

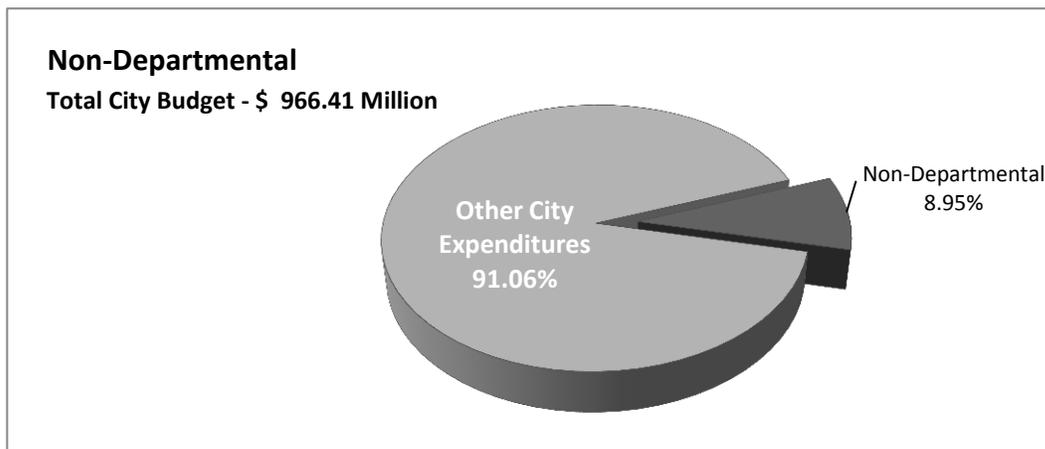
## Non-Departmental

## Summary

Non-Departmental expenditures include the City's three internal service funds (Garage/Central Fleet, Risk Management, and Information Technology) and other citywide expenditures that are not related to a single department. Also included are contingencies and expense provisions that will be allocated to individual departments.

Internal service departments provide necessary functions throughout the organization and bill their services to other City departments. This section also includes the Debt Service for the City and Schools, and the other external agencies that receive funding from the City.

<b>Budget by Service</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
111020 Debt Services	55,558,619	55,692,488	56,228,160	1.0%
112012 Garage/Central Fleet	18,809,538	13,606,810	17,486,549	28.5%
111020 Risk Management	8,004,780	7,490,764	7,561,878	0.9%
111040 Information Technology	13,360,152	14,531,331	10,513,753	-27.6%
111100 Non-Departmental	23,611,375	22,123,470	22,709,508	2.6%
<b>Total Expenditures</b>	<b>119,344,463</b>	<b>113,444,863</b>	<b>114,499,848</b>	<b>0.9%</b>
Less Interfund Transfers	(43,522)	(3,052,853)	-	
Transfers to Capital Funds	(477,300)	-	-	
Less Billings to Other Departments	(28,509,870)	(27,885,806)	(28,129,378)	0.9%
<b>Total Expenditures Net of Billings</b>	<b>90,313,770</b>	<b>82,506,204</b>	<b>86,370,470</b>	<b>4.7%</b>



**Non-Departmental**

**Summary**

<b>Operating Revenues</b>	<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>Change from</b>
<b>Resource</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>prior year</b>
Other Local Taxes	2,023,935	1,928,465	1,928,465	0.0%
Use of Money and Property	794,250	354,889	441,206	24.3%
Miscellaneous Revenue	26,520,984	26,136,642	26,692,438	2.1%
Recovered Costs (Risk Management)	4,493,409	3,580,566	3,549,678	-0.9%
State Other Categorical Aid	274,848	221,984	190,239	-14.3%
Federal Aid	846,997	960,782	959,809	-0.1%
<b>Total Revenues</b>	<b>34,954,423</b>	<b>33,183,328</b>	<b>33,761,835</b>	<b>1.7%</b>
General Fund Support	66,042,956	68,282,382	68,703,108	0.6%
Transfers from other funds	3,332,914	3,123,360	3,121,419	-0.1%
<b>Total Resources</b>	<b>104,330,294</b>	<b>104,589,070</b>	<b>105,586,362</b>	<b>1.0%</b>

- Other local taxes includes the local share of state sales tax on communications services which are committed to the E911 fund. The Information Technology department uses these funds for the 800Mhz maintenance and replacement program.
- Use of money and property includes interest earnings primarily in from the Debt Service fund.
- Miscellaneous Revenue includes internal service fund (ISF) charges for Garage/Central Fleet, Information Technology, and Risk Management that are billed to other City departments. The revenue for the ISF is shown here while the expense is included in the budgets of all other City departments.
- Recovered Costs are internal billings by Risk Management for medical expenses paid to current employees for workers compensation claims.
- State and Federal aid includes reimbursements received in the Debt Services fund. Federal payments are received for "Build America" bonds and qualified construction bonds. The City also receives state payments for a portion of jail construction costs.

**Increase (Decrease) in Fund Balances**

Debt Fund	(5,075,404)	(5,250,000)	(5,909,341)
Central Fleet	(5,026,127)	(13,254)	(3,500,000)
Risk Management	518,732	(1,559)	-
Information Technology	(1,962,348)	(3,590,980)	495,855
Hurricane Irene expenses	(3,469,022)	-	-
<b>Total Increases (Decreases)</b>	<b>(15,014,170)</b>	<b>(8,855,793)</b>	<b>(8,913,486)</b>

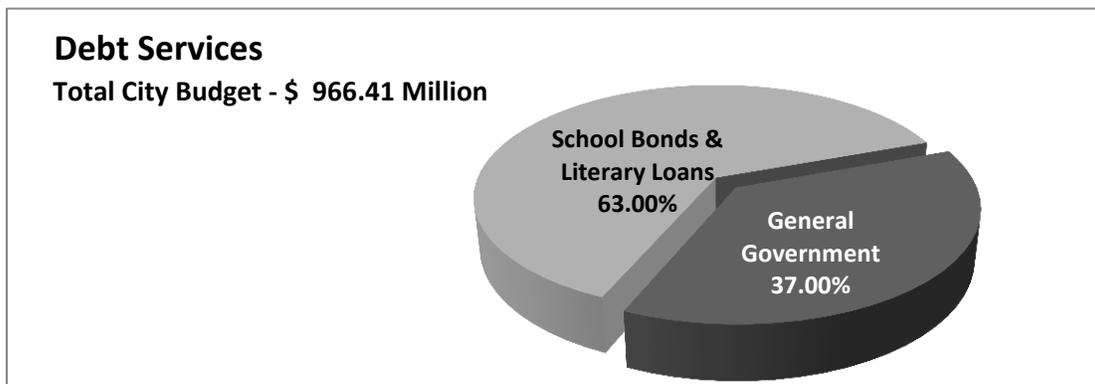
## Debt Services

## Summary

Debt service represents the annual payments required for bonds and other debt issued by the City. The City typically borrows to finance the construction or acquisition of infrastructure, buildings, and equipment.

Budget by Department	FY 11-12 Actual	FY 12-13 Budget	FY 13-14 Budget	Change from prior year
General Government	20,156,014	20,226,860	20,801,873	2.8%
School Bonds & Literary Loans	35,402,605	35,465,628	35,426,287	-0.1%
<b>Total Debt Service Fund</b>	<b>\$ 55,558,619</b>	<b>\$ 55,692,488</b>	<b>\$ 56,228,160</b>	<b>1.0%</b>

General Government includes Tax Increment Financing Districts



Budgeted Resources:	2011-12 Actual	2012-13 Budget	FY13-14 Budget	Change from prior year
Use of Money and Property	277,799	194,889	271,206	39.2%
Revenue from the Commonwealth	274,848	221,984	190,239	-14.3%
Revenue from Federal	846,997	960,782	959,809	-0.1%
Transfer from:				
General Fund	31,365,708	30,265,318	30,343,380	0.3%
City Lock Box	4,689,240	3,822,784	4,041,192	5.7%
less excess prepayment from prior years	(1,091,664)	-	-	N/A
School Lock Box	11,583,881	11,853,371	12,047,824	1.6%
less excess prepayment from prior years	(796,508)	-	(656,250)	N/A
Conference Center	1,000,000	1,000,000	1,000,000	0.0%
Open Space	64,430	64,430	64,430	0.0%
Greenbrier TIF	1,543,790	1,465,600	1,461,050	-0.3%
South Norfolk TIF	724,694	593,330	595,939	0.4%
Use of (Contribution to) Fund Balance	5,075,404	5,250,000	5,909,341	12.6%
	<b>55,558,619</b>	<b>55,692,488</b>	<b>56,228,160</b>	<b>1.0%</b>

**Debt Service**

**111100**

**Description:**

The Operating Budget includes the funding required for the City’s current year payment of principal and interest (debt service) on outstanding debt. This does not include the debt service of Enterprise funds (Public Utilities and Chesapeake Expressway), capital leases included in department budgets, and debt payments made to the Virginia Department of Transportation in connection with the Oak Grove Connector (see non-departmental expenses).

<b>Budget by Program</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Principal	37,524,877	40,174,493	41,657,529	3.7%
Interest	17,458,708	15,462,995	14,515,631	-6.1%
Other Debt Expenses	575,035	55,000	55,000	0.0%
<b>Total General Government and School Debt Service</b>	<b>55,558,619</b>	<b>55,692,488</b>	<b>56,228,160</b>	<b>1.0%</b>

**Debt Management Policies**

- Long-term borrowing will not be used to finance current operations or normal maintenance.
- Long-term borrowing for capital improvements will be confined to such improvements and projects that cannot be financed from current revenues.
- Capital improvements that are financed by issuing General Obligation Bonds, Revenue Bonds, or other long-term debt, will be repaid within a period less than the expected useful life of the improvements.
- General Obligation Bonds will be used for projects that benefit the citizens of Chesapeake.
- Overall net debt will not exceed three and one-half percent of the assessed valuation of the taxable real property in the City of Chesapeake.
- Overall net debt will not exceed \$3,000 per capita.
- Where possible and appropriate, the City will develop, authorize, and issue revenue or other self-supporting debt instruments in lieu of general obligation bonds.
- Revenue bonds will comply with bond covenants.
- Lease-purchase or other debt instruments may be used as a medium-term (four to ten years) method of borrowing for the financing of vehicles, specialized types of equipment, or other capital improvements.
- Use lease-purchase financing cautiously with the goal of financing purchases greater than \$20,000.
- The equipment or improvements must have an expected useful life of more than four years.
- The City of Chesapeake will determine and utilize the least costly financing method available.
- Such debt arrangements will be repaid within the expected useful life of the equipment or improvement acquired.

**Debt Service**

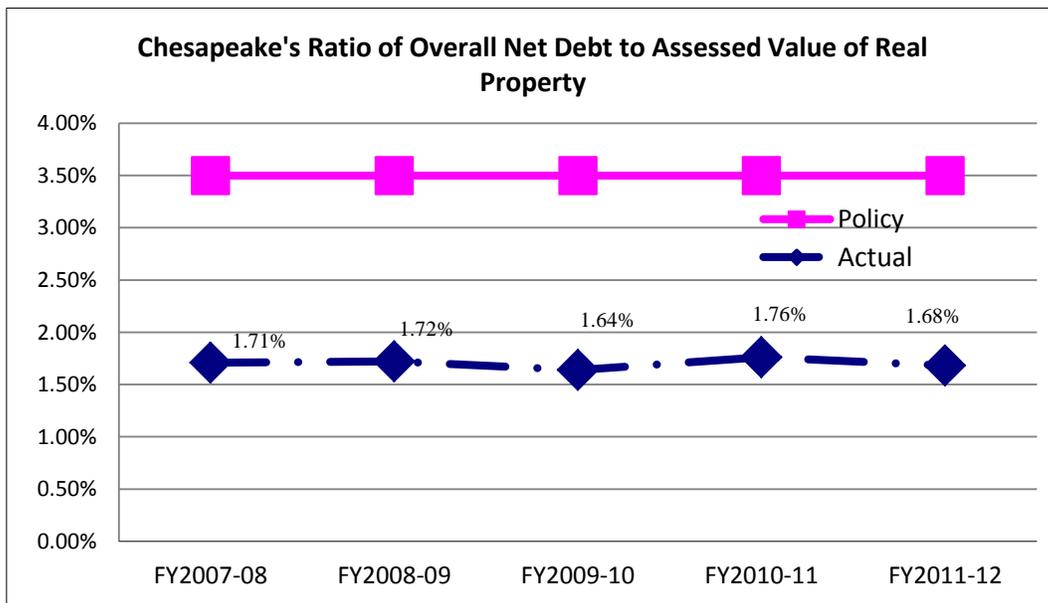
**111100**

**Debt Management Policies continued**

- Short-term borrowing may be utilized for temporary funding of anticipated bond proceeds, anticipated grant payments or other expected revenues.
- Short-term debt, such as tax-exempt commercial paper, bond anticipation notes, tax anticipation notes, and grant anticipation notes, may be used when it provides immediate financing and an interest advantage, or the advantage to delay long-term debt until market conditions are more favorable. The City of Chesapeake will determine and utilize the least costly method for short-term borrowing.
- Short-term debt will not exceed the following limits:

Anticipated Revenues - An amount equal to the estimated amount of the source which it is in anticipation of receiving. (Anticipated revenues are revenues such as federal and state grants received, and anticipated proceeds from long-term financing.)

Other Expected Revenues - An amount equal to the estimated amount of the expected revenues. (Expected revenues are revenues such as federal and state grants that will be forthcoming for a project where there has been an expenditure of funds, but as yet those agencies have not been billed for the funding expended.)



In determining the amount of debt to issue, the City evaluates the amount of additional debt service that can be supported by current year revenues for the years in which the debt will be outstanding, as well as, the City's legal debt limits and debt management policies.

**Debt Service**

**111100**

**Legal Debt Limit**

Pursuant to the Constitution of Virginia and the Public Finance Act, a city in Virginia is authorized to issue bonds and notes secured by a pledge of its full faith and credit. The Constitution and the Public Finance Act also limit the indebtedness that may be incurred by cities. This limit is ten (10) percent of the assessed valuation of real estate subject to local taxation.

The City Charter further limits the City’s power to create debt. It provides that no bonds and notes (other than refunding bonds) secured by a pledge of the City’s full faith and credit shall be issued until their issuance has been authorized by a majority of the qualified voters of the City voting in an election on the question. The City Charter further provides; however, that the City Council may authorize the issuance of such bonds or notes without an election in any calendar year in an amount not to exceed \$4,500,000 plus amount of debt retired the previous calendar year as new annual borrowing authority. Also, the charter states the amount of such bonds or notes together with existing indebtedness of the City shall not exceed eight (8) percent of the assessed valuation of real estate in the City subject to local taxation, as shown by the last preceding assessment for taxes. Contractual obligations of the City other than bonds and notes are not included within the prohibitions described in this paragraph.

**Calculation of Legal Debt Limit**

The following table illustrates the calculation of the legal debt margin as of June 30, 2012. According to the current statutes of the Commonwealth of Virginia, the City’s general obligation bonded debt issuance must not exceed 10% of the total assessed value of real property.

As illustrated in the chart, as of June 30, 2012, the City may incur an additional \$1,996,061,043 in debt without exceeding its legal debt limit.

Assessed Value of taxable real estate: as of June 30, 2012		\$23,821,885,769
Legal debt limit of 10% of assessed value:		\$2,382,188,577
Amount of debt applicable to legal debt limit:		
Total Bonded Debt	\$526,193,971	
Less: Self-Supporting Debt not chargeable to debt limit	(102,240,000)	
Less: Amounts available for debt service	<u>(37,826,437)</u>	
Total Debt Applicable to Legal Debt Limit		<u>\$386,127,534</u>
Legal Debt Margin for Creation of Additional Indebtedness:		\$1,996,061,043
Notes:		
*Self-Supporting Debt includes Revenue Bonds		

Source: Data in this table are from the City's Comprehensive Annual Financial Report-June 30, 2012

**Central Fleet**

**112012**

**Description:**

Central Fleet manages all of the rolling stock for the City from the 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 department also maintains small power equipment (chainsaws, tractors, pumps, etc.), manages the City's motor pool fleet, and operates six fueling sites, along with one compressed natural gas (CNG) station, 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, maintenance, and fuel for 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 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
12520 Fleet Operations	10,490,663	10,328,061	10,530,549	2.0%
12521 Fleet Capital/Replacement Vehicles and Equipment	8,318,875	3,278,749	6,956,000	112.2%
<b>Total By Program</b>	<b>18,809,538</b>	<b>13,606,810</b>	<b>17,486,549</b>	<b>28.5%</b>

**Goals**

- Provide efficient and cost-effective fleet management services for a safe, economical, and environmentally sound fleet that meets the needs of our customers and which protects the

<b>Performance Measures</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Average age of vehicles (Years)	7.05	7.32	7.83	7.0%
# of repairs	9,441	9,600	9,855	2.7%
# of preventative maint. procedures	3,257	3,500	3,237	-7.5%
# of wrecker calls	470	575	531	-7.7%

**Central Fleet**

**112012**

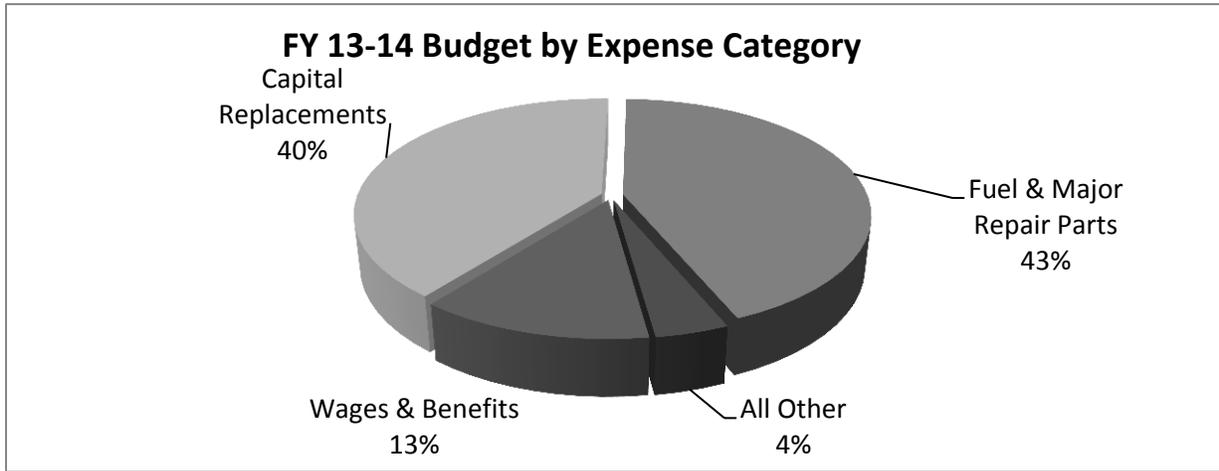
**Budget Highlights:**

- 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.
- Fuel (diesel and gasoline) prices are expected to continue climbing. The budget for fuel is sufficient for 900,000 gallons of diesel fuel at \$3.50 per gallon, 700,000 gallons of gasoline at \$3.06 per gallon, and 100,000 gallons of CNG at \$1.00 per diesel gallon equivalent (dge).
- The City installed a compressed natural gas (CNG) station and is currently operating 21 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.
- One Mechanic IV position will be reallocated to a Mechanic V position due to the incumbent completing all necessary certifications.
- An additional \$256,000 was added to Central Fleet Capital for the purchase of 9 Police vehicles. A total of \$15,660 was added to Central Fleet's budget for the annual maintenance of an additional combination vacuum truck for the Public Utilities Department. The Fleet will also be using \$3.5 million of accumulated fund balance to help replace vehicles, garage, and fueling equipment that are at the end of their life cycle.

<b>Requirements:</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Salaries and wages	1,524,135	1,551,749	1,587,876	2.3%
Employee benefits	643,909	659,804	656,465	-0.5%
Purchased services	560,291	473,850	604,160	27.5%
Internal service charges	378,134	-	-	0.0%
Principal and Interest	973,271	78,749	-	-100.0%
Other expenditures	76,719	104,858	107,878	2.9%
Materials	2,145,733	1,956,218	2,157,170	10.3%
Fuel (diesel and gasoline)	5,149,360	5,581,582	5,417,000	-2.9%
Capital Outlay	7,345,604	3,200,000	6,956,000	117.4%
Transfers to Other Funds	12,382	-	-	0.0%
<b>Total Expenses/Requirements:</b>	<b>18,809,538</b>	<b>13,606,810</b>	<b>17,486,549</b>	<b>28.5%</b>

**Central Fleet**

112012



<b>Personnel:</b>		<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>Change from</b>
<b>Grade</b>	<b>Positions</b>	<b>Budget</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	1.50	2.50	2.50	0.00
115	Office Coordinator	1.00	1.00	1.00	0.00
117	Mechanic II	5.00	4.00	4.00	0.00
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	17.00	15.00	16.00	1.00
122	Mechanic IV	2.00	3.00	2.00	(1.00)
123	Mechanic V	2.00	1.00	2.00	1.00
125	Mechanic Supervisor	2.00	2.00	0.00	(2.00)
125	Fleet Safety Specialist	0.00	0.00	1.00	1.00
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>37.50</b>	<b>35.50</b>	<b>35.50</b>	<b>0.00</b>

		<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</b>	<b>Change from</b>
<b>Operating Revenues by Fund</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	181,249	0	0	0.00%
	Billings to City departments and Schools	13,574,638	13,593,556	13,986,549	2.89%
	Recovered Costs	27,524	0	0	0.00%
	<b>Total Revenues</b>	<b>13,783,411</b>	<b>13,593,556</b>	<b>13,986,549</b>	<b>2.89%</b>
	Use of (contribution to) Fund Balance	5,026,126	13,254	3,500,000	0.0%
	<b>Total Resources</b>	<b>18,809,538</b>	<b>13,606,810</b>	<b>17,486,549</b>	<b>28.51%</b>

**Risk Management (Self Insurance)**

**111020**

**Description:**

The Risk Management function is supervised by the Finance Department. The function handles claims for property, casualty, and worker's compensation losses.

**Goals:**

- Continue to support conversion to third party administrator for Worker's Compensation claims and turn focus to prevention and effective management and coordination of City/TPA claimant services.
- Implement the federal mandated reporting software in the AON eSolutions Claims Administration Program and additional increases in reporting and providing claims information, file data and payments as required.

Performance Measures	FY 11-12 Actual	FY 12-13 Budget	FY 13-14 Budget	Change from prior year
# worker's comp. cases assigned	363	375	375	0.0%
# All other insurance cases assigned	321	360	335	-6.9%
# of worker's comp. open cases	357	400	375	-6.3%
# All other insurance open cases	83	85	80	-5.9%

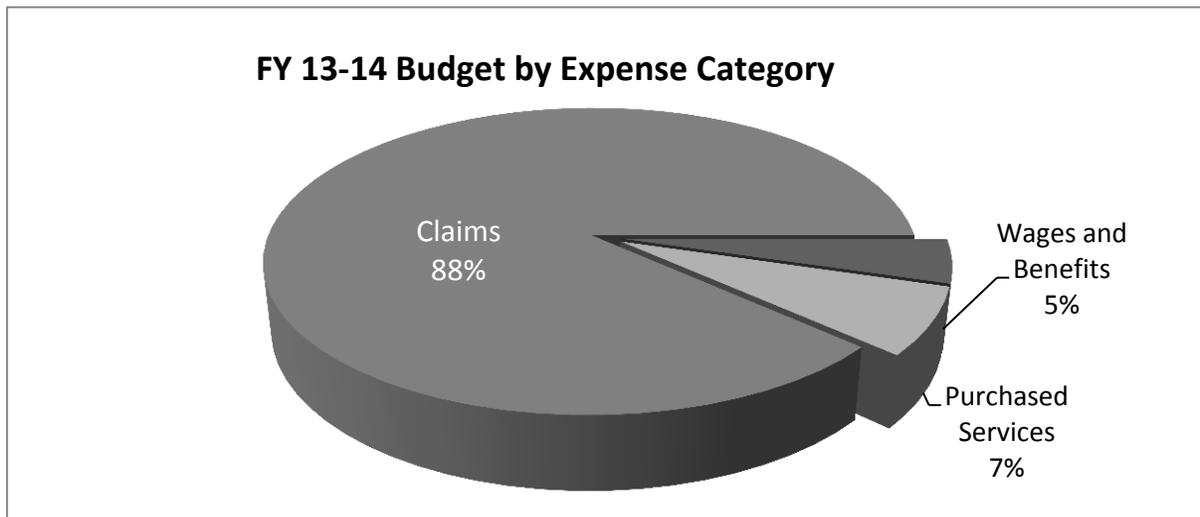
**Budget Highlights:**

- Risk Management will continue the implementation and upgrade of mandated EDI software for Virginia Worker's Compensation Commission and the Federal mandate for Medicare reporting.
- Risk Management will work to lower case load through communication of safety efforts with departments and through work with a Third Party Administrator for Public Safety cases to enhance and strengthen communication and customer service efforts.
- The Finance Department converted to a Third Party Administrator to handle Worker's Compensation claims during FY12-13.
- One full-time Safety Officer position will be added in FY13-14 to coordinate risk management and OSHA regulations.
- The decrease in purchased services is largely due to a decreased projection in the need for temporary professional services.
- The 6.6% decrease in materials is due to a decrease in the amount budgeted for software.

**Risk Management (Self Insurance)**

111020

<b>Requirements:</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Salaries and wages	161,225	204,180	241,774	18.4%
Employee benefits	57,682	76,172	104,927	37.8%
Purchased services	110,930	479,829	473,596	-1.3%
Internal service charges	8,888	-	-	0.0%
Materials	21,806	60,463	56,489	-6.6%
<b>Subtotal Expenses/Requirements:</b>	<b>360,531</b>	<b>820,644</b>	<b>876,786</b>	<b>6.8%</b>
Risk Management claims	7,644,249	6,670,120	6,685,092	0.2%
<b>Total Expenses/Requirements:</b>	<b>8,004,780</b>	<b>7,490,764</b>	<b>7,561,878</b>	<b>0.9%</b>



<b>Personnel:</b>		<b>FY 11-12 Budget</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
<b>Grade</b>	<b>Positions</b>				
117	Liability Claims Adjuster I	1.00	1.00	1.00	0.00
123	Liability Claims Adjuster II	1.00	1.00	1.00	0.00
132	Risk Manager	1.00	1.00	1.00	0.00
126	Safety Officer	0.00	0.00	1.00	1.00
<b>Total Department Personnel</b>		<b>3.00</b>	<b>3.00</b>	<b>4.00</b>	<b>1.00</b>

**Risk Management (Self Insurance)**

111020

Operating Revenues by Fund	FY 11-12 Actual	FY 12-13 Budget	FY 13-14 Budget	Change from prior year
<b>606 Risk Management</b>				
Use of Money and Property	121,954	0	0	0.00%
Miscellaneous Revenue	3,948,120	3,908,639	4,012,200	2.65%
Recovered Costs	4,453,437	3,580,566	3,549,678	-0.86%
<b>Total Revenues</b>	<b>8,523,511</b>	<b>7,489,205</b>	<b>7,561,878</b>	<b>0.97%</b>
Use of (contribution to) Fund				
Balance	(518,732)	1,559	0	0.0%
<b>Total Resources</b>	<b>8,004,780</b>	<b>7,490,764</b>	<b>7,561,878</b>	<b>0.9%</b>

**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
12509	Enterprise Application Services	Manages the City's Commercial Off the Shelf (COTS) software applications. Examples of software include Maximo, FleetAnywhere, and Kronos.
12510	Administration	Provides leadership, policy direction, planning, governance, coordination, and oversight.
12511	Enterprise Software 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 and computer related troubleshooting, and processes production batch applications. Monitors the day-to-day activities of the City's network, systems availability, integrity and performance, online data communications and job scheduling 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/ 12517	Desktop Support	Manages and supports all client desktop environments along with their associated software and the PC replacement plan.
12515	Mainframe Operations	Provides high speed computing and reliability to perform large computing jobs. Performs daily and 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.

**Information Technology**

**111040**

Code	Program Title	Program Description
12519	E-Gov	Manages the City's internet website, CityofChesapeake.net, including content development and approval. The team also manages the City's primary social media sites and oversees the Social Media Steering Committee, which sets policy for social media use within the City.
31404	Radio Systems Maintenance and Administration	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 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
12509	Enterprise Application Services	-	-	1,465,699	N/A
12510	Administration	1,190,926	708,471	795,637	12.3%
12511	Enterprise Software Development	1,902,717	2,732,532	1,067,928	-60.9%
12512	Computer Operations	1,946,990	591,532	460,395	-22.2%
12513	Technical Support	1,568,593	1,264,453	1,332,600	5.4%
12514	Desktop Support	379,771	412,220	557,012	35.1%
12515	Mainframe Operations	-	825,082	890,996	8.0%
12517	PC Replacement Plan	1,088,798	912,297	912,297	0.0%
12516	Geographic Information Systems (GIS)	515,757	517,923	518,287	0.1%
12518	Enterprise Financial System	463,918	627,580	629,917	0.4%
12519	E-Gov Operations	213,179	234,097	232,921	-0.5%
31404	800 MHz Maintenance and Replacement	3,939,557	5,487,705	1,432,610	-73.9%
12221	Data Security Administration	149,947	217,439	217,454	0.0%
<b>Total By Program</b>		<b>13,360,152</b>	<b>14,531,331</b>	<b>10,513,753</b>	<b>-27.6%</b>

## Information Technology

111040

### 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).
- Ensure regulatory compliance and best business practices for Land Mobile Radio System operations promoting efficient use and quality infrastructure.
- Implement and maintain modern, agile software solutions that respond quickly to changing business needs and provide stable, reliable applications systems for increased efficiency in our departments and enhanced access to services for our citizens and customers.
- 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.
- Provide online services, information, and engagement opportunities to the citizens of Chesapeake.
- Provide timely and efficient computer services and availability to all City departments and Chesapeake Public Schools (Economic Vitality).
- Maintain and expand connectivity/communications to outlying areas of the City (Quality Infrastructure).
- 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.
- Provide 99.99% of City of Chesapeake radio systems to Public Safety and other departmental users to promote a safe community.
- Develop and implement Service Level Agreements with stakeholders to maintain the value of the radio system thereby promoting its economic vitality.

**Information Technology**

**111040**

<b>Performance Measures</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
<b>Administration:</b>				
IT expenses per employee	\$3,480	\$4,084	\$3,062	-25.0%
IT emp. as a % of total City emp.	1.70%	1.70%	1.60%	-5.9%
<b>Systems Development:</b>				
Help requests completed	4,181	5,600	4,500	-19.6%
Requests for service completed	179	215	200	-7.0%
% of requests fixed within 4 hrs.	20%	38%	25%	-34.2%
% of requests fixed within 24 hrs.	41%	61%	45%	-26.2%
<b>Computer Operations:</b>				
Avg. on-line trans. per day	116,425	124,000	110,000	-11.3%
% of time mainframe is available	99%	99%	99%	0.0%
# of man hrs. per Help Desk call	1.85	0.56	0.75	33.9%
Help Desk calls resolved in 4 hrs.	65%	80%	83%	3.7%
Help Desk calls resolved in 24 hrs.	77%	90%	90%	0.0%
Tickets assigned to Help Desk staff	10,191	6,420	9,620	49.8%
Tickets Created by Help Desk	31,155	29,899	31,200	4.4%
# Phone calls answered by Help Desk	20,044	20,044	20,200	0.8%
<b>Network Support:</b>				
# of network servers installed	255	213	300	40.8%
Internet Traffic (Terabytes-TB)	95	100	125	25.0%
SAN Storage Maintained (TB)	264	264	268	1.5%
<b>Desktop Support:</b>				
# of man hours per call	0.45	0.74	0.75	1.4%
% of calls resolved in 4 hours	55%	70%	75%	7.1%
% of calls resolved in 24 hours	71%	75%	76%	1.3%
Calls to Client Technology	16,001	7,333	9,280	26.6%
<b>GIS:</b>				
# of GIS software apps. supported	14	14	15	7.1%
'Property Quick Search' visits (monthly)	2,900	2,200	2,800	27.3%
External requests for City's GIS Data	22	21	25	19.0%
<b>E-Gov:</b>				
Pages viewed on City website	4,076,347	3,661,170	4,000,000	9.3%
Unique visitors on City website	572,494	658,611	550,000	-16.5%
<b>Radio System Maintenance &amp; Admin:</b>				
*Radio system call events	9,522,539	9,998,666	10,498,599	5.0%
*Radio system maintenance events	688	747	789	5.6%

**Information Technology**

**111040**

<b>Performance Measures Continued</b>	<b>FY 11-12 Actual</b>	<b>FY 13-14 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
*Radios replaced	296	359	202	-43.7%
Data Security Administration:				
Protected by anti-virus upgrades				
Clients	0	1,950	2,160	10.8%
Servers	12	213	275	29.1%
Servers Monitored by TriGeo event monitor	35	140	180	28.6%
*Under service agreement				

**Budget Highlights:**

- The FY13-14 budget includes an additional \$33,250 for operating support for a capital project associated with hosting the website. The first two years of this service were covered from capital projects funding and now the expense has been transferred to operations.
- A new program (12509) entitled Enterprise Application Services was added to the department in order to isolate and better manage the City's COTS software applications. This activity was formerly being accounted for in the Systems Development program (12511) which has been renamed Enterprise Software Development.
- One full-time Client Technology II position was moved from Computer Operations to Desktop Support to keep all positions in one program. The personnel complement decreased by 1.50 FTE through the elimination of one full-time Information Technology Project Manager position and one part-time Systems Analyst I position. Both positions are vacant.
- The 800 MHz program contained funding in FY 11-12 and FY 12-13 for the purchase of new handheld radios. Additional funding is not included in FY 13-14.

<b>Requirements:</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Salaries and wages	3,327,169	3,391,295	3,454,260	1.9%
Employee benefits	1,186,896	1,376,167	1,304,680	-5.2%
Purchased services	2,678,523	2,980,078	3,034,108	1.8%
Internal service charges	15,223	-	-	0.0%
Principal & interest	1,647	58,151	-	-100.0%
Other expenditures	1,138,530	962,132	1,021,421	6.2%
Materials	3,881,925	1,095,071	1,083,700	-1.0%
Capital outlay	621,797	1,615,584	615,584	-61.9%
Transfers to Other Funds	508,440	3,052,853	-	-100.0%
<b>Total Expenses/Requirements:</b>	<b>13,360,152</b>	<b>14,531,331</b>	<b>10,513,753</b>	<b>-27.6%</b>

**Information Technology**

**111040**

<b>Personnel:</b>		<b>FY 11-12</b>	<b>FY 12-13</b>	<b>FY 13-14</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
117	Computer Operator II	3.00	3.00	3.00	0.00
117	Internet Technician	1.00	1.00	0.00	(1.00)
120	Online Content Coordinator	0.00	0.00	1.00	1.00
122	Client Technologies Analyst I	2.00	1.00	1.00	0.00
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	1.00	1.00	0.00
126	Client Technologies Analyst II	6.00	6.00	6.00	0.00
126	Production Control Specialist	1.00	0.00	0.00	0.00
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	1.00	1.00	0.00
128	Quality Assurance Coordinator	0.00	1.00	1.00	0.00
129	Network Specialist	4.00	0.00	0.00	0.00
129	Network Engineer I	0.00	1.00	1.00	0.00
129	Systems Analyst I	12.00	12.00	11.50	(0.50)
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	1.00	1.00	0.00
131	Network Engineer II	0.00	2.00	2.00	0.00
132	Systems Analyst II	5.00	4.00	4.00	0.00
132	Systems Software Programmer	2.00	2.00	2.00	0.00
133	Business Analyst	1.00	0.00	0.00	0.00
133	Computer Systems Network Eng.	1.00	0.00	0.00	0.00
133	Network Engineer III	0.00	1.00	1.00	0.00
133	Data Base Administrator	2.50	1.00	1.00	0.00
133	Information Tech. Project Mgr.	1.00	1.00	0.00	(1.00)
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	2.00	2.00	0.00
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	1.50	1.50	0.00
Unclass.	Systems Analyst I (Encore)	0.15	0.00	0.00	0.00
Unclass.	QA Testing Analyst (Special Proj.)	1.00	1.00	1.00	0.00
Unclass.	Software Engineer (Special Project)	1.00	1.00	1.00	0.00
<b>Total Department Personnel</b>		<b>60.65</b>	<b>57.50</b>	<b>56.00</b>	<b>(1.50)</b>

**Information Technology**

**111040**

<b>Operating Revenues by Fund</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
<b>100 General Fund Operations</b>				
General Fund Support	149,947	217,439	217,454	0.0%
<b>Total Fund 100 Resources</b>	<b>149,947</b>	<b>217,439</b>	<b>217,454</b>	<b>0.0%</b>
<b>207 E-911 Operations</b>				
Other Local Taxes	2,023,935	1,928,465	1,928,465	0.0%
Use of (contribution to) Fund Balance	1,915,622	3,559,240	(495,855)	-113.9%
<b>Total Fund 207 Resources</b>	<b>3,939,557</b>	<b>5,487,705</b>	<b>1,432,610</b>	<b>-73.9%</b>
<b>603 Information Technology</b>				
Use of Money and Property	213,248	160,000	170,000	6.3%
Miscellaneous Revenue	8,998,226	8,634,447	8,693,689	0.7%
<b>Total Revenues</b>	<b>9,223,922</b>	<b>8,794,447</b>	<b>8,863,689</b>	<b>0.8%</b>
Use of (contribution to) Fund Balance	46,726	31,740	0	0.0%
<b>Total Fund 603 Resources</b>	<b>9,270,648</b>	<b>8,826,187</b>	<b>8,863,689</b>	<b>0.4%</b>
<b>Total ALL Resources</b>	<b>13,360,152</b>	<b>14,531,331</b>	<b>10,513,753</b>	<b>-27.6%</b>

<b>Budget by Fund:</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
100 General Fund	149,947	217,439	217,454	0.0%
207 E-911 Operations	3,939,557	5,487,705	1,432,610	-73.9%
603 Information Technology	9,270,648	8,826,187	8,863,689	0.4%
<b>Total by Fund</b>	<b>13,360,152</b>	<b>14,531,331</b>	<b>10,513,753</b>	<b>-27.6%</b>

**Non - Departmental**

**111100**

**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 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
91300 Outside Agencies	355,815	295,462	295,462	0.0%
91311 Regional Cooperation & Support	6,417,089	6,522,194	6,371,328	-2.3%
91304 City-Wide Operations	13,052,320	13,800,797	14,590,941	5.7%
91305 Airport Authority	317,129	266,727	272,287	2.1%
93001 Hurricane Irene expenses	3,469,022	-	-	0.0%
91400 Contingencies	-	913,290	854,490	-6.4%
91900 Emergency Event Contingency	-	325,000	325,000	0.0%
<b>Total By Program</b>	<b>23,611,375</b>	<b>22,123,470</b>	<b>22,709,508</b>	<b>2.6%</b>

**Budget Highlights:**

- Regional cooperation & Support includes an increase for Hampton Roads Transit (HRT) along with increases for the Hampton Roads Partnership, Military and Federal Facilities Alliance, Economic Development Alliance, and the Hampton Roads Planning Commission's Clean Community System. City Wide Operations includes anticipated payments to the developer of the Edinburgh district for improvements to public streets. The FY 2011-12 provision for Parks and Recreation office space was transferred to that department (\$180,000).

**Non - Departmental**

**111100**

<b>Outside Agencies</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
<b>Boards and Commissions</b>				
Commission - Prevention of AIDS	511	2,687	2,687	0.0%
Commission on Substance Abuse	2,500	2,700	2,700	0.0%
Commission on Aging	-	2,250	2,250	0.0%
Mayor's Commission Veterans Affairs	-	360	360	0.0%
South Norfolk Revitalization	-	225	225	0.0%
<b>Other Agencies</b>				
Chesapeake Jubilee	22,500	16,050	16,050	0.0%
Chesapeake Arboretum	-	4,050	4,050	0.0%
Chesapeake's 50th Anniversary	25,000	-	-	0.0%
<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	5,500	0.0%
CHIPS (Ches. Health Investment Program)	10,000	15,000	15,000	0.0%
Comprehensive Plan for Children&Youth	-	8,090	8,090	0.0%
Dwelling Place	5,500	5,500	5,500	0.0%
Endeppence Center (Tidewater)	28,800	15,000	15,000	0.0%
Foodbank -- Southeastern Virginia	-	10,350	10,350	0.0%
Free Clinic	150,000	142,500	142,500	0.0%
Help & Emergency Response	21,510	18,000	18,000	0.0%
Legal Aid Society of Eastern Virginia	4,500	4,500	4,500	0.0%
Other Grants	8,744	-	-	0.0%
Our House Families	10,000	-	-	0.0%
PARC Place	5,500	5,500	5,500	0.0%
Samaritan House	4,050	5,000	5,000	0.0%
Senior Services for Southeastern VA	23,000	4,000	-	-100.0%
Tidewater Builders Assoc Academy	12,000	12,000	16,000	33.3%
	<b>355,815</b>	<b>295,462</b>	<b>295,462</b>	<b>0.0%</b>

**Budget Highlights:**

- There is no change in funding for the outside agencies as a whole, but rather changes between organizations receiving funding.

**Non - Departmental**

**111100**

<b>Regional Cooperation and Support</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
<b>Real Estate Tax Relief</b>	2,918,831	2,950,000	2,958,000	0.3%
<b>Transit Operating Agreement</b>	1,861,286	1,889,200	2,183,500	15.6%
<b>Dues &amp; Memberships</b>				
Chamber of Commerce	16,005	8,700	8,700	0.0%
Clean Community System	12,865	12,225	14,203	16.2%
Hampton Roads Planning Commission	226,653	222,209	225,898	1.7%
Hampton Roads Partnership	15,210	10,210	15,210	49.0%
<b>Local and Regional Community Development Funds</b>				
Tidewater Community College	70,000	66,500	66,500	0.0%
Highway Safety Commission	1,183	1,500	1,500	0.0%
Hampton Roads Economic Dev. Alliance	211,332	208,200	213,798	2.7%
Eastern Virginia Medical School	85,950	81,650	81,670	0.0%
H. Rds. Military & Fed. Facilities Alliance	96,365	91,550	111,104	21.4%
Economic Develop Incentive Program	879,643	950,000	469,015	-50.6%
Economic Development Authority	11,700	11,115	11,115	0.0%
Chesapeake Port Authority	10,066	11,115	11,115	0.0%
STOP- Dues	-	8,020	-	-100.0%
	<b>6,417,089</b>	<b>6,522,194</b>	<b>6,371,328</b>	<b>-2.3%</b>

**Budget Highlights:**

- Real estate tax relief is provided to elderly or disabled homeowners who meet eligibility requirements. It does not include tax exemptions granted to disabled veterans by the Virginia Constitution.
- The Transit operating agreement is the subsidy paid by the City for the transit bus routes within the City limits. The agreement with Hampton Roads Transit requires payments for operating and administrative costs that exceed the sum of fare collections and State and Federal reimbursements.
- The funding for the Economic Development Incentive Program comes from a dedicated portion of the tobacco tax revenue.

**Non - Departmental**

**111100**

<b>City-Wide Operations</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Equipment Leases - Fire Hydrants	1,165,640	921,390	921,390	0.0%
Retirement - Employee Benefits	2,928,040	3,320,426	3,251,226	-2.1%
Unemployment compensation	3,232	-	-	0.0%
Stormwater Management Fees	303,297	306,000	306,000	0.0%
Enterprise Zone Reimbursement	-	7,000	7,000	0.0%
Federal Program Representation	158,000	138,000	138,000	0.0%
Line of Duty Benefits	265,465	557,000	613,000	10.1%
Oak Grove Connector - Principal	1,305,000	1,365,000	1,435,000	5.1%
Oak Grove Connector - Interest	924,750	859,500	791,250	-7.9%
Oak Grove Connector - Debt Admin	375	2,500	2,500	0.0%
Risk Management Fund contingency	-	-	204,895	0.0%
Overhead Allocation- Other Funds	(1,010,000)	(1,010,000)	(1,050,000)	4.0%
Environmental Protection Initiatives	269,801	352,181	352,180	0.0%
Edinburgh Development Payments	193,270	430,000	380,000	-11.6%
Other Post Employee Benefits	6,545,450	6,551,800	7,238,500	10.5%
	<b>13,052,320</b>	<b>13,800,797</b>	<b>14,590,941</b>	<b>5.7%</b>
Chesapeake Airport Authority	317,129	266,727	272,287	2.1%
<b>Total City-Wide Operations</b>	<b>13,369,449</b>	<b>14,067,524</b>	<b>14,863,228</b>	<b>5.7%</b>

**Budget Highlights:**

- 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 trust fund payments total \$8.5 million for FY 13-14. 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. The combination of pay-as-you-go payments for retirees (\$3.25 million) plus the trust fund payments (\$8.5 million) equal 95% of the annual required contribution as noted in the most recent actuarial report.
- In order to help maintain a balanced budget, the Public Utilities department reduced the rate charged for fire hydrant maintenance.

**Non - Departmental**

**111100**

<b>Contingencies</b>	<b>FY 11-12 Actual</b>	<b>FY 12-13 Budget</b>	<b>FY 13-14 Budget</b>	<b>Change from prior year</b>
Council Contingency	-	5,000	5,000	0.0%
Salary Contingency	-	120,153	1,321,770	1000.1%
Vacancy savings to be determined	-	(750,000)	(1,500,000)	100.0%
Emergency Event Contingency	-	325,000	325,000	0.0%
VRS/Group Life Contingency	-	111,947	-	-100.0%
Health Insurance Contingency	-	1,176,652	533,650	-54.6%
City Operations Fund Contingency	-	249,538	269,070	7.8%
Small Grant Match Contingency	-	-	225,000	N/A
	-	<b>1,238,290</b>	<b>1,179,490</b>	<b>-4.7%</b>

**Budget Highlights:**

- Funds are not usually paid directly from the Contingency, but rather moved to the appropriate department's expense line.
- Health Insurance and the Salary contingency are budgeted in contingencies until approved, then transferred to departments for actual expenditures.