3.00            | 3.00            | 3.00            | 0.00               |
| 116                               | Account Technician III      | 1.00            | 1.00            | 1.00            | 0.00               |
| 117                               | Business Tax Specialist I   | 3.00            | 3.00            | 3.00            | 0.00               |
| 118                               | Customer Service Clk. Supv. | 5.00            | 4.00            | 4.00            | 0.00               |
| 119                               | Business Tax Specialist II  | 1.00            | 1.00            | 1.00            | 0.00               |
| 120                               | Administrative Assistant II | 1.00            | 1.00            | 1.00            | 0.00               |
| 123                               | Business Tax Specialist III | 2.00            | 1.00            | 1.00            | 0.00               |
| 127                               | Auditor                     | 4.55            | 4.55            | 4.55            | 0.00               |
| 128                               | Business Tax Manager        | 1.00            | 1.00            | 1.00            | 0.00               |
| 128                               | Deputy Comm. of Revenue     | 1.00            | 1.00            | 1.00            | 0.00               |
| 132                               | Chief Deputy Comm. of Rev.  | 1.00            | 1.00            | 1.00            | 0.00               |
| 140                               | Commissioner of Revenue     | 1.00            | 1.00            | 1.00            | 0.00               |
| <b>Total Department Personnel</b> |                             | <b>45.22</b>    | <b>41.22</b>    | <b>41.22</b>    | <b>0.00</b>        |

Position counts reflect correction for part-time positions not counted in prior years, but no increase in funding.

| <b>Operating Revenues</b> | <b>FY 10-11</b>  | <b>FY 11-12</b>  | <b>FY 12-13</b>  | <b>Change from</b> |
|---------------------------|------------------|------------------|------------------|--------------------|
|                           | <b>Actual</b>    | <b>Budget</b>    | <b>Budget</b>    | <b>prior year</b>  |
| <b>General Fund</b>       |                  |                  |                  |                    |
| Charges for Services      | 51,268           | 50,100           | 50,100           | 0.0%               |
| State Shared Expenses     | 338,922          | 334,865          | 334,000          | -0.3%              |
| <b>Total Revenues</b>     | <b>390,191</b>   | <b>384,965</b>   | <b>384,100</b>   | <b>-0.2%</b>       |
| General Fund Support      | 2,623,920        | 2,674,019        | 2,733,832        | 2.2%               |
| <b>Total Resources</b>    | <b>3,014,111</b> | <b>3,058,984</b> | <b>3,117,932</b> | <b>1.9%</b>        |

**Budget by Fund:**

|                  |           |           |           |      |
|------------------|-----------|-----------|-----------|------|
| 100 General Fund | 3,014,111 | 3,058,984 | 3,117,932 | 1.9% |
|------------------|-----------|-----------|-----------|------|

**Real Estate Assessor**

**140000**

**Description:**

The Real Estate Assessor’s Office, in compliance with Virginia Constitution (Article X), estimates the fair market value of all real estate. Staff inspects and collects field data on all new construction, including additions and alterations where permits are obtained. The Office conducts annual reassessment of all real property using a computer-assisted mass appraisal system. Staff performs detailed statistical analysis to measure the accuracy, equality and equity of the value estimate using current market data and trends. The office also produces the annual Land Book, processes property transfers, maintains a parcel maintenance inventory system and provides assistance to the public by responding to requests for information relative to real estate assessments and property ownership.

The Board of Equalization of Real Estate Assessments is established under the Code of Virginia § 15.2-840 and Chesapeake Code of Ordinances § 30-102. It is an independent, quasi-judicial body appointed by the Circuit Court to oversee the results of the annual reassessment in regard to real property appeals. The Board has the power to increase, decrease, or keep the same assessment upon its review. If a property owner is not satisfied with the outcome of the Board's decision, that owner has the right to appeal to the Circuit Court.

| Code  | Program Title         | Program Description   |
|-------|-----------------------|---|
| 12320 | Real Estate Assessor  | Appraisal and assessment of real property in the City for the purpose of taxation.                        |
| 12330 | Board of Equalization | Independent Board that hears and rules on appeals by property owners of assessments made by the Assessor. |

|                          |                       | FY 10-11         | FY 11-12         | FY 12-13         | Change from       |
|--------------------------|-----------------------|------------------|------------------|------------------|-------------------|
| <b>Budget by Program</b> |                       | <b>Actual</b>    | <b>Budget</b>    | <b>Budget</b>    | <b>prior year</b> |
| 12320                    | Real Estate Assessor  | 2,144,205        | 2,279,964        | 2,256,090        | -1.0%             |
| 12330                    | Board of Equalization | 2,799            | 4,346            | 4,346            | 0.0%              |
| <b>Total By Program</b>  |                       | <b>2,147,004</b> | <b>2,284,310</b> | <b>2,260,436</b> | <b>-1.0%</b>      |

**Goals**

Real Estate Assessor

- Meet legal requirements by fairly assessing all real estate uniformly and equitably.
- Administer the Land Use Program.
- Provide public information of assessment records.
- Deliver quality customer service through dedicated, competent staff.
- Answer questions and discuss assessments with respective property owner at any time.
- Determine the fair market value of property as of January 1 for the tax year beginning the next succeeding July 1.

**Real Estate Assessor**

**140000**

**Goals Continued:**

Board of Equalization

- Perform the powers and duties in accordance within the provisions of State and City Codes.
- Revise, correct and amend any real estate assessment, brought before the Board on appeal by the owner thereof, as the Board finds necessary to equalize the burden of taxation among all of the Citizens of the City.

| <b>Performance Measures</b>  | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Real Estate Assessor</b>  |                            |                            |                            |                                   |
| Number of parcels            | 81,797                     | 82,250                     | 82,470                     | 0.3%                              |
| Percent of parcels taxable   | 98.0%                      | 98.0%                      | 98.0%                      | 0.0%                              |
| Permits appraised            | 3,206                      | 3,500                      | 4,000                      | 14.3%                             |
| Ownership transfers          | 4,172                      | 5,500                      | 4,300                      | -21.8%                            |
| Plats processed              | 215                        | 225                        | 225                        | 0.0%                              |
| <b>Board of Equalization</b> |                            |                            |                            |                                   |
| Applications received        | 55                         | 55                         | 55                         | 0.0%                              |
| Hearings                     | 16                         | 16                         | 15                         | -6.3%                             |

**Service Level:**

Real Estate Assessor

- The ability to process a large amount of real property data in an efficient, effective and timely manner is critical to performance measures and to the tax base of the City. The department will seek to maintain core service levels in the face of a growing work load (more parcels, economic complexity of assessments, transaction volumes, taxpayer inquiries) through automation (Windows/web-based Computer Assisted Mass Appraisal System), staff development, and reorganization. The purchase of the Mass Appraisal system is included in the capital budget funding for FY 12-13.
- To meet the required budget reduction, funding for three positions is eliminated. These positions will remain vacant, with one part-time Encore employee covering the gap. Additional adjustments to personnel expenses including an increase in the Virginia retirement system rate and increases in internal service accounts are made to reflect anticipated costs.

**Service Level:**

Board of Equalization

- The Board will receive level funding.
- The Board hears complaints and resolves these in accordance with Code of Virginia § 15.2-840 and Chesapeake Code of Ordinances § 30-102. Any property owner may file an application for a hearing with the Board of Equalization on or prior to May 1st of each tax year.

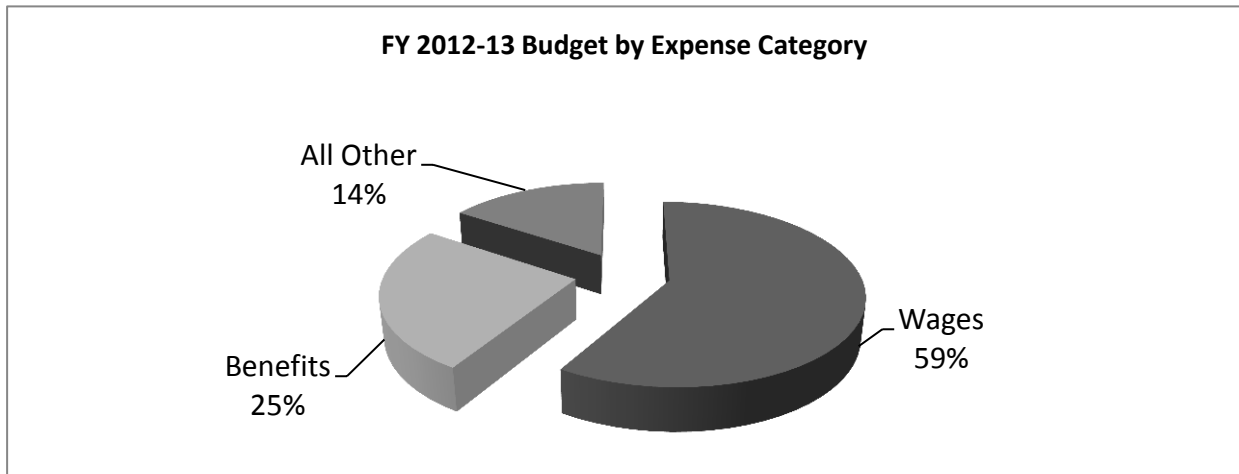


**Real Estate Assessor**

**140000**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 1,315,136                  | 1,430,448                  | 1,327,244                  | -7.2%                             |
| Employee benefits                   | 489,423                    | 535,123                    | 578,978                    | 8.2%                              |
| Purchased services                  | 439                        | 575                        | 575                        | 0.0%                              |
| Internal service charges            | 244,128                    | 210,752                    | 246,227                    | 16.8%                             |
| Other expenditures                  | 74,633                     | 90,009                     | 90,009                     | 0.0%                              |
| Materials                           | 23,245                     | 17,403                     | 17,403                     | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>2,147,004</b>           | <b>2,284,310</b>           | <b>2,260,436</b>           | <b>-1.0%</b>                      |

Other expenditures include water/sewer, telephone, electricity, dues/memberships, and travel related.



| <b>Personnel:</b>                 |                               | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Grade</b>                      | <b>Positions</b>              |                            |                            |                            |                                   |
| 109                               | Appraisal Clerk I             | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| 111                               | Appraisal Clerk II            | 4.00                       | 4.00                       | 4.00                       | 0.00                              |
| 112                               | Title Clerk I                 | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 114                               | Title Clerk II                | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 114                               | Appraisal Clerk Supervisor    | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 115                               | Office Coordinator            | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 120                               | Appraiser                     | 5.00                       | 5.00                       | 5.00                       | 0.00                              |
| 123                               | GIS Specialist                | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 123                               | Real Estate Appraisal Analyst | 8.00                       | 8.00                       | 8.00                       | 0.00                              |
| 126                               | Appraisal Supervisor          | 3.00                       | 3.00                       | 3.00                       | 0.00                              |
| 132                               | Systems Analyst II            | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 134                               | Deputy Real Estate Assessor   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| Unclass.                          | Real Estate Assessor          | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                               | <b>30.00</b>               | <b>30.00</b>               | <b>30.00</b>               | <b>0.00</b>                       |

**Real Estate Assessor**

**140000**

| <b>Operating Revenues</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Charges for Services      | 5,329                      | 4,000                      | 4,000                      | 0.00%                             |
| <b>Total Revenues</b>     | <b>5,329</b>               | <b>4,000</b>               | <b>4,000</b>               | <b>0.00%</b>                      |
| General Fund Support      | 2,141,674                  | 2,280,310                  | 2,256,436                  | -1.05%                            |
| <b>Total Resources</b>    | <b>2,147,004</b>           | <b>2,284,310</b>           | <b>2,260,436</b>           | <b>-1.05%</b>                     |

**Budget by Fund:**

|                  |           |           |           |       |
|------------------|-----------|-----------|-----------|-------|
| 100 General Fund | 2,147,004 | 2,284,310 | 2,260,436 | -1.0% |
|------------------|-----------|-----------|-----------|-------|

**Budget Department**

**111010**

**Description:**

The Budget Office coordinates the City's short and long range fiscal planning through the development of the annual operating budget, the five year capital budget, and the five year General Fund forecast. The department also conducts budget research, and reviews and/or prepares budget amendments.

Additionally, the Budget Office develops long range projections regarding the City's financial position, conducts management analyses, produces various reports and projects, and monitors revenues and expenditures.

| <b>Budget by Program</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12440 Budget             | 649,298                    | 717,492                    | 645,191                    | -10.1%                            |

**Goals**

- Comply with the legal requirements of the Commonwealth of Virginia.
- Provide information to the City Manager and departments regarding the fiscal strengths, status, and any deficiencies through monitoring and management of the City of Chesapeake's annual fiscal budget.
- Assist departments and citizens with understanding the budget process and resource needs.

| <b>Performance Measures</b>         | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Agenda item requests completed      | 84                         | 82                         | 72                         | -12%                              |
| Budget transfers processed          | 333                        | 323                        | 253                        | -22%                              |
| City departments monitored          | 39                         | 44                         | 44                         | 0%                                |
| # of procurement contracts reviewed | 105                        | 105                        | 71                         | -32%                              |

**Service Level:**

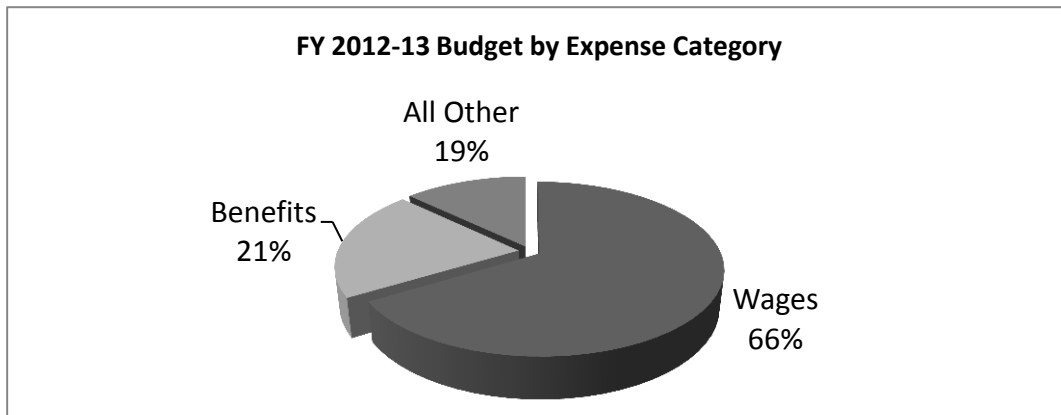
- The reduction in salaries/wages and employee benefits is mainly due to the reduction of one full-time budget analyst to part-time status. The 50% decrease in purchased services is largely due to the removal of funding for the acquisition of a budget preparation system and the discontinuance of a city-wide distribution of printed budget documents. A limited number of documents will be printed for heavy users. The decrease in the internal services category is due to a \$12,018 decrease in the allocation for information technology charges and a \$229 decrease in self insurance charges. The increase in the materials category is due to a slight increase in the amount allotted for office supplies.

**Budget Department**

**111010**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 432,735                    | 439,008                    | 428,258                    | -2.4%                             |
| Employee benefits                   | 140,699                    | 142,717                    | 133,543                    | -6.4%                             |
| Purchased services                  | 6,355                      | 75,859                     | 37,700                     | -50.3%                            |
| Internal service charges            | 51,846                     | 42,920                     | 30,673                     | -28.5%                            |
| Other expenditures                  | 7,368                      | 10,988                     | 9,128                      | -16.9%                            |
| Materials                           | 10,295                     | 5,000                      | 5,889                      | 17.8%                             |
| Capital outlay                      | -                          | 1,000                      | -                          | -100.0%                           |
| <b>Total Expenses/Requirements:</b> | <b>649,298</b>             | <b>717,492</b>             | <b>645,191</b>             | <b>-10.1%</b>                     |

Purchased services include contractual services for software solutions.



| <b>Personnel:</b>                 |                       | <b>FY 10-11<br/>Budget</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|-----------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Grade</b>                      | <b>Positions</b>      |                            |                            |                            |                                   |
| 113                               | Office Specialist II  | 0.81                       | 0.81                       | 0.63                       | (0.18)                            |
| 125                               | Accountant II         | 1.00                       | 1.00                       | 0.00                       | (1.00)                            |
| 128                               | Budget Analyst        | 2.00                       | 2.00                       | 2.63                       | 0.63                              |
| 130                               | Senior Budget Analyst | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| 141                               | Director of Budget    | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                       | <b>6.81</b>                | <b>6.81</b>                | <b>6.26</b>                | <b>(0.37)</b>                     |

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**Budget by Fund:**

|                  |         |         |         |        |
|------------------|---------|---------|---------|--------|
| 100 General Fund | 649,298 | 717,492 | 645,191 | -10.1% |
|------------------|---------|---------|---------|--------|

**Central Fleet**

**112012**

**Description:**

Central Fleet manages all of the rolling stock for the City from procurement of the equipment through its disposal. Central Fleet performs preventative maintenance inspections, major and minor mechanical repairs, and other automotive support to provide a safe, reliable, and economical fleet for the City's operations. The division also maintains small power equipment (chainsaws, tractors, pumps, etc.) and operates six (6) fueling sites located throughout the City for fueling City vehicles. The division controls the distribution of fuel and repair parts, maintains individual vehicle and equipment records, and recommends the purchase of new and replacement vehicles and equipment.

| Code  | Program Title    | Program Description   |                            |                            |                                   |
|---|------------------|---|----------------------------|----------------------------|-----------------------------------|
| 12520   | Fleet Operations | Provides for daily operations and maintenance including fuel of City vehicles and equipment                                       |                            |                            |                                   |
| 12521   | Fleet Capital    | Appropriations for purchase of new replacement equipment and the necessary principal and interest for the capital lease purchases |                            |                            |                                   |
| <b>Budget by Program</b>                                  |                  | <b>FY 10-11<br/>Actual</b>  | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
| 12520 Fleet Operations                                    |                  | 9,485,713   | 9,269,545                  | 10,314,807                 | 11.3%                             |
| 12521 Fleet Capital/Replacement<br>Vehicles and Equipment |                  | 4,528,835   | 6,173,265                  | 3,278,749                  | -46.9%                            |
| <b>Total By Program</b>                                   |                  | <b>14,014,549</b>   | <b>15,442,810</b>          | <b>13,593,556</b>          | <b>-12.0%</b>                     |

**Goals**

- Provide all departments with safe, well-maintained vehicles and equipment in a cost effective and timely manner.

| Performance Measures                | FY 10-11<br>Actual | FY 11-12<br>Budget | FY 12-13<br>Budget | Change from<br>prior year |
|-------------------------------------|--------------------|--------------------|--------------------|---------------------------|
| Ave age of vehicles                 | 7.05 years         | 7.4 years          | TBD                | N/A                       |
| # of repairs                        | 8,255              | 9,504              | 9,600              | 1.0%                      |
| # of preventative maint. procedures | 3,367              | 3,500              | 3,500              | 0.0%                      |
| # of wrecker calls                  | 442                | 564                | 575                | 2.0%                      |

**Central Fleet**

**112012**

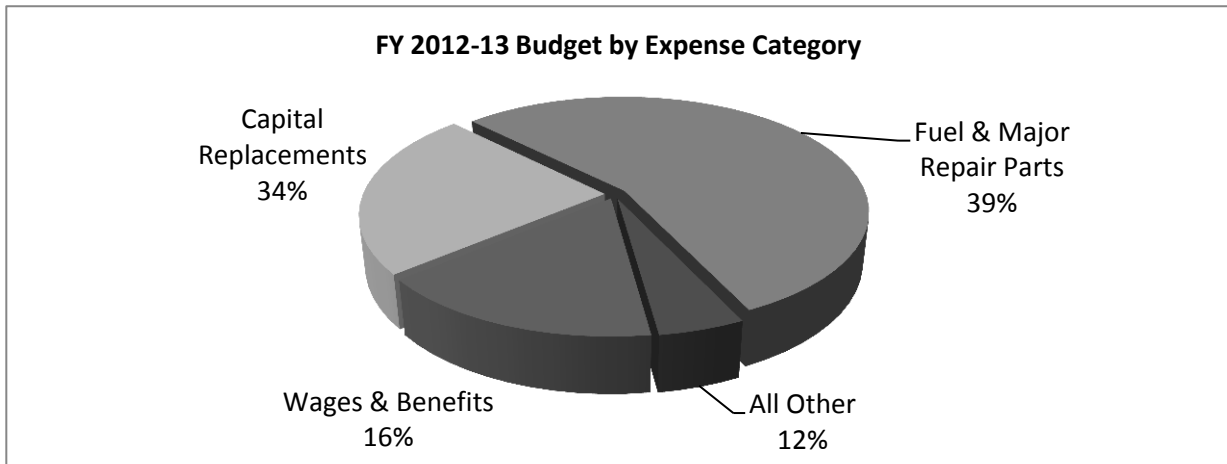
**Service Level:**

- The Central Fleet is an internal service fund that serves the vehicle needs of other city departments and receives funding from these internal customers to cover costs.
- Principal and interest for lease payments are substantially reduced, because many of the leases have been paid off. Some of the funds previously used to fund equipment leases will be redeployed to purchases replacement vehicles and equipment. FY 11-12 included \$2.0 million of one time use of reserves for vehicle purchases.
- Fuel (diesel and gasoline) prices are expected to continue climbing. The budget for fuel is sufficient for 1 million gallons of diesel fuel at \$3.33 per gallon and almost 700,000 gallons of gasoline at \$3.06 per gallon.
- To meet required budget reductions, two mechanic positions have been eliminated. This will result in longer out-of-service times.
- The City is installing a compressed natural gas (CNG) station and has stated to purchase CNG-powered solid-waste collection (trash) vehicles. This project is part of the city's Capital Improvement Budget and is expected to produce significant savings in vehicle fuel costs. Operation of the CNG station is anticipated during the Fall of 2012.

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 1,508,206                  | 1,610,717                  | 1,551,749                  | -3.7%                             |
| Employee benefits                   | 588,495                    | 697,448                    | 646,550                    | -7.3%                             |
| Purchased services                  | 528,781                    | 377,085                    | 473,850                    | 25.7%                             |
| Internal service charges            | 347,364                    | 378,134                    | -                          | -100.0%                           |
| Principal and Interest              | 1,598,941                  | 973,265                    | 78,749                     | -91.9%                            |
| Other expenditures                  | 95,014                     | 115,684                    | 104,858                    | -9.4%                             |
| Materials                           | 1,901,956                  | 1,631,329                  | 2,181,218                  | 33.7%                             |
| Fuel (diesel and gasoline)          | 4,459,536                  | 4,459,148                  | 5,356,582                  | 20.1%                             |
| Capital Outlay                      | 2,446,837                  | 5,200,000                  | 3,200,000                  | -38.5%                            |
| Transfers to Other Funds            | 539,419                    | -                          | -                          | N/A                               |
| <b>Total Expenses/Requirements:</b> | <b>14,014,549</b>          | <b>15,442,810</b>          | <b>13,593,556</b>          | <b>-12.0%</b>                     |

**Central Fleet**

**112012**



| <b>Personnel:</b>                 |                              | <b>FY 10-11</b> | <b>FY 11-12</b> | <b>FY 12-13</b> | <b>Change from</b> |
|-----------------------------------|------------------------------|-----------------|-----------------|-----------------|--------------------|
| <b>Grade</b>                      | <b>Positions</b>             | <b>Actual</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>prior year</b>  |
| 109                               | Customer Service Clerk I     | 1.00            | 1.00            | 1.00            | 0.00               |
| 113                               | Account Technician I         | 1.00            | 1.00            | 1.00            | 0.00               |
| 114                               | Mechanic I                   | 0.00            | 1.50            | 2.50            | 1.00               |
| 115                               | Office Coordinator           | 1.00            | 1.00            | 1.00            | 0.00               |
| 117                               | Mechanic II                  | 5.00            | 5.00            | 4.00            | (1.00)             |
| 118                               | Welder                       | 1.00            | 1.00            | 1.00            | 0.00               |
| 119                               | Administrative Assistant I   | 1.00            | 1.00            | 1.00            | 0.00               |
| 120                               | Mechanic III                 | 18.00           | 17.00           | 15.00           | (2.00)             |
| 122                               | Mechanic IV                  | 2.00            | 2.00            | 3.00            | 1.00               |
| 123                               | Mechanic V                   | 2.00            | 2.00            | 1.00            | (1.00)             |
| 125                               | Mechanic Supervisor          | 2.00            | 2.00            | 2.00            | 0.00               |
| 127                               | Mechanic Ops. Superintendent | 1.00            | 1.00            | 1.00            | 0.00               |
| 128                               | Fleet Service Coordinator    | 1.00            | 1.00            | 1.00            | 0.00               |
| 137                               | Fleet Manager                | 1.00            | 1.00            | 1.00            | 0.00               |
| <b>Total Department Personnel</b> |                              | <b>37.00</b>    | <b>37.50</b>    | <b>35.50</b>    | <b>-2.00</b>       |

| <b>Operating Revenues by Fund</b> |  | <b>FY 10-11</b>   | <b>FY 11-12</b>   | <b>FY 12-13</b>   | <b>Change from</b> |
|-----------------------------------|--|-------------------|-------------------|-------------------|--------------------|
|                                   |  | <b>Actual</b>     | <b>Budget</b>     | <b>Budget</b>     | <b>prior year</b>  |
| <b>601</b>                        | <b><u>Fleet Management</u></b>           |                   |                   |                   |                    |
|                                   | Use of Money and Property                | 56,311            | 150,000           | 0                 | -100.00%           |
|                                   | Billings to City departments and Schools | 13,529,870        | 13,284,805        | 13,593,556        | 2.32%              |
|                                   | Recovered Costs                          | 29,353            | 5,000             | 0                 | -100.00%           |
|                                   | <b>Total Revenues</b>                    | <b>13,615,534</b> | <b>13,439,805</b> | <b>13,593,556</b> | <b>1.14%</b>       |
|                                   | Other Resources                          | 399,015           | 2,003,005         | -                 | -100.00%           |
|                                   | <b>Total Resources</b>                   | <b>14,014,549</b> | <b>15,442,810</b> | <b>13,593,556</b> | <b>-11.97%</b>     |

**Central Fleet**

**112012**

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**Budget by Fund:**

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|                   |            |            |            |        |
|-------------------|------------|------------|------------|--------|
| 601 Central Fleet | 14,014,549 | 15,442,810 | 13,593,556 | -12.0% |
|-------------------|------------|------------|------------|--------|

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**Notes:**

- No new financing arrangements have been initiated within the last three fiscal years. Therefore, the amount needed for Principal and interest is significantly reduced.
- Funding for Materials represents both diesel fuel and gasoline purchases, as well as parts to repair equipment.



**Finance Department**

**111020**

**Description:**

The Department of Finance works to ensure a fiscally sound City government by maintaining the fiscal integrity of the City's books and records. This responsibility is realized through the administration of debt, the establishment of proper internal controls, the maintenance of accounting records, payroll and invoice processing, and the financial administration of state and federal grants.

The Department serves as a resource to management by providing accurate and timely financial analysis and reports for decision-making purposes. Finance is also responsible for the production of the City's Comprehensive Annual Financial Report (CAFR).

| Code  | Program Title               | Program Description   |
|-------|-----------------------------|---|
| 12420 | Finance Director            | Responsible for ensuring the financial integrity of the City government's operations.               |
| 12421 | Financial Advisory Services | Funding for outside financial advisor services to provide ongoing advice on City financial matters. |
| 12550 | Risk Management             | Handles claims for property, casualty, and worker's compensation losses.                            |

| Budget by Program       |                             | FY 10-11<br>Actual | FY 11-12<br>Budget | FY 12-13<br>Budget | Change from<br>prior year |
|-------------------------|-----------------------------|--------------------|--------------------|--------------------|---------------------------|
| 12420                   | Finance Director            | 1,830,093          | 2,123,659          | 1,928,771          | -9.2%                     |
| 12421                   | Financial Advisory Services | 3,688              | 135,642            | 120,642            | -11.1%                    |
| 12550                   | Risk Management             | 6,996,661          | 7,240,904          | 7,489,203          | 3.4%                      |
| <b>Total By Program</b> |                             | <b>8,830,442</b>   | <b>9,500,205</b>   | <b>9,538,616</b>   | <b>0.4%</b>               |

**Goals:**

- Maintain internal control over all financial transactions.
- Ensure financial transactions are in accordance with generally accepted accounting principles and personnel are competent in the field of accounting.
- Provide timely financial reports and analyses to support management decision making.
- Provide support to City departments for financial, accounting, payables and payroll procedures.
- Provide direction and support to the City of Chesapeake Other Post Employment Benefits Trust Board.
- Provide financial analyses, debt policy recommendations and debt management for City-wide debt portfolio.

**Finance Department**

**111020**

| <b>Performance Measures</b>             | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Finance Director:</b>                |                            |                            |                            |                                   |
| # of Accounting transactions            | 17,479                     | 13,500                     | 17,500                     | 29.6%                             |
| # of accounts payable vouchers          | 66,083                     | 73,000                     | 68,000                     | -6.8%                             |
| # of P-Card Invoices                    | 2,983                      | 5,800                      | 5,800                      | 0.0%                              |
| Escheated check letters issued          | 1,342                      | 750                        | 150                        | -80.0%                            |
| # of 1099's issued                      | 767                        | 750                        | 800                        | 6.7%                              |
| # of payroll transactions               | 105,535                    | 100,773                    | 110,242                    | 9.4%                              |
| # of garnishments, liens, bankruptcies  | 5,894                      | 9,251                      | 6,865                      | -25.8%                            |
| VRS retirement transactions             | 37,691                     | 40,551                     | 38,609                     | -4.8%                             |
| Medical/dental insurance transactions   | 88,793                     | 89,658                     | 90,290                     | 0.7%                              |
| Payroll deduction transactions          | 120,304                    | 127,952                    | 123,853                    | -3.2%                             |
| # of requisitions < \$5,000 processed   | 2,372                      | 2,600                      | 2,500                      | -3.8%                             |
| % reqs < \$5,000 processed w/in 2 days  | 95%                        | 95%                        | 95%                        | 0.0%                              |
| # users attending monthly training      | 298                        | 570                        | 446                        | -21.8%                            |
| Training sessions held                  | 10                         | 24                         | 20                         | -16.7%                            |
| # financial syst. "help" tickets solved | -                          | 150                        | 150                        | 0.0%                              |
| # of OPEB Meetings held                 | 5                          | 4                          | 4                          | 0.0%                              |
| <b>Risk Management:</b>                 |                            |                            |                            |                                   |
| # worker's comp. cases assigned         | 388                        | 376                        | 375                        | -0.3%                             |
| # All other insurance cases assigned    | 425                        | 300                        | 360                        | 20.0%                             |
| # of medical invoices received          | 8,054                      | 7,539                      | 8,000                      | 6.1%                              |
| # of worker's comp. payroll checks      | 2,716                      | 2,000                      | 2,700                      | 35.0%                             |
| # of worker's comp. open cases          | 435                        | 760                        | 400                        | -47.4%                            |
| # All other insurance open cases        | 80                         | 219                        | 85                         | -61.2%                            |
| <b>Debt Management:</b>                 |                            |                            |                            |                                   |
| # of bonds outstanding                  | 554                        | 518                        | 571                        | 10.2%                             |
| # of other outstanding debt instrument: | 457                        | 57                         | 27                         | -52.6%                            |
| \$ amount of outstanding bonds          | \$545.0 M                  | \$522.5 M                  | \$929.3 M                  | 77.8%                             |
| \$ amount of other debt instruments     | \$113.0 M                  | \$90.3 M                   | \$85.4 M                   | -5.4%                             |
| # of new debt issuances                 | 6                          | 2                          | 2                          | 0.0%                              |
| # of debt refundings                    | 1                          | 7                          | 1                          | -85.7%                            |

**Finance Department**

**111020**

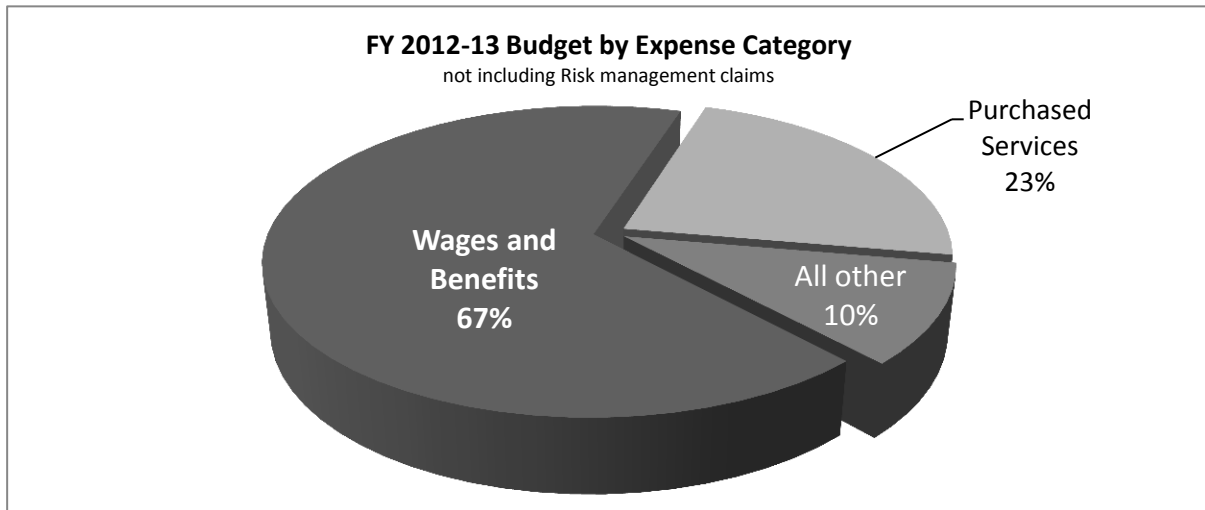
**Service Level:**

- The decrease in salaries and wages is due to the elimination of one vacant part-time accountant I position and the elimination of the backfill funding for the Human Resources Information Management System. The \$340,500 difference in the purchased services category is the net between the addition of funding for a Third Party Administrator to handle Workers' Compensation claims (\$400,000) and cuts made to various administrative costs (\$59,500).
- The internal service charges related to information technology decreased by \$146,337 and self insurance costs decreased by \$9,840. The 4.8% decrease in materials is due to a decrease in office supplies and equipment. The funding for the capital outlay account was reduced by \$1,500.

| <b>Requirements:</b>                   | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                     | 1,250,637                  | 1,390,963                  | 1,368,791                  | -1.6%                             |
| Employee benefits                      | 418,807                    | 510,011                    | 519,840                    | 1.9%                              |
| Purchased services                     | 136,469                    | 303,064                    | 643,564                    | 112.4%                            |
| Internal service charges               | 275,522                    | 363,566                    | 207,389                    | -43.0%                            |
| Materials                              | 17,460                     | 83,818                     | 79,555                     | -5.1%                             |
| Capital outlay                         | 13,205                     | 7,000                      | 5,500                      | -21.4%                            |
| Transfers to General Fund              | -                          | -                          | -                          | 0.0%                              |
| <b>Subtotal Expenses/Requirements:</b> | <b>2,112,101</b>           | <b>2,658,422</b>           | <b>2,824,639</b>           | <b>6.3%</b>                       |
| Risk Management claims                 | 6,718,341                  | 6,841,783                  | 6,713,977                  | -1.9%                             |
| <b>Total Expenses/Requirements:</b>    | <b>8,830,442</b>           | <b>9,500,205</b>           | <b>9,538,616</b>           | <b>0.4%</b>                       |

**Finance Department**

**111020**



| <b>Personnel:</b>                 |                               | <b>FY 10-11</b> | <b>FY 11-12</b> | <b>FY 12-13</b> | <b>Change from</b> |
|-----------------------------------|-------------------------------|-----------------|-----------------|-----------------|--------------------|
| <b>Grade</b>                      | <b>Positions</b>              | <b>Budget</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>prior year</b>  |
| 115                               | Office Coordinator            | 1.00            | 1.00            | 1.00            | 0.00               |
| 116                               | Account Technician III        | 2.75            | 2.75            | 2.75            | 0.00               |
| 117                               | Payroll Technician II         | 1.75            | 2.00            | 0.00            | (2.00)             |
| 117                               | Benefits Technician           | 2.00            | 2.00            | 0.00            | (2.00)             |
| 117                               | Liability Claims Adjuster I   | 1.00            | 1.00            | 1.00            | 0.00               |
| 118                               | Payroll Specialist            | 0.00            | 0.00            | 3.00            | 3.00               |
| 122                               | Payroll Supervisor            | 0.00            | 0.00            | 1.00            | 1.00               |
| 123                               | Accountant I                  | 1.63            | 1.63            | 1.00            | (0.63)             |
| 123                               | Liability Claims Adjuster II  | 1.00            | 1.00            | 1.00            | 0.00               |
| 125                               | Accountant II                 | 1.00            | 1.00            | 1.00            | 0.00               |
| 127                               | Accountant III                | 2.63            | 2.63            | 2.63            | 0.00               |
| 127                               | Grants Accountant III         | 1.00            | 1.00            | 1.00            | 0.00               |
| 127                               | Accounting Administrator      | 2.00            | 2.00            | 2.00            | 0.00               |
| 129                               | Financial Systems Analyst     | 1.00            | 1.00            | 1.00            | 0.00               |
| 130                               | Debt Manager                  | 1.00            | 1.00            | 1.00            | 0.00               |
| 132                               | Accounting Manager            | 0.00            | 1.00            | 1.00            | 0.00               |
| 130                               | Accountant IV                 | 0.00            | 1.00            | 1.00            | 0.00               |
| 132                               | Senior Accountant             | 1.00            | 0.00            | 0.00            | 0.00               |
| 132                               | Risk Manager                  | 1.00            | 1.00            | 1.00            | 0.00               |
| 134                               | Controller                    | 1.00            | 0.00            | 0.00            | 0.00               |
| 136                               | Assistant Director of Finance | 0.00            | 1.00            | 1.00            | 0.00               |
| 141                               | Director of Finance           | 1.00            | 1.00            | 1.00            | 0.00               |
| <b>Total Department Personnel</b> |                               | <b>23.76</b>    | <b>25.01</b>    | <b>24.38</b>    | <b>(0.63)</b>      |

**Finance Department**

**111020**

| <b>Operating Revenues by Fund</b>  | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>100 General Fund Operations</b> |                            |                            |                            |                                   |
| Use of Money and Property          | 25,093                     | 0                          | 0                          | 0.00%                             |
| Charges for Services               | 5,274                      | 7,500                      | 10,000                     | 33.33%                            |
| <b>Total Revenues</b>              | <b>30,367</b>              | <b>7,500</b>               | <b>10,000</b>              | <b>33.33%</b>                     |
| General Fund Support               | 1,803,414                  | 2,251,801                  | 2,039,413                  | -9.43%                            |
| <b>Total Fund 100 Resources</b>    | <b>1,833,781</b>           | <b>2,259,301</b>           | <b>2,049,413</b>           | <b>-9.29%</b>                     |
| <b>606 Risk Management</b>         |                            |                            |                            |                                   |
| Use of Money and Property          | 140,753                    | 0                          | 0                          | 0.00%                             |
| Miscellaneous Revenue              | 4,944,733                  | 3,948,156                  | 3,908,639                  | -1.00%                            |
| Recovered Costs                    | 3,732,631                  | 3,291,047                  | 3,580,564                  | 8.80%                             |
| <b>Total Revenues</b>              | <b>8,818,117</b>           | <b>7,239,203</b>           | <b>7,489,203</b>           | <b>3.45%</b>                      |
| Other Resources                    | (1,821,455)                | 1,701                      | -                          | -100.0%                           |
| <b>Total Resources</b>             | <b>6,996,661</b>           | <b>7,240,904</b>           | <b>7,489,203</b>           | <b>3.4%</b>                       |
| <b>Budget by Fund:</b>             |                            |                            |                            |                                   |
| 100 General Fund                   | 1,833,781                  | 2,259,301                  | 2,049,413                  | -9.29%                            |
| 606 Risk Management                | 6,996,661                  | 7,240,904                  | 7,489,203                  | 3.43%                             |
| <b>Total by Fund</b>               | <b>8,830,442</b>           | <b>9,500,205</b>           | <b>9,538,616</b>           | <b>0.40%</b>                      |

**Human Resources**

**111030**

**Description:**

The Department of Human Resources provides comprehensive human resources programs in the areas of recruitment and selection, benefits administration, policy development and interpretation, employee relations, performance management, classification and compensation, and learning and development. The Human Resources staff serves in a consultative role with staff of all departments and agencies to achieve strategic organizational and departmental goals.

| Code  | Program Title    | Program Description   |
|-------|------------------|---|
| 12220 | Human Resources  | Provide comprehensive consultative human resources programs/services to departments. Costs include recruitment, retention, and related personnel functions.   |
| 12222 | Special Programs | Citywide programs separate from department operating costs including: learning and development, background investigations, application systems, the employee assistance program (EAP), and health care consultants. |

|                          | FY 10-11<br>Actual | FY 11-12<br>Budget | FY 12-13<br>Budget | Change from<br>prior year |
|--------------------------|--------------------|--------------------|--------------------|---------------------------|
| <b>Budget by Program</b> |                    |                    |                    |                           |
| 12220 Human Resources    | 1,636,313          | 1,788,882          | 1,634,504          | -8.6%                     |
| 12222 Special Programs   | 116,404            | 155,303            | 231,277            | 48.9%                     |
| <b>Total By Program</b>  | <b>1,752,718</b>   | <b>1,944,185</b>   | <b>1,865,781</b>   | <b>-4.0%</b>              |

**Goals**

- Attract and retain a high-performing workforce.
- Evaluate learning and development technology and seek opportunities to deliver offerings using a cost effective, blended delivery format.
- Manage the City's insurance programs to provide maximum cost effectiveness and benefit.
- Increase outreach efforts with the workforce to encourage employees to take advantage of the mental health and financial offerings of the Employee Assistance provider.
- Assist departments in the development of the workforce to position the City to be prepared for the increasing number of retirements and inherent institutional loss of knowledge.

**Human Resources**

**111030**

| <b>Performance Measures</b>                            | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Human Resources:</b>                                |                            |                            |                            |                                   |
| Employee/citizen inquiries                             | 20,298                     | 25,778                     | 25,778                     | 0.0%                              |
| Number of applications processed                       | 16,918                     | 21,500                     | 21,500                     | 0.0%                              |
| Number of positions filled (FT & PT)                   | 631                        | 490                        | 490                        | 0.0%                              |
| Reclassifications/reallocations                        | 122                        | 250                        | 100                        | -60.0%                            |
| Estimated \$ value of volunteer services (in Millions) | \$1.80                     | \$1.02                     | \$1.02                     | 0.0%                              |
| <b>Special Programs:</b>                               |                            |                            |                            |                                   |
| Chesapeake Leadership University participants          | 11                         | 8                          | -                          | -100.0%                           |
| # of grievances processed                              | 14                         | 15                         | 20                         | 33.3%                             |
| # of employee consultations                            | 390                        | 230                        | 290                        | 26.1%                             |
| # of EEO investigations                                | 1                          | 7                          | 7                          | 0.0%                              |
| # of administrative investigations                     | 21                         | 9                          | 9                          | 0.0%                              |

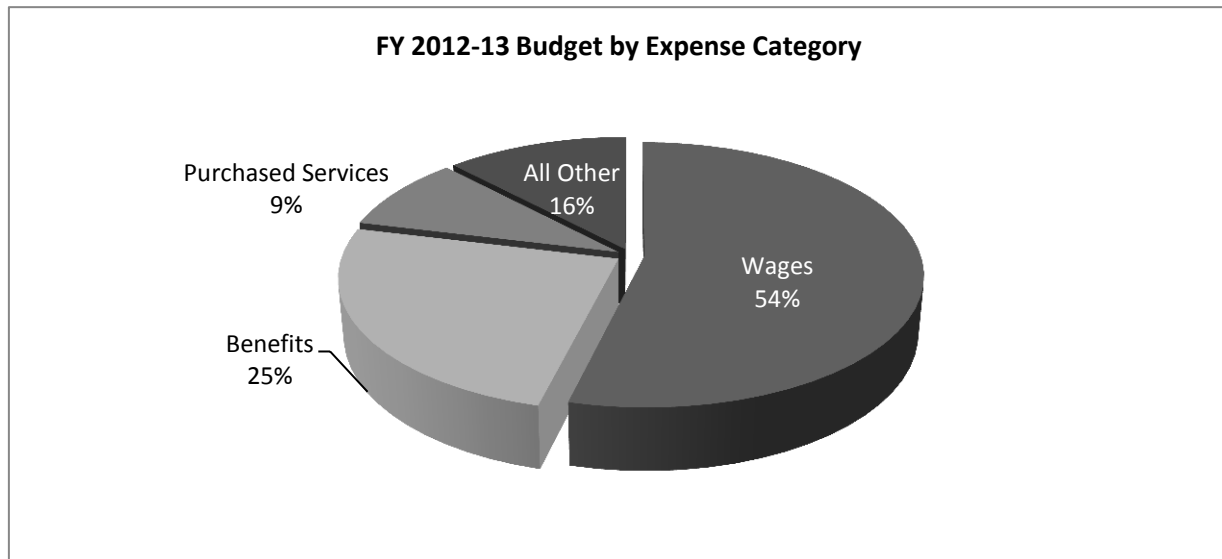
**Service Level:**

- One vacant full-time human resources specialist I position was eliminated from the department's complement. Employee benefits were adjusted to reflect the eliminated position and the FY13 rates were added.
- Purchased services decreased by \$2,401 due to the decreased allotment for contractual services.
- Internal service charges for information technology decreased by \$65,919 and self insurance costs decreased by \$1,829.
- The \$5,750 decrease in other expenditures is a result of the net between the addition of \$2,400 for telephone expenditures and the elimination of the Chesapeake Leadership University funding \$8,150.
- The increase in Special Programs (12222) is a result of the inclusion of city-wide expenditures that were once shown in the Human Resources Program (12220).

**Human Resources**

**111030**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 956,857                    | 1,024,007                  | 1,006,162                  | -1.7%                             |
| Employee benefits                   | 371,620                    | 448,129                    | 463,469                    | 3.4%                              |
| Purchased services                  | 135,298                    | 171,753                    | 169,352                    | -1.4%                             |
| Internal service charges            | 225,720                    | 227,506                    | 159,758                    | -29.8%                            |
| Other expenditures                  | 49,496                     | 59,836                     | 54,086                     | -9.6%                             |
| Materials                           | 13,726                     | 12,955                     | 12,955                     | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>1,752,718</b>           | <b>1,944,185</b>           | <b>1,865,781</b>           | <b>-4.0%</b>                      |





**Human Resources**

**111030**

| <b>Personnel:</b>                 |                               | <b>FY 10-11</b> | <b>FY 11-12</b> | <b>FY 12-13</b> | <b>Change from</b> |
|-----------------------------------|-------------------------------|-----------------|-----------------|-----------------|--------------------|
| <b>Grade</b>                      | <b>Positions</b>              | <b>Budget</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>prior year</b>  |
| 105                               | Office Assistant I            | 0.63            | 0.63            | 0.63            | 0.00               |
| 107                               | Office Assistant II           | 0.50            | 0.00            | 0.00            | 0.00               |
| 109                               | Office Specialist I           | 1.00            | 1.50            | 2.00            | 0.50               |
| 115                               | Office Coordinator            | 1.00            | 1.00            | 0.00            | -1.00              |
| 118                               | Office Manager                | 0.00            | 0.00            | 1.00            | 1.00               |
| 119                               | Human Resources Technician II | 3.61            | 3.00            | 2.00            | -1.00              |
| 119                               | Administrative Assistant I    | 1.00            | 0.00            | 0.00            | 0.00               |
| 120                               | Human Resources Specialist I  | 1.00            | 2.00            | 1.00            | -1.00              |
| 121                               | Systems Security Technician   | 0.00            | 1.00            | 1.00            | 0.00               |
| 124                               | Human Resources Specialist II | 6.00            | 2.00            | 2.00            | 0.00               |
| 124                               | Human Resources Generalists   | 0.00            | 3.00            | 4.00            | 1.00               |
| 129                               | Systems Analyst I             | 0.00            | 1.00            | 0.00            | -1.00              |
| 131                               | EEO Compliance Administrator  | 1.00            | 0.00            | 0.00            | 0.00               |
| 131                               | HR Administrator              | 2.00            | 0.00            | 0.00            | 0.00               |
| 131                               | HR Managers                   | 0.00            | 4.00            | 4.00            | 0.00               |
| 135                               | Assistant Director of HR      | 1.00            | 1.00            | 1.00            | 0.00               |
| 141                               | Director of Human Resources   | 1.00            | 1.00            | 1.00            | 0.00               |
| <b>Total Department Personnel</b> |                               | <b>19.74</b>    | <b>21.13</b>    | <b>19.63</b>    | <b>-1.50</b>       |

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**Budget by Fund:**

|                  |           |           |           |       |
|------------------|-----------|-----------|-----------|-------|
| 100 General Fund | 1,752,718 | 1,944,185 | 1,865,781 | -4.0% |
|------------------|-----------|-----------|-----------|-------|

**Information Technology**

**111040**

**Description:**

The Information Technology Department provides centralized and decentralized automated information systems technology services to City departments and the Chesapeake School Administration. In addition, Information Technology manages radio and telephone systems serving City departments as well as the City's website, internet, and intranet.

| Code            | Program Title                       | Program Description   |
|-----------------|-------------------------------------|---|
| 12510           | Administration                      | Provides leadership, policy direction, planning, governance, coordination, and oversight.   |
| 12511           | Systems Development                 | Automates business processes through the development and implementation of software solutions to facilitate the successful delivery of business value-added services to departments and citizens.   |
| 12512           | Computer/Network Operations Center  | The network operations center is the focal point for network troubleshooting. Monitors the day-to-day activities of the City's network, systems availability, integrity and performance, online data communications for the City and the Schools. Provides Help Desk support and serves as the main point of contact for problem resolution and escalation. |
| 12513           | Network Support                     | Manages the hardware and software infrastructure which includes: network connectivity, voice, data, internet access, security, backups, disaster recovery, database support and operating system maintenance.   |
| 12514/<br>12517 | Desktop Support                     | Manages and supports all client desktop environments along with their associated software and the PC replacement plan.  |
| 12515           | Mainframe Operations                | This is a new program created this year to isolate and identify expenditures related to the mainframe. Mainframe computing provides high speed and reliability to perform large computing jobs. Performs nightly batch job processing and enterprise backup of critical applications.   |
| 12516           | Geographic Information System (GIS) | Provides mapping and geospatial technology support for the Enterprise GIS in the City. Administers the central repository for all geospatial data. Maintains applications and software integrations that utilize this data.   |
| 12518           | Enterprise Financial System         | Maintains and supports the official record of financial transactions for the City and Chesapeake Public Schools.  |
| 12519           | E-Gov                               | This is a new program that manages the City's internet website, CityofChesapeake.net, and the employee's intranet and collaboration site, City Point.   |

**Information Technology**

**111040**

| Code  | Program Title                     | Program Description   |
|-------|-----------------------------------|---|
| 31404 | 800 MHz Maintenance & Replacement | Provides maintenance support for the Public Safety and operational services departments radio system.   |
| 12221 | Data Security Administration      | Protects data and systems vital to the operation of the City from loss or damage due to security threats, inadvertent disclosure, or unintended actions by establishing security policies and protective measures, system and network monitoring, and reviewing system security designs. Ensures compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH). |

| <b>Budget by Program</b> |   | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12510                    | Administration                          | 807,191                    | 791,004                    | 704,769                    | -10.9%                            |
| 12511                    | Systems Development                     | 2,011,378                  | 1,856,108                  | 2,720,683                  | 46.6%                             |
| 12512                    | Computer Operations                     | 1,578,430                  | 2,007,935                  | 589,161                    | -70.7%                            |
| 12513                    | Technical Support                       | 1,533,957                  | 1,755,000                  | 1,260,915                  | -28.2%                            |
| 12514                    | Desktop Support                         | 355,294                    | 402,413                    | 409,059                    | 1.7%                              |
| 12515                    | Mainframe Operations                    | -                          | -                          | 823,663                    | 0.0%                              |
| 12517                    | PC Replacement Plan                     | 648,910                    | 912,297                    | 912,297                    | 0.0%                              |
| 12516                    | Geographic Information<br>Systems (GIS) | 498,907                    | 514,305                    | 515,655                    | 0.3%                              |
| 12518                    | Enterprise Financial System             | 327,520                    | 731,365                    | 625,482                    | -14.5%                            |
| 12519                    | E-Gov Operations                        | -                          | -                          | 232,762                    | 0.0%                              |
| 31404                    | 800 MHz Maintenance and<br>Replacement  | 2,301,751                  | 4,321,190                  | 5,487,705                  | 27.0%                             |
| 12221                    | Data Security Administration            | 210,811                    | 214,373                    | 216,759                    | 1.1%                              |
| <b>Total By Program</b>  |   | <b>10,274,151</b>          | <b>13,505,989</b>          | <b>14,498,909</b>          | <b>7.4%</b>                       |

**Goals**

- Optimize infrastructure - Develop an IT infrastructure that can help advance, rather than impede, business while addressing the high cost of energy (agility).
- Develop a written business disaster recovery and continuity plan to protect the City's critical data, security, and business infrastructure against short-term and long-term disruptions (accountability).
- Enhance transparency of City government by providing technology that innovates and transforms the City's administrative processes to support the departments and provide timely information to our citizens.

**Information Technology**

**111040**

**Goals continued**

- Legacy Systems Modernization - Enabling dependable, agile, and leading-edge programming solutions to provide rapid deployment and quicker response to meet the growing business needs.
- Assist in the implementation and documentation of automated systems within the City.
- Continue identification, development, and implementation of e-government applications for the Internet and the Intranet.
- Maintain and expand the capability to automate electronic reports at all locations.
- Provide timely and efficient computer services to all City departments and Chesapeake Public Schools.
- Maintain and ensure stability and reliability of all technology infrastructures to support automated operations.
- Maintain and expand connectivity/communications to outlying areas of the City.
- Provide training and technical assistance to City departments with quality, responsive, and professional Client Technology Services to resolve client desktop environment challenges.
- Maintain GIS as a viable technology for the City and apply GIS technologies effectively to support the City's mission.
- Maintain financial stability through information system reliability and vendor support.
- Improve the security posture of the City against internal and external threats through improving technology.
- Meet the expanding legislative requirements for protection of personally identifiable information.
- Ensure optimum 800 MHz system availability.
- Comply with all Federal, State, and local requirements for radio operability.

| <b>Performance Measures</b>       | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Administration:</b>            |                            |                            |                            |                                   |
| IT expenses per employee          | \$3,238                    | \$3,238                    | \$3,261                    | 0.7%                              |
| IT emp. as a % of total City emp. | 1.70%                      | 1.70%                      | 1.70%                      | 0.0%                              |
| <b>Systems Development:</b>       |                            |                            |                            |                                   |
| Help requests completed           | 4,009                      | 4,810                      | 5,600                      | 16.4%                             |
| Requests for service completed    | 173                        | 180                        | 215                        | 19.4%                             |
| % of requests fixed within 4 hrs. | 38%                        | 38%                        | 38%                        | 0.0%                              |
| % of req. fixed within 24 hrs.    | 56%                        | 61%                        | 61%                        | 0.0%                              |

**Information Technology**

**111040**

| <b>Performance Measures Continued</b>         | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Computer Operations:</b>                   |                            |                            |                            |                                   |
| Avg. on-line trans. per day                   | 113,837                    | 121,700                    | 124,000                    | 1.9%                              |
| Batch prog. executions per day                | 2,200                      | 2,200                      | 2,629                      | 19.5%                             |
| % of time mainframe is avail.                 | 99%                        | 99%                        | 99%                        | 0.0%                              |
| # of man hrs. per Help Desk call              | 0.65                       | 0.63                       | 0.56                       | -11.1%                            |
| Help Desk calls res. in 4 hrs.                | 71%                        | 70%                        | 80%                        | 14.3%                             |
| Help Desk calls res. in 24 hrs.               | 81%                        | 90%                        | 90%                        | 0.0%                              |
| Calls assigned to Help Desk staff             | 5,200                      | 5,600                      | 6,420                      | 14.6%                             |
| Calls to Help Desk                            | 24,300                     | 27,150                     | 29,899                     | 10.1%                             |
| <b>Network Support:</b>                       |                            |                            |                            |                                   |
| # of network servers installed                | 167                        | 183                        | 213                        | 16.4%                             |
| Internet Traffic (Terabytes-TB)               | 61                         | 75                         | 100                        | 33.3%                             |
| SAN Storage Maintained (TB)                   | 141                        | 264                        | 264                        | 0.0%                              |
| <b>Desktop Support:</b>                       |                            |                            |                            |                                   |
| # of man hours per call                       | 0.85                       | 0.82                       | 0.74                       | -9.8%                             |
| % of calls resolved in 4 hours                | 36%                        | 50%                        | 70%                        | 40.0%                             |
| % of calls resolved in 24 hours               | 58%                        | 65%                        | 75%                        | 15.4%                             |
| Calls to Client Technology                    | 9,000                      | 8,000                      | 7,333                      | -8.3%                             |
| <b>GIS:</b>                                   |                            |                            |                            |                                   |
| # of GIS software apps. sup.                  | 14                         | 13                         | 14                         | 7.7%                              |
| Prop. Qck Search mthly visits                 | 1,475                      | 1,733                      | 2,200                      | 26.9%                             |
| External req. for City's GIS Data             | 22                         | 20                         | 21                         | 5.0%                              |
| <b>E-Gov:</b>                                 |                            |                            |                            |                                   |
| Pgs. Viewed on City website                   | 11,449,733                 | 3,661,170                  | 3,661,170                  | 0.0%                              |
| Unique visitors on City website               | 730,398                    | 658,611                    | 658,611                    | 0.0%                              |
| <b>800 MHz Maintenance &amp; Replacement:</b> |                            |                            |                            |                                   |
| *Service calls                                | 241                        | 349                        | 383                        | 9.7%                              |
| *Radio replacement                            | 557                        | 656                        | 350                        | -46.6%                            |
| <b>Data Security Administration:</b>          |                            |                            |                            |                                   |
| Clients prot. by upgraded antivirus           | 1,815                      | 1,900                      | 1,950                      | 2.6%                              |
| Servers prot. by upgraded antivirus           | 110                        | 183                        | 213                        | 16.4%                             |
| Servers Monitored by TriGeo event monitor     | 0                          | 40                         | 140                        | 250.0%                            |
| *Under service agreement                      |                            |                            |                            |                                   |

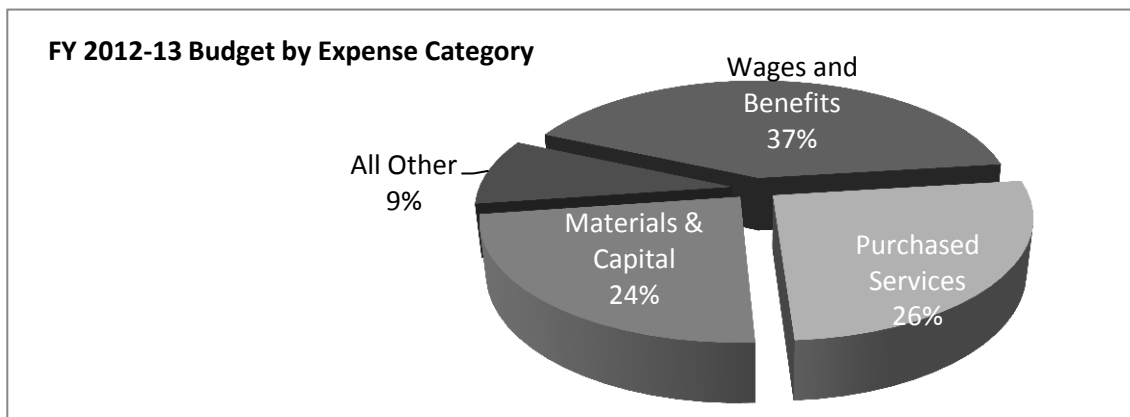
**Information Technology**

**111040**

**Service Level:**

- As part of the budget reduction efforts the department eliminated a full-time applications development analyst II, a full-time database administrator, a full-time business analyst, and a part-time database administrator. One full-time systems analyst I position was converted to two part-time systems analyst I positions. Effective July 1 the department will undergo a reorganization in an effort to operate more efficiently, thereby improving customer service.
- Additional funding was added for computer related maintenance and contractual services. The decrease in other expenditure is due to a decrease in funding for such items as electrical services, travel, lease/rent of software, and telephone charges. The reduction of computer supplies, network hardware, subscriptions, office supplies and equipment explain the decrease in the materials category.
- The department's FY 11-12 budget included \$2.23 million for the replacement of hand held radios used throughout public safety and operations departments of the City. This is included in the Capital Outlay category. The FY 12-13 budget includes \$3,677,852 of fund balance of which \$3,052,853 will be transferred to the Capital Projects Fund for replacement of radios and infrastructure.

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 3,247,525                  | 3,652,381                  | 3,391,296                  | -7.1%                             |
| Employee benefits                   | 1,187,195                  | 1,355,971                  | 1,343,744                  | -0.9%                             |
| Purchased services                  | 2,023,492                  | 2,849,063                  | 2,980,078                  | 4.6%                              |
| Internal service charges            | 13,309                     | 15,223                     | -                          | -100.0%                           |
| Principal & interest                | 109,768                    | 58,151                     | 58,151                     | 0.0%                              |
| Other expenditures                  | 870,822                    | 976,389                    | 962,132                    | -1.5%                             |
| Materials                           | 499,672                    | 1,108,005                  | 1,095,071                  | -1.2%                             |
| Capital outlay                      | 1,982,133                  | 3,490,806                  | 1,615,584                  | -53.7%                            |
| Transfers to Other Funds            | 340,236                    | -                          | 3,052,853                  | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>10,274,151</b>          | <b>13,505,989</b>          | <b>14,498,909</b>          | <b>7.4%</b>                       |



**Information Technology**

**111040**

| Personnel:                        |                                     | FY 10-11     | FY 11-12     | FY 12-13     | Change from   |
|-----------------------------------|-------------------------------------|--------------|--------------|--------------|---------------|
| Grade                             | Positions                           | Budget       | Budget       | Budget       | prior year    |
| 115                               | Office Coordinator                  | 1.00         | 1.00         | 1.00         | 0.00          |
| 117                               | Computer Operator II                | 3.00         | 3.00         | 3.00         | 0.00          |
| 117                               | Internet Technician                 | 1.00         | 1.00         | 1.00         | 0.00          |
| 122                               | Client Technologies Analyst I       | 2.00         | 2.00         | 1.00         | (1.00)        |
| 125                               | Webmaster                           | 1.00         | 1.00         | 1.00         | 0.00          |
| 126                               | 800 MHz Administrator               | 1.00         | 1.00         | 1.00         | 0.00          |
| 126                               | Applications Dev. Analyst II        | 3.00         | 3.00         | 1.00         | (2.00)        |
| 126                               | Client Technologies Analyst II      | 6.00         | 6.00         | 6.00         | 0.00          |
| 126                               | Production Control Specialist       | 1.00         | 1.00         | 0.00         | (1.00)        |
| 126                               | Public Comm. Coordinator            | 1.00         | 1.00         | 1.00         | 0.00          |
| 127                               | GIS Analyst                         | 2.00         | 2.00         | 2.00         | 0.00          |
| 128                               | Client Tech Analyst III             | 0.00         | 0.00         | 1.00         | 1.00          |
| 128                               | Quality Assurance Coordinator       | 0.00         | 0.00         | 1.00         | 1.00          |
| 129                               | Network Specialist                  | 4.00         | 4.00         | 0.00         | (4.00)        |
| 129                               | Network Engineer I                  | 0.00         | 0.00         | 1.00         | 1.00          |
| 129                               | Systems Analyst I                   | 12.00        | 12.00        | 12.00        | 0.00          |
| 130                               | Fiscal Administrator                | 1.00         | 1.00         | 1.00         | 0.00          |
| 130                               | GIS Senior Analyst                  | 1.00         | 1.00         | 1.00         | 0.00          |
| 131                               | Data Architect                      | 0.00         | 0.00         | 1.00         | 1.00          |
| 131                               | Network Engineer II                 | 0.00         | 0.00         | 2.00         | 2.00          |
| 132                               | Systems Analyst II                  | 5.00         | 5.00         | 4.00         | (1.00)        |
| 132                               | Systems Software Programmer         | 2.00         | 2.00         | 2.00         | 0.00          |
| 133                               | Business Analyst                    | 1.00         | 1.00         | 0.00         | (1.00)        |
| 133                               | Computer Systems Network Eng.       | 1.00         | 1.00         | 0.00         | (1.00)        |
| 133                               | Network Engineer III                | 0.00         | 0.00         | 1.00         | 1.00          |
| 133                               | Data Base Administrator             | 2.50         | 2.50         | 1.00         | (1.50)        |
| 133                               | Information Tech. Project Mgr.      | 1.00         | 1.00         | 1.00         | 0.00          |
| 133                               | Systems Security Analyst            | 1.00         | 1.00         | 1.00         | 0.00          |
| 134                               | GIS Administrator                   | 1.00         | 1.00         | 1.00         | 0.00          |
| 134                               | Systems Analyst III                 | 1.00         | 1.00         | 2.00         | 1.00          |
| 135                               | System Dev. Coordinator             | 1.00         | 1.00         | 1.00         | 0.00          |
| 136                               | Assistant Director of IT            | 1.00         | 1.00         | 1.00         | 0.00          |
| 143                               | Chief Information Officer           | 1.00         | 1.00         | 1.00         | 0.00          |
| Unclass.                          | PT Interns                          | 0.00         | 0.00         | 1.50         | 1.50          |
| Unclass.                          | Systems Analyst I (Encore)          | 0.10         | 0.15         | 0.00         | (0.15)        |
| Unclass.                          | QA Testing Analyst (Special Proj.)  | 0.00         | 1.00         | 1.00         | 0.00          |
| Unclass.                          | Software Engineer (Special Project) | 0.00         | 1.00         | 1.00         | 0.00          |
| <b>Total Department Personnel</b> |                                     | <b>58.60</b> | <b>60.65</b> | <b>57.50</b> | <b>(3.15)</b> |

**Information Technology**

**111040**

| <b>Operating Revenues by Fund</b>        | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>100 General Fund Operations</b>       |                            |                            |                            |                                   |
| General Fund Support                     | 210,811                    | 214,373                    | 216,759                    | 1.1%                              |
| <b>Total Fund 100 Resources</b>          | <b>210,811</b>             | <b>214,373</b>             | <b>216,759</b>             | <b>1.1%</b>                       |
| <b>207 E-911 Operations</b>              |                            |                            |                            |                                   |
| Other Local Taxes                        | 0                          | 2,088,683                  | 1,809,853                  | -13.3%                            |
| Other Resources                          | 2,301,751                  | 2,232,507                  | 3,677,852                  |                                   |
| <b>Total Fund 207 Resources</b>          | <b>2,301,751</b>           | <b>4,321,190</b>           | <b>5,487,705</b>           | <b>27.0%</b>                      |
| <b>603 Information Technology</b>        |                            |                            |                            |                                   |
| Use of Money and Property                | 185,026                    | 132,000                    | 160,000                    | 21.2%                             |
| Miscellaneous Revenue                    | 9,151,350                  | 8,828,996                  | 8,634,445                  | -2.2%                             |
| Recovered Costs                          | 12,771                     | 0                          | 0                          | 0.0%                              |
| <b>Total Revenues</b>                    | <b>9,349,147</b>           | <b>8,960,996</b>           | <b>8,794,445</b>           | <b>-1.9%</b>                      |
| Other Resources                          | 0                          | 9,430                      | 0                          | -100.0%                           |
| Use of (contribution to) Fund<br>Balance | (1,587,559)                | 0                          | 0                          | 0.0%                              |
| <b>Total Fund 603 Resources</b>          | <b>7,761,588</b>           | <b>8,970,426</b>           | <b>8,794,445</b>           | <b>-2.0%</b>                      |
| <b>Total ALL Resources</b>               | <b>10,274,150</b>          | <b>13,505,989</b>          | <b>14,498,909</b>          | <b>7.4%</b>                       |

| <b>Budget by Fund:</b>     | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 100 General Fund           | 210,811                    | 214,373                    | 216,759                    | 1.1%                              |
| 207 E-911 Operations       | 2,301,751                  | 4,321,190                  | 5,487,705                  | 27.0%                             |
| 603 Information Technology | 7,761,588                  | 8,970,426                  | 8,794,445                  | -2.0%                             |
| <b>Total by Fund</b>       | <b>10,274,150</b>          | <b>13,505,989</b>          | <b>14,498,909</b>          | <b>7.4%</b>                       |



**Public Communications**

**113050**

**Description:**

The Public Communications Department is the official public relations and public information function for the Chesapeake City government. Its overall purpose is to ensure communication between City government and citizens to foster a more productive, mutually beneficial relationship. The department also pursues opportunities to encourage citizen participation and to promote a positive image of the City government and the community at-large.

| <b>Budget by Program</b>    | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12250 Public Communications | 1,022,460                  | 1,042,252                  | 1,015,167                  | -2.6%                             |

**Goals:**

- Provide counsel to management on current issues in the community.
- Coordinate the City's response to requests from the news media.
- Provide services and information to the media.
- Provide relevant and timely information to Chesapeake residents about the City government, Schools and community at large.
- Encourage citizen involvement and participation in the decision-making processes of the City.
- Provide assistance and technical expertise to City departments for various promotional and informational campaigns.

| <b>Performance Measures</b>         | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| # of TV programs produced           | 337                        | 337                        | 310                        | -8.0%                             |
| # of publications produced          | 9                          | 7                          | 16                         | 128.6%                            |
| # of News Releases                  | 190                        | 190                        | 70                         | -63.2%                            |
| # of media inquiries handled (est.) | 780                        | 720                        | 650                        | -9.7%                             |
| # of "Talking Points" email notices | 25                         | 60                         | 50                         | -16.7%                            |
| # of visitor packages mailed        | N/A                        | 50                         | 50                         | 0.0%                              |

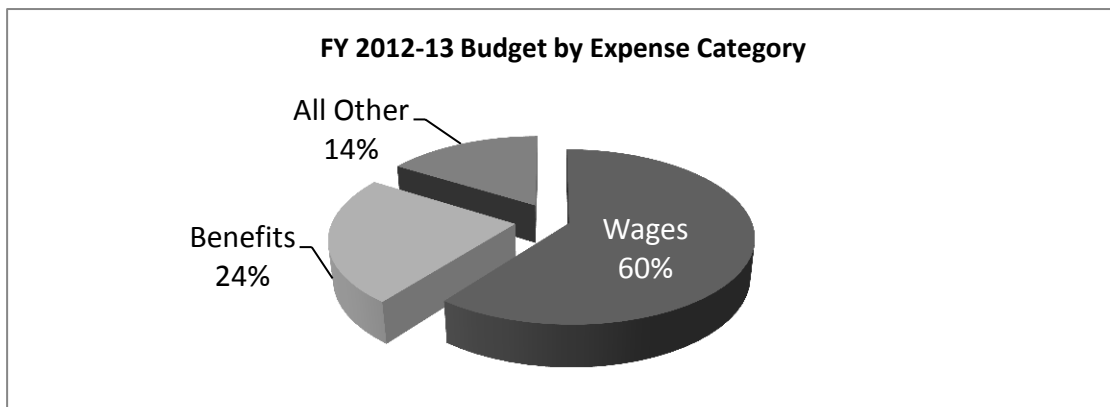
**Service Level:**

- In an effort to reduce City general fund expenses, the Television Producer will now assist Public Communications, Tourism, and the Conference Center.
- The Department is reducing advertising (\$4,000), freelance services (\$2,000), travel (\$4,700) and operating supplies (\$3,930). This was offset by an increase of \$16,606 in contractual services which will be used to maintain their current service level.
- While some operating costs are reduced, employee benefits increased \$17,716. Internal service charges increased \$6,663 primarily as a result of increases in City Information Technology charges (\$4,910) and City Garage charges (\$1,496).

**Public Communications**

**113050**

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 633,538                    | 646,254                    | 612,543                    | -5.2%                             |
| Employee benefits                   | 236,859                    | 248,937                    | 239,076                    | -4.0%                             |
| Purchased services                  | 17,971                     | 24,480                     | 38,886                     | 58.8%                             |
| Internal service charges            | 84,321                     | 79,951                     | 86,614                     | 8.3%                              |
| Other expenditures                  | 23,070                     | 30,027                     | 25,378                     | -15.5%                            |
| Materials                           | 26,701                     | 12,603                     | 12,670                     | 0.5%                              |
| <b>Total Expenses/Requirements:</b> | <b>1,022,460</b>           | <b>1,042,252</b>           | <b>1,015,167</b>           | <b>-2.6%</b>                      |



| <b>Personnel:<br/>Grade</b>       | <b>Positions</b>           | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 115                               | Office Coordinator         | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 117                               | Computer Operator II       | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 117                               | Videographer               | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| 122                               | Television Prod./Director  | 2.00                       | 2.00                       | 2.00                       | 0.00                              |
| 125                               | Television Producer *      | 1.00                       | 1.00                       | 0.40                       | -0.60                             |
| 125                               | Television Maint. Engineer | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 126                               | Public Information Coord.  | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 126                               | Public Comm. Coordinator   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 126                               | TV Operations Coordinator  | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| 139                               | Director of Public Comm.   | 1.00                       | 1.00                       | 1.00                       | 0.00                              |
| <b>Total Department Personnel</b> |                            | <b>12.00</b>               | <b>12.00</b>               | <b>11.40</b>               | <b>-0.60</b>                      |

\* Television Producer shown in the Conference Budget, but works 16 Hrs/Week for Public Communications

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**Purchasing**

**112011**

**Description:**

Purchasing acquires the supplies, services, construction, and commodities required by departments and agencies in accordance with State and City procurement laws, policies, and procedures. Purchasing conducts acquisition activities by providing procurement services and support, and distributes mail to City departments and agencies.

| Code  | Program Title | Program Description  |
|-------|---------------|--|
| 12430 | Purchasing    | Responsible for procurement management for the City of Chesapeake                        |
| 12431 | Postage       | Contains funding for postage startup each year until expenses are charged to departments |

| <b>Budget by Program</b> |            | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------|------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 12430                    | Purchasing | 656,725                    | 739,823                    | 685,074                    | -7.4%                             |
| 12431                    | Postage    | 10,932                     | 12,000                     | 12,000                     | 0.0%                              |
| <b>Total By Program</b>  |            | <b>667,657</b>             | <b>751,823</b>             | <b>697,074</b>             | <b>-7.3%</b>                      |

**Goals**

- Implement comprehensive procurement policy and procedures.
- Promote new acquisition techniques.
- Promote NAACP Fair Share Agreement to increase contract opportunities for Small, Women, and Minority (SWAM) vendors.

| <b>Performance Measures</b>  | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Requisitions converted to purchase orders                          | 1,169                      | 8,400                      | 1,200                      | -85.7%                            |
| Formal solicitations   | 162                        | 300                        | 300                        | 0.0%                              |
| Avg. \$ of single solicitation / contracts managed per procurement | \$137,427                  | \$195,000                  | \$195,000                  | 0.0%                              |
| Total volume of mail processed                                     | 143,259                    | 220,000                    | 220,000                    | 0.0%                              |
| Mail delivery locations serviced (on/off campus)                   | 54                         | 54                         | 54                         | 0.0%                              |

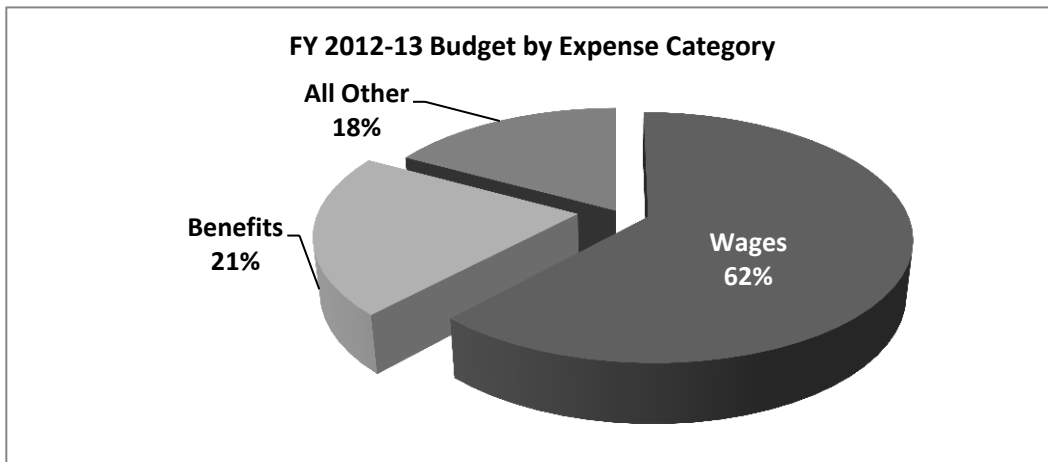
**Purchasing**

**112011**

**Service Level:**

- The total listed for salaries and wages reflects the \$30,643 elimination of backfill for work done on the Human Resources Payroll System and a \$2,948 reduction of the salary contingency. The \$2,000 reduction in purchased services is due to a reduction in temporary labor services and advertising. The Purchasing Department's budget was reduced by \$15,733 for internal service charges largely related to information technology.

| <b>Requirements:</b>                | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|-------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Salaries and wages                  | 403,538                    | 462,621                    | 431,390                    | -6.8%                             |
| Employee benefits                   | 137,519                    | 150,089                    | 146,804                    | -2.2%                             |
| Purchased services                  | 2,619                      | 6,530                      | 4,530                      | -30.6%                            |
| Internal service charges            | 60,164                     | 68,432                     | 52,699                     | -23.0%                            |
| Other expenditures                  | 55,541                     | 59,250                     | 56,750                     | -4.2%                             |
| Materials                           | 8,275                      | 4,900                      | 4,900                      | 0.0%                              |
| <b>Total Expenses/Requirements:</b> | <b>667,657</b>             | <b>751,823</b>             | <b>697,074</b>             | <b>-7.3%</b>                      |



**Purchasing**

**112011**

| <b>Personnel:</b>                 |                           | <b>FY 10-11</b> | <b>FY 11-12</b> | <b>FY 12-13</b> | <b>Change from</b> |
|-----------------------------------|---------------------------|-----------------|-----------------|-----------------|--------------------|
| <b>Grade</b>                      | <b>Positions</b>          | <b>Budget</b>   | <b>Budget</b>   | <b>Budget</b>   | <b>prior year</b>  |
| 104                               | Mail Clerk                | 0.75            | 0.75            | 0.75            | 0.00               |
| 105                               | Office Assistant I        | 0.75            | 0.63            | 0.63            | 0.00               |
| 107                               | Courier                   | 1.00            | 1.00            | 1.00            | 0.00               |
| 109                               | Office Specialist I       | 0.75            | 0.80            | 0.63            | (0.18)             |
| 115                               | Office Coordinator        | 1.00            | 1.00            | 1.00            | 0.00               |
| 118                               | Procurement Specialist I  | 1.00            | 1.00            | 1.00            | 0.00               |
| 122                               | Procurement Specialist II | 4.00            | 4.00            | 4.00            | 0.00               |
| 132                               | Procurement Administrator | 1.00            | 1.00            | 1.00            | 0.00               |
| <b>Total Department Personnel</b> |                           | <b>10.25</b>    | <b>10.18</b>    | <b>10.00</b>    | <b>(0.18)</b>      |

**Budgeted Resources:**

No direct revenues are allotted or assessed.

**Budget by Fund:**

|                  |         |         |         |       |
|------------------|---------|---------|---------|-------|
| 100 General Fund | 667,657 | 751,823 | 697,074 | -7.3% |
|------------------|---------|---------|---------|-------|

**Non - Departmental**

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**Description:**

The Non-departmental programs focus on City-wide expenses that are not related to a specific department. It also includes contingencies that will be allocated to departments as estimates are finalized or needs are identified.

- **Outside Agencies** includes City support for non-profit organizations providing services to citizens.
- **Regional Cooperation & Support** includes Real Estate tax relief for eligible elderly and disabled homeowners, as well as, dues and memberships in agencies promoting region-wide cooperation.
- **City-Wide Operations** includes costs that are not specific to a particular City department, as well as, retiree health care and other post employment benefits.
- **Contingencies** are included in the budget to address unforeseen demands or specific costs that are not well-defined during budget development.
- **Emergency Event Contingency** provides immediate funding for materials, supplies, and overtime costs incurred during inclement weather or other declared emergencies.

| <b>Budget by Program</b>             | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| 91300 Outside Agencies               | 330,751                    | 344,545                    | 295,462                    | -14.2%                            |
| 91311 Regional Cooperation & Support | 6,056,955                  | 6,199,525                  | 5,572,194                  | -10.1%                            |
| 91304 City-Wide Operations           | 14,094,918                 | 12,157,191                 | 13,800,797                 | 13.5%                             |
| 91305 Airport Authority              | 627,597                    | 280,327                    | 266,727                    | -4.9%                             |
| Termination Benefits Fund            | 1,825,506                  | -                          | -                          | 0.0%                              |
| 91400 Contingencies                  | -                          | 1,165,346                  | 2,957,343                  | 153.8%                            |
| 91900 Emergency Event Contingency    | -                          | 350,000                    | 325,000                    | -7.1%                             |
| <b>Total By Program</b>              | <b>22,935,726</b>          | <b>20,496,934</b>          | <b>23,217,523</b>          | <b>13.3%</b>                      |

**Service Level:**

- City-Wide Operations (91304) includes increases for Retiree health insurance and Line of Duty legislation costs. It also includes anticipated payments to the developer of the Edinburgh district for improvements to public streets. The interest payment for the Oak Grove Connector has been corrected. The FY 11-12 provision for Parks and Recreation office space was transferred to that department (\$180,000).
- Contingencies include an estimated increase for group life insurance and health Insurance costs expected to occur during FY 12-13. Once cost estimates are available, these budget amounts will be distributed to individual departments.

**Non - Departmental**

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| <b>Outside Agencies</b>                 | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Boards and Commissions</b>           |                            |                            |                            |                                   |
| Commission - Prevention of AIDS         | 635                        | 2,700                      | 2,687                      | -0.5%                             |
| Commission on Substance Abuse           | 2,642                      | 2,700                      | 2,700                      | 0.0%                              |
| Commission on Aging                     | -                          | 2,250                      | 2,250                      | 0.0%                              |
| Mayor's Commission Veterans Affairs     | 534                        | 360                        | 360                        | 0.0%                              |
| South Norfolk Revitalization            | -                          | 225                        | 225                        | 0.0%                              |
| Boards & Commissions (other)            | 152                        | 900                        | -                          | -100.0%                           |
| <b>Other Agencies</b>                   |                            |                            |                            |                                   |
| Chesapeake Jubilee                      | 22,500                     | 22,500                     | 16,050                     | -28.7%                            |
| Chesapeake Arboretum                    | 4,500                      | 4,500                      | 4,050                      | -10.0%                            |
| <b>Services and Grants</b>              |                            |                            |                            |                                   |
| Child Abuse Ctr of Hampton Roads        | 16,200                     | 16,200                     | 16,200                     | 0.0%                              |
| Children's Harbor                       | -                          | 5,500                      | 5,500                      | 0.0%                              |
| CHIPS (Ches. Health Investment Program) | 10,000                     | 10,000                     | 15,000                     | 50.0%                             |
| Comprehensive Plan for Children & Youth |                            | -                          | 8,090                      | 0.0%                              |
| Dwelling Place                          | 8,550                      | 5,500                      | 5,500                      | 0.0%                              |
| Endeppence Center (Tidewater)           | 28,800                     | 28,800                     | 15,000                     | -47.9%                            |
| Foodbank -- Southeastern Virginia       | 10,350                     | 10,350                     | 10,350                     | 0.0%                              |
| Free Clinic                             | 150,000                    | 150,000                    | 142,500                    | -5.0%                             |
| Help & Emergency Response               | 21,510                     | 21,510                     | 18,000                     | -16.3%                            |
| Legal Aid Society of Eastern Virginia   | 2,250                      | 4,500                      | 4,500                      | 0.0%                              |
| Other Grants to be determined           | -                          | 1,500                      | -                          | -100.0%                           |
| Our House Families                      | 10,000                     | 10,000                     | -                          | -100.0%                           |
| PARC Place                              | 3,078                      | 5,500                      | 5,500                      | 0.0%                              |
| Samaritan House                         | 4,050                      | 4,050                      | 5,000                      | 23.5%                             |
| Senior Services for Southeastern VA     | 23,000                     | 23,000                     | 4,000                      | -82.6%                            |
| Tidewater Builders Assoc Academy        | 12,000                     | 12,000                     | 12,000                     | 0.0%                              |
|   | <b>330,751</b>             | <b>344,545</b>             | <b>295,462</b>             | <b>-14.2%</b>                     |

**Service Level:**

The total requests from Outside Human Service agencies was \$609,556.

**Non - Departmental**

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| <b>Regional Cooperation and Support</b>               | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---|----------------------------|----------------------------|----------------------------|-----------------------------------|
| <b>Real Estate Tax Relief</b>                         | 2,950,000                  | 3,550,000                  | 2,950,000                  | -16.9%                            |
| <b>Transit Operating Agreement</b>                    | 1,742,457                  | 1,861,286                  | 1,889,200                  | 1.5%                              |
| <b>Dues &amp; Memberships</b>                         |                            |                            |                            |                                   |
| Chamber of Commerce                                   | 16,005                     | 16,005                     | 8,700                      | -45.6%                            |
| Clean Community System                                | 12,865                     | 12,865                     | 12,225                     | -5.0%                             |
| Hampton Roads Planning Commission                     | 220,224                    | 221,898                    | 222,209                    | 0.1%                              |
| Hampton Roads Partnership                             | 10,580                     | 15,210                     | 10,210                     | -32.9%                            |
| <b>Local and Regional Community Development Funds</b> |                            |                            |                            |                                   |
| Tidewater Community College                           | 70,000                     | 70,000                     | 66,500                     | -5.0%                             |
| Highway Safety Commission                             | 1,065                      | 1,500                      | 1,500                      | 0.0%                              |
| Hampton Roads Economic Dev. Alliance                  | 209,105                    | 219,154                    | 208,200                    | -5.0%                             |
| Eastern Virginia Medical School                       | 85,950                     | 85,950                     | 81,650                     | -5.0%                             |
| Sentara Nightingale Air Ambulance                     | 150,000                    | -                          | -                          | 0.0%                              |
| H. Rds. Military & Fed. Facilities Alliance           | 96,365                     | 96,365                     | 91,550                     | -5.0%                             |
| Economic Development Authority                        | 419,783                    | 11,700                     | 11,115                     | -5.0%                             |
| Chesapeake Port Authority                             | 11,662                     | 11,700                     | 11,115                     | -5.0%                             |
| STOP- Dues  | 8,444                      | 8,444                      | 8,020                      | -5.0%                             |
| Project Lifesaver                                     | 12,948                     | 12,948                     | -                          | -100.0%                           |
| AAU Junior Olympic Games                              | 35,000                     | -                          | -                          | 0.0%                              |
| VA Scholarship & Youth Dev. Foundation                | 4,500                      | 4,500                      | -                          | -100.0%                           |
|   | <b>6,056,955</b>           | <b>6,199,525</b>           | <b>5,572,194</b>           | <b>-10.1%</b>                     |

**Service Level:**

- Any additional funding above the originally budgeted \$11,115 for the Economic Development Authority will come from a dedicated revenue source in support of the Economic Development Incentive Program.
- The FY 11-12 budget included \$650,000 for the new disabled veterans real estate tax exemption. In accordance with direction from the Attorney General, the exemption is now recognized as a reduction in revenue, not an expenditure.



**Non - Departmental**

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| <b>City-Wide Operations</b>          | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|--------------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Equipment Leases - Fire Hydrants     | 1,165,640                  | 1,165,640                  | 921,390                    | -21.0%                            |
| Retirement - Employee Benefits       | 2,751,293                  | 2,350,000                  | 3,319,200                  | 41.2%                             |
| Medical Insurance - Retirees         | 1,226                      | 1,226                      | 1,226                      | 0.0%                              |
| Stormwater Management Fees           | 305,915                    | 275,000                    | 306,000                    | 11.3%                             |
| Enterprise Zone Reimbursement        | -                          | 7,000                      | 7,000                      | 0.0%                              |
| Federal Program Representation       | 158,000                    | 158,000                    | 138,000                    | -12.7%                            |
| Parks and Recreation office space    | -                          | 180,000                    | -                          | -100.0%                           |
| Line of Duty Benefits                |                            | 275,000                    | 557,000                    | 102.5%                            |
| Oak Grove Connector - Principal      | 1,240,000                  | 1,305,000                  | 1,365,000                  | 4.6%                              |
| Oak Grove Connector - Interest       | 986,750                    | 462,375                    | 859,500                    | 85.9%                             |
| Oak Grove Connector - Debt Admin     | 1,198                      | 2,500                      | 2,500                      | 0.0%                              |
| Risk Management Fund contingency     | 1,024,191                  | -                          | -                          | 0.0%                              |
| Overhead Allocation- Other Funds     | (1,010,000)                | (1,010,000)                | (1,010,000)                | 0.0%                              |
| Environmental Protection Initiatives | 481,786                    | 440,000                    | 352,181                    | -20.0%                            |
| Perdue Farms tax reimbursement       | 495,372                    | -                          | -                          | 0.0%                              |
| Edinburgh Development Payments       | -                          | -                          | 430,000                    | 0.0%                              |
| Other Post Employee Benefits         | 6,493,548                  | 6,545,450                  | 6,551,800                  | 0.1%                              |
|                                      | <b>14,094,918</b>          | <b>12,157,191</b>          | <b>13,800,797</b>          | <b>13.5%</b>                      |
| Chesapeake Airport Authority         | 627,597                    | 280,327                    | 266,727                    | -4.9%                             |
| <b>Total City-Wide Operations</b>    | <b>14,722,515</b>          | <b>12,437,518</b>          | <b>14,067,524</b>          | <b>13.1%</b>                      |

**Service Level:**

- Overhead allocations reflect the distribution of operating expenditures to other funds. Offsetting expenditures are included in some special revenue and enterprise funds.
- Other Post Employee Benefits (OPEB) City wide will be funded at \$7.75 million. OPEB represents future retiree health care benefits. The contribution from departments outside the General Fund, such as Public Utilities, Chesapeake Expressway, Stormwater Management, Human Services, Interagency Consortium, Juvenile Services, and Mosquito Control, are budgeted in the Other Expenditures category of each fund.
- In order to help maintain a balanced budget, the Public Utilities department reduced the rate charged for fire hydrant maintenance.

**Non - Departmental**

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| <b>Contingencies</b>             | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|----------------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| Council Contingency              | -                          | 5,000                      | 5,000                      | 0.0%                              |
| Salary Contingency               | -                          | 219,145                    | 120,153                    | -45.2%                            |
| Vacancy savings to be determined | -                          | -                          | (750,000)                  | 0.0%                              |
| Economic Dev. Incentive Program  | -                          | 454,250                    | 950,000                    | 109.1%                            |
| Emergency Event Contingency      | -                          | 350,000                    | 325,000                    | -7.1%                             |
| VRS/Group Life Contingency       | -                          | -                          | 1,206,000                  | 0.0%                              |
| Health Insurance Contingency     | -                          | 128,388                    | 1,176,652                  | 816.5%                            |
| City Operations Fund Contingency | -                          | 133,563                    | 249,538                    | 86.8%                             |
| Development Review Support       | -                          | 225,000                    | -                          | -100.0%                           |
|                                  | -                          | <b>1,515,346</b>           | <b>3,282,343</b>           | <b>116.6%</b>                     |

**Service Level:**

- Funds are never paid directly from the Contingency, but rather moved to the appropriate department's expense line.
- Reserves were appropriated for Hurricane Irene in FY 2011-12 of \$3,924,400.
- VRS/Group Life and Health Insurance are budgeted in contingencies until rates are certain. Funds are then transferred to departments for actual expenditures for these benefits.

| <b>Operating Revenues</b> | <b>FY 10-11<br/>Actual</b> | <b>FY 11-12<br/>Budget</b> | <b>FY 12-13<br/>Budget</b> | <b>Change from<br/>prior year</b> |
|---------------------------|----------------------------|----------------------------|----------------------------|-----------------------------------|
| General Fund Support      | 21,110,221                 | 20,496,934                 | 23,217,523                 | 13.3%                             |
| Termination Benefits Fund | 1,825,506                  | -                          | -                          | 0.0%                              |
| <b>Total Resources</b>    | <b>22,935,726</b>          | <b>20,496,934</b>          | <b>23,217,523</b>          | <b>13.3%</b>                      |

**Budget by Fund:**

|                           |                   |                   |                   |               |
|---------------------------|-------------------|-------------------|-------------------|---------------|
| 100 General Fund          | 21,110,221        | 20,496,934        | 23,217,523        | 13.3%         |
| Termination Benefits Fund | 1,825,506         | -                 | -                 |               |
| <b>Total by Fund</b>      | <b>22,935,726</b> | <b>20,496,934</b> | <b>23,217,523</b> | <b>13.27%</b> |