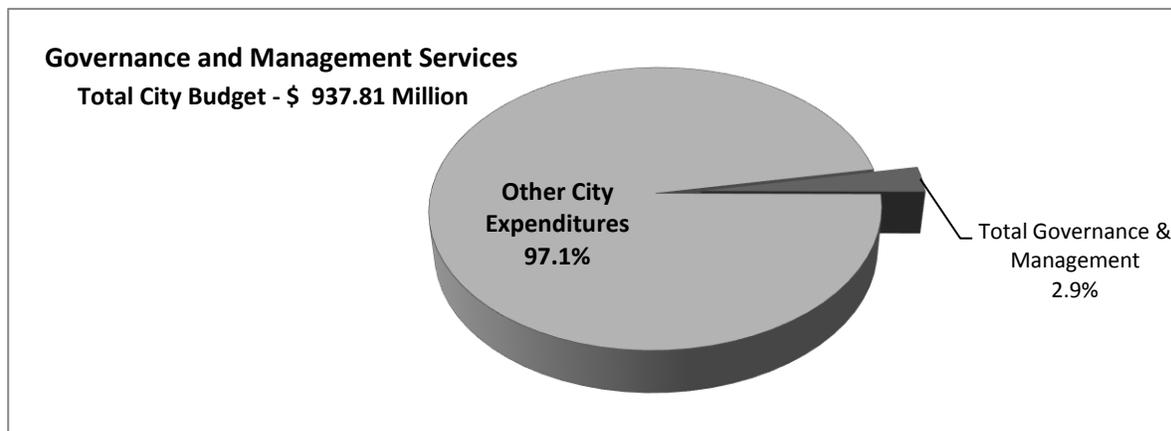


Governance and Management Services

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.

Budget by Department	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Elected or Appointed Officials:				
100000 City Council and Mayor	\$ 320,443	\$ 356,180	\$ 371,266	4.2%
110000 City Manager	1,403,316	1,752,133	1,843,209	5.2%
120000 City Attorney	1,572,426	1,994,750	2,381,029	19.4%
170000 City Auditor	674,117	759,658	779,763	2.6%
130000 City Clerk	514,453	575,064	582,278	1.3%
220000 City Treasurer	4,068,729	5,211,163	5,208,431	-0.1%
111060 Registrar/Elections	917,573	924,139	1,274,826	37.9%
250000 Commissioner of the Revenue	3,033,201	3,493,589	3,544,352	1.5%
140000 Real Estate Assessor	2,115,415	2,469,246	2,485,349	0.7%
Other City Departments:				
111010 Budget	626,777	687,931	679,155	-1.3%
112015 Customer Contact Center	582,067	727,226	752,193	3.4%
111020 Finance	1,983,775	2,418,757	2,600,662	7.5%
111030 Human Resources	1,887,481	2,271,587	2,249,513	-1.0%
113050 Public Communications	966,276	1,192,645	1,312,456	10.0%
112011 Purchasing	702,088	888,315	909,085	2.3%
Total Expenditures	21,368,137	25,722,383	26,973,567	4.9%
Less Billings to Other Departments	-	-	(200,000)	
Total Governance & Management	21,368,137	\$ 25,722,383	\$ 26,773,567	4.1%



Governance and Management Services

Summary

Operating Revenues Resource	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Permit & License Fees	(64)	\$ 20	\$ -	-100.0%
Charges for Services	1,001,164	1,198,413	988,050	-17.6%
Miscellaneous Revenue	118,563	27,200	227,200	735.3%
Recovered Costs	190,384	50,300	10,100	-79.9%
State Shared Expenses	795,038	780,084	800,646	2.6%
Total Revenues	2,105,086	\$ 2,056,017	\$ 2,025,996	-1.5%
General Fund Support	19,142,791	23,201,688	24,216,805	4.4%
Use of fund balance assignment:	120,260	464,678	730,766	57.3%
Total Resources	21,368,137	\$ 25,722,383	\$ 26,973,567	4.9%

- Charges for services includes administration charges collected by several departments including the Treasurer's office for delinquent tax collections, E-Gov subscriptions, DMV Hold administration, and credit card transaction processing.
- Certain revenues are earmarked by City Council for use by the Treasurer's office. The accumulation of these funds are assigned in the fund balance to be used in subsequent years by the Treasurer for targeted collection efforts. The estimate is shown as "Use of fund balance assignment".
- Miscellaneous Revenue includes prior year adjustments related to allowance for uncollectable accounts or health insurance liability reconciliations.
- Recovered costs include reimbursements from vendors, sales of miscellaneous assets, or an allocation of indirect costs for services rendered by City departments.
- State shared expenses represent payments from the Virginia Compensation Board for locally elected constitutional officers (Treasurer, Commissioner of the Revenue, and the Registrar).

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
11010 City Council/Office of Mayor	320,443	356,180	371,266	4.2%

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).

Budget Highlights:

- The increase in employee benefits is due to adjustments in cost of health insurance.

Emerging Budget Issues

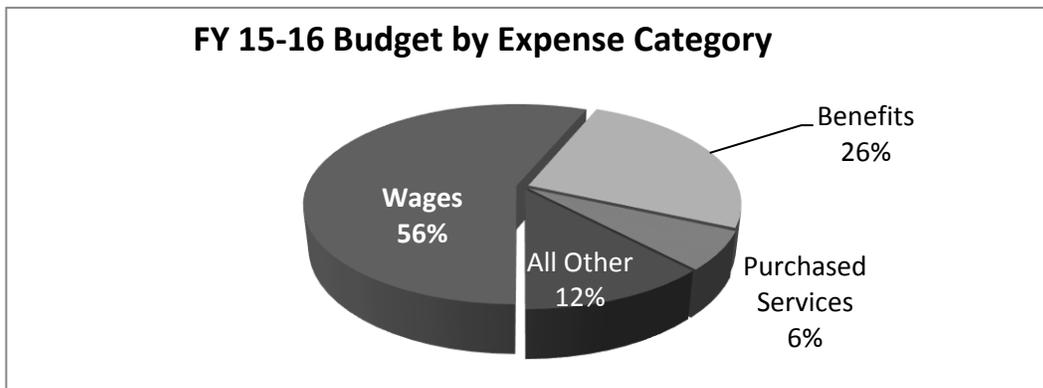
- The increase in internal service charges is due to information technology costs..

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	prior year
# Board & Commission appointments	200	193	200	3.6%
# Board & Commission resignations accepted	59	43	51	18.6%
# of resolutions considered and/or passed	89	97	73	-24.7%
# of ordinances considered and/or passed	175	79	175	121.5%

City Council/Office of Mayor

100000

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	209,004	217,942	209,000	-4.1%
Employee benefits	52,454	71,826	94,264	31.2%
Purchased services	25,158	22,000	23,000	4.5%
Internal service charges	10,284	15,298	16,888	10.4%
Other expenditures	20,962	23,114	23,114	0.0%
Materials	2,582	6,000	5,000	-16.7%
Total Expenses/Requirements:	320,443	356,180	371,266	4.2%



Personnel:		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Grade	Positions				
Unclass.	Members of City Council	9.00	9.00	9.00	0.00
Total Department Personnel		9.00	9.00	9.00	0.00

Budgeted Resources:

No direct revenues are allotted or assessed.

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12110 City Manager	1,403,316	1,752,133	1,843,209	5.2%

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
# of citizen and City Council inquiries	741	800	800	0%
# of agenda items processed for City Council action	173	200	300	50%
# of Council Package items	1,454	2,000	1,675	-16%

Budget Highlights:

- Salaries and wages have increased to reflect the October 2014 pay raises and the proposed pay compression and market adjustments for October 2015.
- The other expenditures category is increased to correctly state the cost of advocacy services. Prior to FY 2015 advocacy services were budgeted in the Non-Departmental section of the budget.

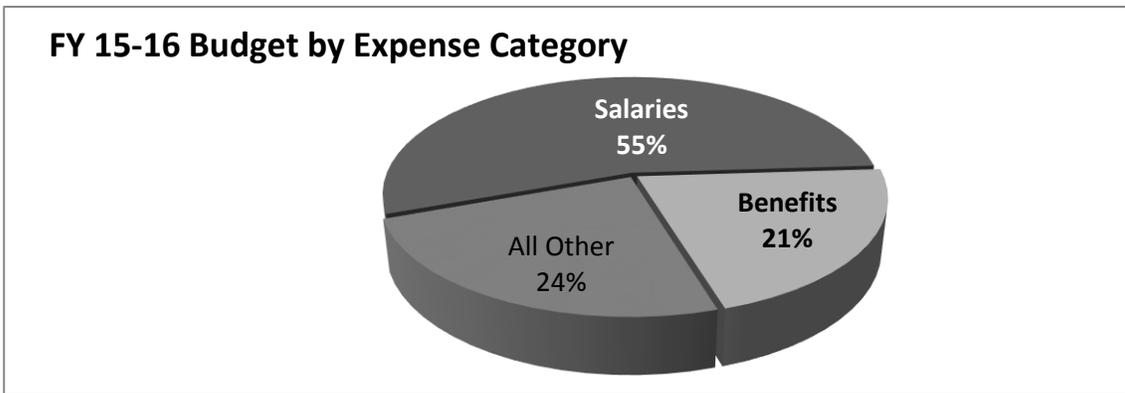
Emerging Budget Issues

- A Deputy City Manager is planning on retiring in FY2015. This position will need to be re-filled.

City Manager

110000

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	928,286	954,697	1,005,394	5.3%
Employee benefits	313,215	394,094	392,547	-0.4%
Purchased services	(57,839)	29,420	29,420	0.0%
Internal service charges	69,167	69,248	67,321	-2.8%
Other expenditures	81,297	231,959	274,442	18.3%
Materials	5,790	8,444	8,944	5.9%
Dues and Memberships	63,401	64,271	65,141	1.4%
Total Expenses/Requirements:	1,403,316	1,752,133	1,843,209	5.2%



Personnel:		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Grade	Positions				
107	Office Assistant II	0.00	0.50	0.50	0.00
120	Administrative Assistant II	4.00	3.00	3.00	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	2.00	2.00	2.00	0.00
Unclass.	City Manager	1.00	1.00	1.00	0.00
Total Department Personnel		10.00	9.50	9.50	0.00

Budgeted Resources:

No direct revenues are allotted or assessed.

City Attorney

120000

Description:

The City Attorney serves as the chief legal advisor of the Council, the City Manager, and all departments, boards, commissions, and agencies of the City (excluding the School Board and Administration). 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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12210 City Attorney	1,572,426	1,994,750	2,181,029	9.3%
12551 Risk Management Attorney	-	-	200,000	N/A
Total By Program	1,572,426	1,994,750	2,381,029	19.4%

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
# of formal written legal opinions	2,344	2,521	2,521	0.0%
# of verbal legal opinions	10,405	16,477	16,477	0.0%
# of legal documents drafted	6,411	6,512	6,512	0.0%
# of legal documents reviewed	12,152	12,344	12,344	0.0%
# of court appearances and depositions	1,895	1,921	1,921	0.0%
# of meetings attended	10,132	10,142	10,142	0.0%

Budget Highlights:

- Salaries and wages reflect the following position changes: the addition of a part time Legal Secretary II position, and the addition of an Assistant City Attorney IV position. This should result in a reduction of the use of outside Attorneys and the associated cost.
- A new cost center has been added to the City Attorney's office to be included in the Risk Management/Self Insurance Fund. An additional Attorney III has been added to address legal issues surrounding workers compensation and liability claims. The additional attorney will reduce payments for outside counsel.
- The increase in employee benefits is the result of increased health care costs, cost of converting a part time position to full time and the addition a one new position.
- Registration fees and travel to attend local governmental attorneys (LGA) association conferences, is the primary cause for the increase in other expenditures.

City Attorney

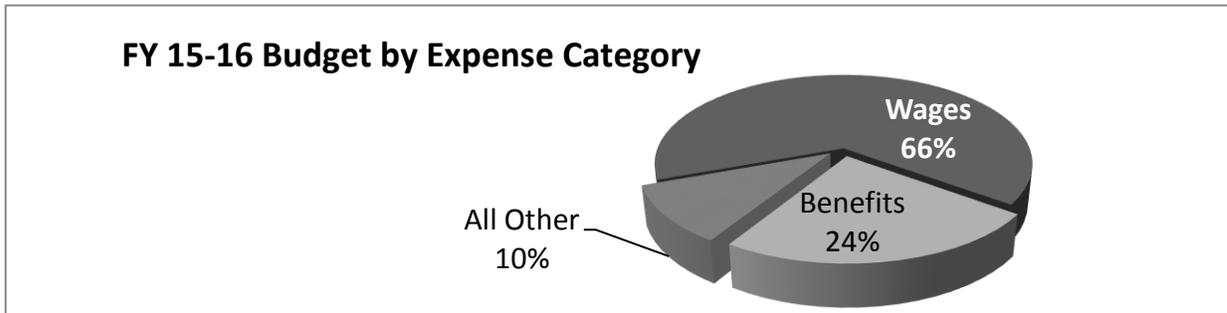
120000

Emerging Budget Issues

- Change in Materials is the result of an increase in office supplies \$ 918 and an increase in books/subscriptions of \$ 5,090. This increase is due to increased subscription costs and the hiring of additional staff.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	1,065,506	1,293,773	1,561,062	20.7%
Employee benefits	364,372	501,567	569,752	13.6%
Purchased services	16,341	40,071	39,532	-1.3%
Internal service charges	43,781	54,132	56,237	3.9%
Other expenditures	43,705	68,083	71,314	4.7%
Materials	38,720	37,124	58,132	56.6%
Capital Outlay	-	-	25,000	N/A
Total Expenses/Requirements:	1,572,426	1,994,750	2,381,029	19.4%

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



Personnel: Grade	Positions	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
115	Legal Secretary II	2.50	2.50	2.63	0.13
118	Paralegal	2.00	2.00	1.00	-1.00
120	Paralegal II	0.00	0.00	1.00	1.00
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	0.00	1.00	1.00	0.00
137	Assistant City Attorney III	5.00	5.00	6.00	1.00
137	Assistant City Attorney III (Special Project - Dominion Blvd)	1.00	1.00	1.00	0.00
138	Assistant City Attorney IV*	0.00	1.00	1.00	0.00
139	Deputy City Attorney	2.00	2.00	3.00	1.00
Unclass.	City Attorney	1.00	1.00	1.00	0.00
Unclass.	Encore Deputy City Attorney	0.05	0.05	0.05	0.00
Total Department Personnel		15.55	17.55	19.68	2.13

*Position upgraded FY14-15

City Attorney

120000

Budgeted Resources:		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior Year
100	<u>General Fund</u>				
	Total Revenues	-	-	-	0.0%
606	<u>Internal Service Fund</u>				
	Miscellaneous Revenue	0	0	200,000	100.0%
	Total Revenues	-	-	200,000	100.0%
	Use of (contribution to) Fund Balance	0	0	0	N/A
	Combined Resources	-	-	200,000	100.0%
	General Fund Support	1,572,426	1,994,750	2,181,029	9.3%
	Total Resources	1,572,426	1,994,750	2,381,029	19.4%

Budget by Fund:

100	General Fund	1,572,426	1,994,750	2,181,029	9.3%
606	Self Insurance/Risk Management		-	200,000	N/A
	Total by Fund	1,572,426	1,994,750	2,381,029	19.4%

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.

Budget by Program		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12240	Audit Services	527,031	577,258	592,543	2.6%
12241	Independent Audit	147,086	182,400	187,220	2.6%
Total By Program		674,117	759,658	779,763	2.6%

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Performance/Special Audits completed	3	3	3	0.0%
Audit recommendations made	30	30	30	0.0%
Audit recommendations implemented	90%	90%	90%	0.0%
Technical assistance projects	10	10	10	0.0%
Technical assistance hours	500	500	500	0.0%
Fraud hotline investigations	12	12	12	0.0%

City Auditor

170000

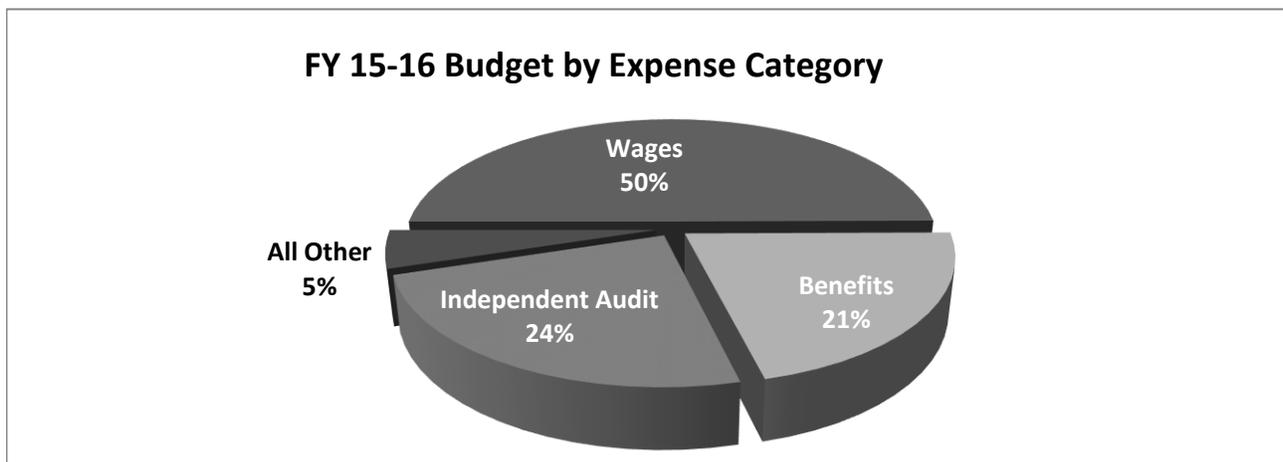
Budget Highlights:

- The full amount of the 3% general wage increase effective October 1, 2014, has been included in salaries and wages. Benefits increased due to an increase in health insurance costs.
- External audit costs increased by \$4,820.
- The majority of the change in internal service charges is due to the increase in information technology charges.
- The change in the other expenses category is due to a combination in the increase in the allowance for utilities and the copier lease.

Emerging Budget Issues

- External auditing fees were negotiated with Cherry Bekaert to be fixed through 2015 with an additional two year option. After two years of flat fees at the beginning of the new contract, costs are scheduled to increase annually. The increase is limited to 1%.
- Lease costs and supplies for the office copier are expected to increase.
- Additional funding will be required for the FY 2017 Peer Review.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	363,577	381,560	388,935	1.9%
Employee benefits	132,240	159,810	165,774	3.7%
Independent Audit	147,086	182,400	187,220	2.6%
Internal service charges	17,584	22,204	23,020	3.7%
Other expenditures	11,259	12,396	13,526	9.1%
Materials	2,371	1,288	1,288	0.0%
Total Expenses/Requirements:	674,117	759,658	779,763	2.6%



City Auditor

170000

Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Budget	Budget	Budget	prior year
115	Audit Technician	1.00	1.00	1.00	0.00
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
Total Department Personnel		6.00	6.00	6.00	0.00

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
11020 City Clerk	514,453	575,064	582,278	1.3%

Goals:

- Be responsible to citizen's needs and concerns while serving as a 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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
#Council Mtgs, Work Sessions, Special Mtgs attended	75	75	76	1%
# Resolutions processed	89	97	73	-25%
# Ordinances processed	175	79	175	122%
# Agreements processed	29	20	26	30%
# Newspaper ads run	26	26	26	0%
# Certificates & Proclamations	381	461	460	0%
# Passports Processed	1,670	1,535	1,805	18%
# Boards & Commission appointments, resignations & purge letters processed	260	255	250	-2%
Correspondence prepared for Mayor & City Council	1,986	2,206	2,200	0%
Records scanned - permanent storage	363	365	450	23%
# record destruction requests processed	119	121	145	20%

City Clerk

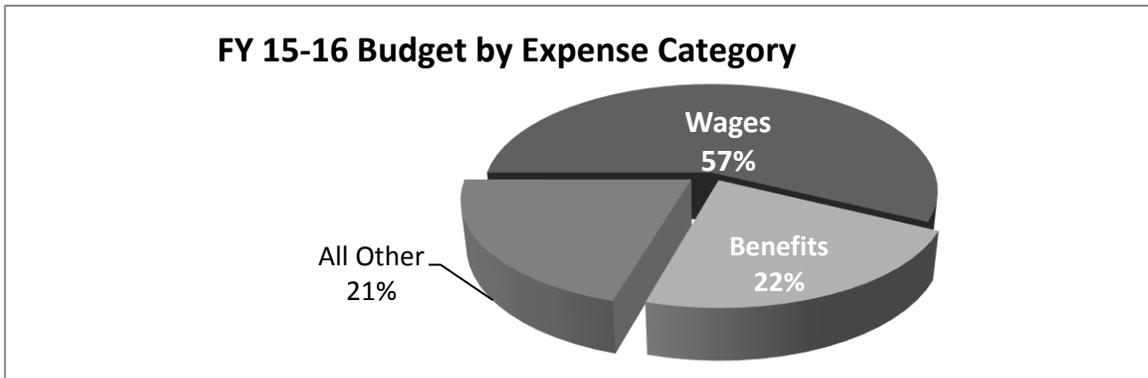
130000

Budget Highlights:

- Salaries and wages increase is due to pay compression and market adjustments
- Internal service charges decreased primarily due to a reduction of information technology allocated costs.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	320,714	320,233	333,596	4.2%
Employee benefits	103,385	129,764	128,885	-0.7%
Purchased services	13,530	16,000	16,000	0.0%
Internal service charges	40,409	63,012	57,742	-8.4%
Other expenditures	24,737	33,203	33,203	0.0%
Materials	11,679	12,852	12,852	0.0%
Total Expenses/Requirements:	514,453	575,064	582,278	1.3%

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



Personnel:		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Grade	Positions				
105	Office Assistant I	0.00	0.50	0.50	0.00
109	Office Specialist I	1.00	1.00	1.00	0.00
120	Administrative Assistant II	1.00	1.00	1.00	0.00
120	Deputy City Clerk	2.00	2.00	2.00	0.00
123	Records Manager	1.00	0.00	0.00	0.00
128	Chief Deputy City Clerk	1.00	1.00	1.00	0.00
Unclass.	City Clerk	1.00	1.00	1.00	0.00
Total Department Personnel		7.00	6.50	6.50	0.00

City Clerk **130000**

Operating Revenues		FY 13-14	FY 14-15	FY 15-16	Change from
Fund	Resource	Actual	Budget	Budget	prior year
100	<u>General Fund</u>				
	Charges for Services	45,409	52,500	48,000	-8.6%
	Recovered Costs	753	0	0	0.0%
	Total Revenues	46,162	52,500	48,000	-8.6%
	General Fund Support	468,291	522,564	534,278	2.24%
	Total Resources	514,453	575,064	582,278	1.25%

Budget by Fund:

100	General Fund	514,453	575,064	582,278	1.3%
-----	--------------	---------	---------	---------	------

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12410 City Treasurer	4,068,729	5,211,163	5,208,431	-0.1%

Goals

- Efficient and effective performance of services.
- Provide on-line invoice presentation for tax bills
- Increase the professional knowledge and skills of employees to serve the citizens better.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Transactions processed	1,506,481	1,507,000	1,535,000	1.86%
Tax & stormwater bills	154,384	154,400	109,670	-28.97%
Delinquent notices	419,877	419,900	425,269	1.28%
Bankruptcy claims	97	100	100	0.00%
Bankruptcy motions	2,648	2,685	1,481	-44.84%
Bankruptcy discharges	390	395	350	-11.39%
Bankruptcy payments	595	600	650	8.33%
Miscellaneous invoices	41,212	41,300	45,964	11.29%
Animal licenses	20,009	20,100	40,117	99.59%
Water transactions	391,349	391,400	391,400	0.00%
Mortgage bills	51,173	51,200	52,576	2.69%
Personal property tax bills	278,846	278,900	285,178	2.25%
Current stormwater bills	100,262	100,300	100,852	0.55%
EMS invoices	20,716	20,800	86,710	316.88%
legal action notices	44,902	45,000	34,177	-24.05%

City Treasurer

220000

Budget Highlights:

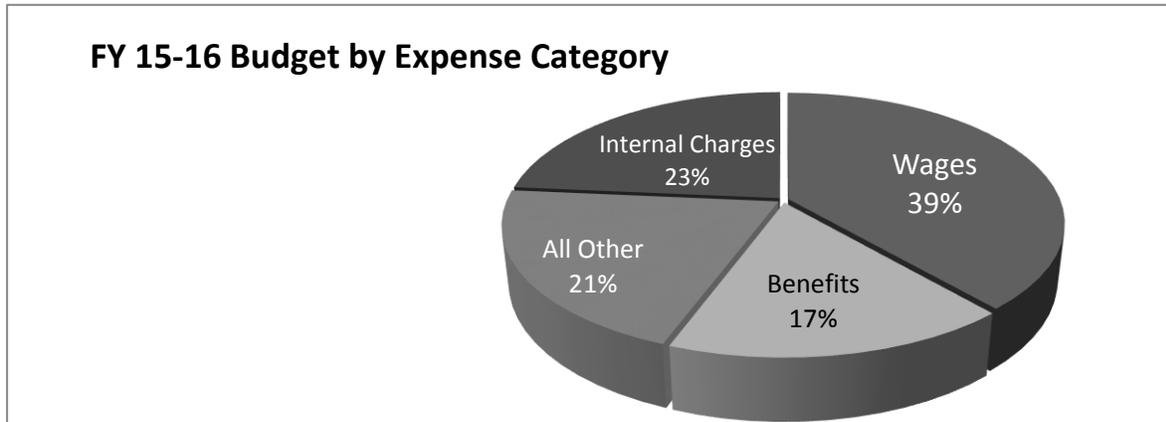
- Employee benefits and wages have been adjusted to reflect the balance of the 3% pay increase that took effect in October 2014. For FY 15-16 a compression and market rate adjustment along with a performance pay wage increase is included.
- Funding from vehicle license penalty revenues, reserved for this purpose, will continue to contribute to the maintenance of some positions, as in the past, and is increased augment certain non-personnel operating expenses, replace needed equipment, and enhance the program for tax delinquent property sales.
- The department will continue oversight or collaboration in development of automated processes, including software development for tracking returned checks, updating batch collection software, revision of mainframe real estate and personal property software, imaging of documents, and other initiatives.

Emerging Budget Issues

- Enhanced collection efforts and some price increases are the basis for anticipated increase in selected non-personnel expenses. Also requested, but not approved, are addition of two part-time employees to augment delivery of distress warrants and to conduct field visits to delinquent accounts. Future needs include replacing equipment: remittance processor and scanners, and mail inserters.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	1,506,145	1,979,839	2,009,759	1.5%
Employee benefits	575,125	857,434	890,593	3.9%
Purchased services	188,120	223,102	345,102	54.7%
Internal service charges	992,589	1,403,647	1,228,159	-12.5%
Other expenditures	469,898	534,956	540,633	1.1%
Materials	336,852	150,185	149,185	-0.7%
Capital Outlay	-	62,000	45,000	N/A
Total Expenses/Requirements:	4,068,729	5,211,163	5,208,431	-0.1%

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



Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Actual	Budget	Budget	prior year
105	Office Assistant I	0.275	0.28	0.00	(0.28)
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	3.00	3.00	3.00	0.00
114	Account Technician II	0.63	0.63	1.25	0.63
114	Customer Service Clerk III	7.00	8.00	12.88	4.88
115	Office Coordinator	1.00	1.00	1.00	0.00
117	Collection Agent I*	6.81	6.81	2.00	(4.81)
118	Customer Service Supervisor	4.00	4.00	4.00	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
Total Department Personnel*		47.61	48.61	49.03	0.41

*Note: The department has an additional 0.625 FTE Collection Agent I funded from the Red Light program. FY15-16 reflects reclassifications approved 6/9/15 increasing the PT FTE without requiring add'l funds.

City Treasurer

220000

Operating Revenues		FY 13-14	FY 14-15	FY 15-16	Change from
Fund	Resource	Actual	Budget	Budget	prior year
100	General Fund				
	Permit & License Fees	(64)	20	0	-100.0%
	Charges for Services	751,420	901,364	748,800	-16.9%
	Miscellaneous Revenue	118,066	27,200	27,200	0.0%
	Recovered Costs	52,375	100	100	0.0%
	State Shared Expenses	370,190	362,721	372,341	2.7%
	Total Revenues	1,291,988	1,291,405	1,148,441	-11.1%
	General Fund Assignment *	120,260	464,678	730,766	57.3%
	General Fund Support	2,656,480	3,455,080	3,329,224	-3.6%
	Total Resources	4,068,729	5,211,163	5,208,431	-0.05%

Note: * City Code Sec. 74-104.1 provides for a delinquent charge of \$10 for late payment of the vehicle license 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	4,068,729	5,211,163	5,208,431	-0.1%
	Total by Fund	4,068,729	5,211,163	5,208,431	-0.1%

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
13100 Registrar/Electoral Board	788,631	819,641	1,065,830	30.0%
13101 Election Workers	128,942	104,498	208,996	100.0%
Total By Program	917,573	924,139	1,274,826	37.9%

Goals

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

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
# of registered voters	148,520	155,000	155,000	0.0%
Absentee Ballots Cast	2,649	2,216	5,390	143.2%
Total Ballots Cast	81,258	63,627	154,000	142.0%
# of voting precincts	64	64	64	0.0%
# of elections held	3	2	4	100.0%

Budget Highlights:

- The full amount of the 3% general wage increase effective October 1, 2014, has been included in salaries and wages. Benefits increased due to an increase in health insurance costs.
- FY 15-16 includes funding for four elections as opposed to funding for two elections in FY 14-15. Costs for items associated with an election fluctuate based on voter turnout and the type of election held. The 50% increase in purchased services is due to the increased amounts needed for such items as advertising, printing of ballots, and truck drivers.
- Internal service charge increases are largely due to increased costs for information technology.

Emerging Budget Issues

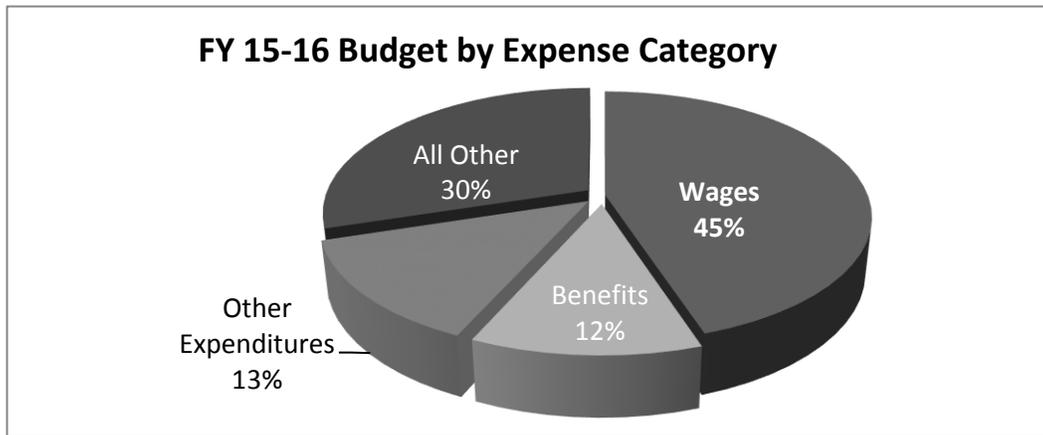
- Fluctuating costs associated with elections.

Registrar

111060

	FY 13-14	FY 14-15	FY 15-16	Change from
Requirements:	Actual	Budget	Budget	prior year
Salaries and wages	503,762	477,063	572,626	20.0%
Employee benefits	102,252	126,022	150,145	19.1%
Purchased services	92,625	87,073	130,783	50.2%
Internal service charges	57,083	67,556	214,963	218.2%
Other expenditures	139,875	141,425	171,309	21.1%
Materials	21,976	25,000	35,000	40.0%
Total Expenses/Requirements:	917,573	924,139	1,274,826	37.9%

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



Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Budget	Budget	Budget	prior year
117	Deputy Registrar	1.00	1.00	1.00	0.00
111	Assistant Registrar	4.76	4.51	4.51	0.00
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	1.03	1.03	1.03	0.00
Unclass.	Seasonal Assistant Registrar	0.00	0.00	0.00	0.00
Total Department Personnel		8.79	8.54	8.54	0.00

Personnel listing above does not include election workers hired to serve polling precincts on election days.

Registrar

111060

Operating Revenues

Fund	Resource	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
100	General Fund				
	State Shared Expenses	74,402	76,829	76,829	0.0%
	Total Revenues	74,402	76,829	76,829	0.0%
	General Fund Support	843,171	847,310	1,197,997	41.39%
	Total Resources	917,573	924,139	1,274,826	37.95%

Budget by Fund:

100	General Fund	917,573	924,139	1,274,826	37.9%
	Total by Fund	917,573	924,139	1,274,826	37.9%

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, determines the applicability of the vehicle license fee, assesses and collects business license taxes, and assesses and collects special excise taxes on meal, lodging, excavations, cigarettes, admissions and rental equipment. The department 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 and real estate tax relief for disabled veterans, processes State income tax returns for citizens and prepares financial and statistical reports to assist with the management of the City’s organization. The department operates four full-service locations, and provides satellite service for the Virginia Department of Motor Vehicles (DMV Select) through a cost reimbursement agreement.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12310 Commissioner of the Revenue	3,033,201	3,493,589	3,544,352	1.5%

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Business licenses issued	22,500	20,500	20,500	0.0%
Percent of special taxes collected	99.0%	99.0%	99.0%	0.0%
Business audits	150	100	100	0.0%
Personal property assessments	304,000	307,000	310,000	1.0%
Applications for tax relief and disabled veteran exemption	3,950	4,200	4,100	-2.4%
Special tax accounts	880	950	950	0.0%

Commissioner of the Revenue

250000

Budget Highlights:

- Salaries reflect 3% pay increase that took effect October 2014. For FY 15-16 a compression and market rate adjustment along with a performance pay wage increase is included.
- Information Technology charges (Internal service charges) are based in part on prior year actual requests for service. The costs associated with the personal property tax assessment system are a driver for this expense category increase.
- The Department receives a second year of additional funding for restructuring its workspace to enhance supervision and productivity in the satellite customer service branches.

Emerging Budget Issues

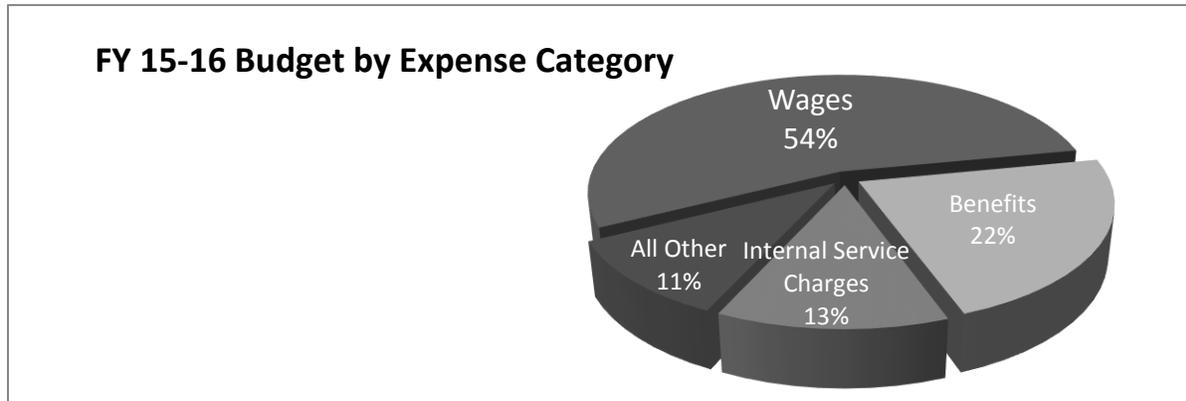
- Personal Property & Tax Relief Program-Section is seeking to manage work load during peak periods by reallocating skilled and experienced permanent staff to more complex tasks and backfilling the customer service desk functions with temporary help.
- Retention of skilled staff through reclassifications or promotions if personnel savings accrue during the fiscal year.
- Interface of real estate tax relief and veterans tax exemption programs with the Real Estate Assessor's CAMA system.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	1,708,008	1,857,019	1,928,808	3.9%
Employee benefits	627,929	778,352	799,730	2.7%
Purchased services	58,681	60,700	79,800	31.5%
Internal service charges	400,305	492,806	437,777	-11.2%
Other expenditures	146,700	156,736	157,836	0.7%
Materials	91,578	87,976	80,401	-8.6%
Capital outlay	-	60,000	60,000	0.0%
Total Expenses/Requirements:	3,033,201	3,493,589	3,544,352	1.5%

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

Commissioner of the Revenue

250000



Personnel:

Grade	Positions	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
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	10.00	10.00	10.00	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	4.00	4.00	0.00
118	Customer Service Clk. Supv.	5.00	5.00	5.00	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	1.00	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
Total Department Personnel		41.22	42.22	42.22	0.00

Operating Revenues

Fund	Resource	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
100	General Fund				
	Charges for Services	190,805	233,182	178,800	-23.3%
	Recovered Costs	168	200	0	-100.0%
	State Shared Expenses	350,446	340,534	351,476	3.2%
	Total Revenues	541,418	573,916	530,276	-7.6%
	General Fund Support	2,491,783	2,919,673	3,014,076	3.23%
	Total Resources	3,033,201	3,493,589	3,544,352	1.45%

Budget by Fund:

100	General Fund	3,033,201	3,493,589	3,544,352	1.5%
Total by Fund		3,033,201	3,493,589	3,544,352	1.5%

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. Several other departments and agencies rely on the property and assessment records, reports, and databases maintained by the department.

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. Any property owner may file an application for a hearing with the Board of Equalization on or prior to April 1st of each tax year.

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 13-14	FY 14-15	FY 15-16	Change from
Budget by Program		Actual	Budget	Budget	prior year
12320	Real Estate Assessor	2,112,008	2,464,913	2,481,016	0.7%
12330	Board of Equalization	3,406	4,333	4,333	0.0%
Total By Program		2,115,415	2,469,246	2,485,349	0.7%

Real Estate Assessor

140000

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.

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Real Estate Assessor				
Number of parcels	82,900	84,108	84,500	0.5%
Percent of parcels taxable	98.0%	98.0%	98.0%	0.0%
Permits appraised	4,000	4,500	4,500	0.0%
Ownership transfers	4,250	5,050	5,400	6.9%
Plats processed	230	275	290	5.5%
Board of Equalization				
Applications received	30	20	25	25.0%
Hearings	12	10	12	20.0%

Real Estate Assessor

140000

Budget Highlights:

Real Estate Assessor

- The department is in the process of acquiring and implementing a new Windows/web-based CAMA system (Computer Assisted Mass Appraisal), along with staff development and reorganization as part of the department's short and long term goals. The strategic plan and current business practices are anticipated to evolve considerably with the transition from 1970's technology and applications, to a fully integrated CAMA solution that will provide efficiencies and enhanced capabilities in assessment administration, analysis and reporting.
- A Real Estate Appraiser III is held vacant/not funded for FY 15-16 only and an Appraisal Clerk I and a Title Clerk I are permanently deleted in exchange for an additional Real Estate Appraiser IV (formerly "Sr RE Appraisal Analyst"). Three positions were retitled (see table below) to provide a career ladder.
- Salaries reflect a 3% pay increase that took effect in October 2014. For FY 15-16 a compression and market rate adjustment along with a performance pay wage increase is included.
- Additional funding is provided for replacement of worn out chairs and furniture.
- Funding is provided for an upgrade to the Marshall & Swift Commercial Estimator Software License. This upgrade facilitates commercial real estate assessments essential to fair and efficient valuation and to achieve functionality integration into the new CAMA system.

Board of Equalization

- The Board will receive level funding.

Emerging Budget Issues

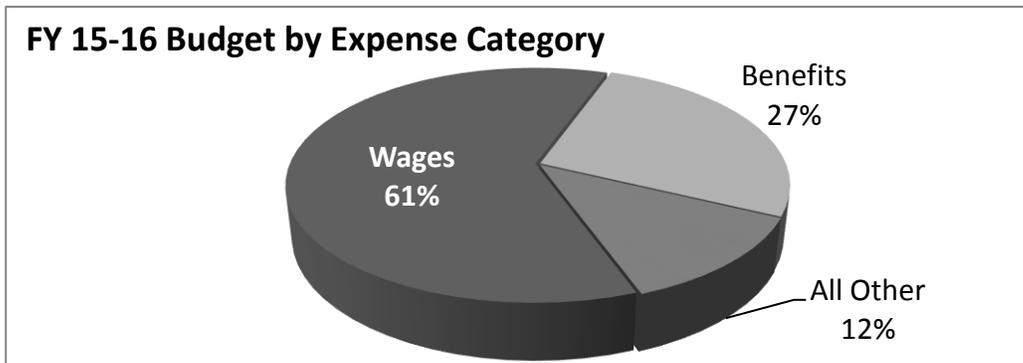
- Color network printer equipment replacement for \$5,220.

Real Estate Assessor

140000

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	1,338,216	1,463,000	1,518,523	3.8%
Employee benefits	483,571	662,926	660,609	-0.3%
Purchased services	400	454	454	0.0%
Internal service charges	188,857	230,185	178,082	-22.6%
Other expenditures	76,539	91,030	91,030	0.0%
Materials	27,832	21,651	36,651	69.3%
Total Expenses/Requirements:	2,115,415	2,469,246	2,485,349	0.7%

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



Real Estate Assessor

140000

Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Actual	Budget	Budget	prior year
109	Appraisal Clerk I	2.00	1.00	1.00	0.00
111	Appraisal Clerk II ^{2,3}	4.00	4.00	3.00	(1.00)
112	Title Clerk I ^{2,3}	1.00	1.00	0.00	(1.00)
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	Real Estate Appraiser II ⁵	5.00	5.00	5.00	0.00
123	GIS Specialist	1.00	1.00	1.00	0.00
123	Real Estate Appraiser III ⁶	8.00	8.00	8.00	0.00
126	Real Estate Appraiser IV ^{4,7}	0.00	1.00	2.00	1.00
129	Real Estate Appraiser V ^{1,8}	2.00	2.00	2.00	0.00
129	Systems Analyst I	1.00	1.00	1.00	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
Total Department Personnel		30.00	30.00	29.00	(1.00)

1. One appraisal Supervisor was replaced in FY14 with Systems Analyst I.
2. One position in each title held vacant/defunded in FY14.
3. One position in each title deleted for additional Sr RE Appraisal Analyst
4. Add one position in FY15, but not fully funded until FY16.
5. Formerly Appraiser
6. Formerly Real Estate Appraisal Analyst
7. Formerly Sr Real Estate Appraisal Analyst
8. Formerly Appraisal Supervisor

Operating Revenues		FY 13-14	FY 14-15	FY 15-16	Change from
Fund	Resource	Actual	Budget	Budget	prior year
100	General Fund				
	Charges for Services	5,898	5,267	5,900	12.0%
	Recovered Costs	70	0	0	0.0%
	Total Revenues	5,968	5,267	5,900	12.0%
	General Fund Support	2,109,447	2,463,979	2,479,449	0.63%
	Total Resources	2,115,415	2,469,246	2,485,349	0.65%

Budget by Fund:

100	General Fund	2,115,415	2,469,246	2,485,349	0.7%
Total by Fund		2,115,415	2,469,246	2,485,349	0.7%

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12440 Budget	626,777	687,931	679,155	-1.3%

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Agenda item requests completed	287	225	275	22.2%
Budget transfers processed	74	100	65	-35.0%
City departments monitored	44	43	43	0.0%
# of procurement contracts reviewed	68	65	68	4.6%

Budget Highlights:

- There are no significant changes to the FY 15-16 budget.

Emerging Budget Issues

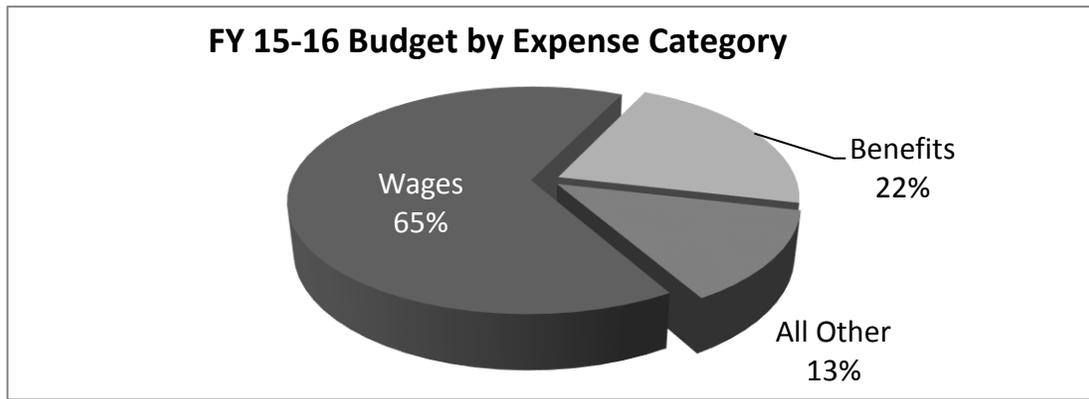
- There may be a need for additional funding to convert the current part-time Budget Analyst back to full-time if retention continues to be a problem.

Budget Department

111010

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	416,820	445,625	444,289	-0.3%
Employee benefits	134,787	156,450	146,389	-6.4%
Purchased services	24,292	32,230	35,075	8.8%
Internal service charges	39,813	32,596	31,023	-4.8%
Other expenditures	7,575	12,705	13,704	7.9%
Materials	3,490	8,325	8,675	4.2%
Total Expenses/Requirements:	626,777	687,931	679,155	-1.3%

Purchased services include contractual services for software solutions.



Personnel:		FY 13-14 Budget	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Grade	Positions				
113	Office Specialist II	0.63	0.63	0.63	0.00
128	Budget Analyst	2.63	2.63	2.63	0.00
130	Senior Budget Analyst	2.00	2.00	2.00	0.00
141	Director of Budget	1.00	1.00	1.00	0.00
Total Department Personnel		6.26	6.26	6.26	0.00

Budgeted Resources:

No direct revenues are allotted or assessed.

Budget by Fund:

100 General Fund	626,777	687,931	679,155	-1.3%
------------------	---------	---------	---------	-------

Customer Contact Center

112015

Description:

The Customer Contact Center (CCC) serves as a central point of contact to Citizens during regular business hours and emergency operating conditions. Employees assist city residents, contractors working within the City, local business owners, and visitors to the City by providing direct contact for problem resolution, information, and service requests to departments across the City. Employees identify major service trends and provide statistics to assist operating department managers in developing solutions to meet strategic operational goals.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
34107 Customer Contact Center	582,067	727,226	752,193	3.4%

Goals

- Provide outreach, education, communication, and information to inform and involve citizens in their communities.
- Serve as a resource to the City Manager, City Council, other City departments, citizens, and visitors by identifying trends in needs-for-services and develop processes to meet strategic goals of the City.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
# of citizen requests received and dispatched (phone and web)	246,373	271,000	271,000	0.0%
# of incoming telephone calls	136,363	184,000	184,000	0.0%
# of inquiries face-to-face (walk-up)	14,149	13,000	13,000	0.0%
# of inquiries received via Web or Smart phone app	N/A	69,000	69,000	0.0%
# of research requests	1,947	5,000	5,000	0.0%

Budget Highlights:

- The increase budget for the CCC includes the balance of the October 2014 general wage increase along with an estimated increase in health insurance costs for FY15-16. These costs represent an increase of \$29,752. FY 15-16 includes a compression and market wage adjustment.
- Purchased services & materials included one-time funding for painting and maintenance of the office space for FY 2014-15. This has been removed for FY 15-16.
- Internal Service charges for Information Technology charges were especially high in FY 14-15 due to the Motorola Customer Service System upgrade. They remain high for FY 15-16 (\$194,000) but account for the decrease between fiscal years.

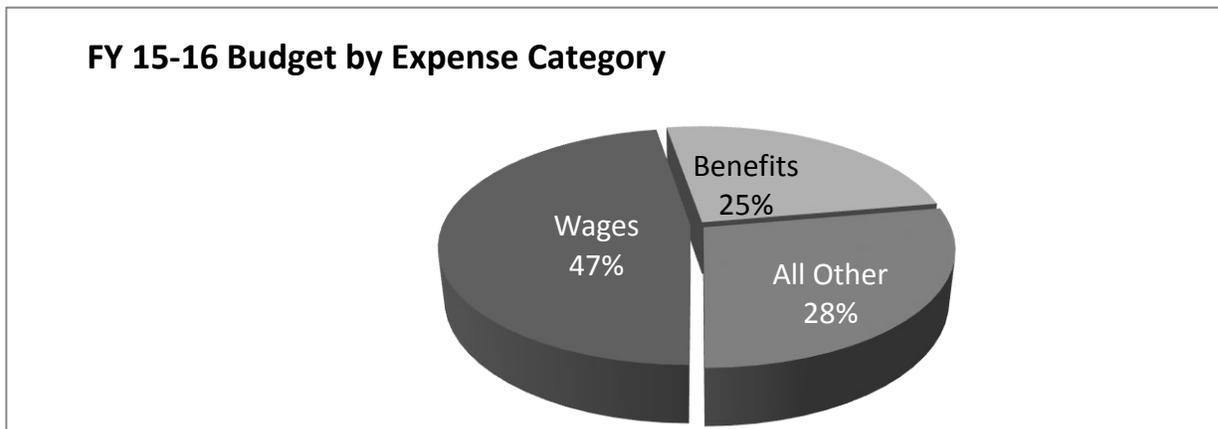
Customer Contact Center

112015

Emerging Budget Issues

- Self service applications and kiosks located within City Hall, as well as smart phone applications will continue to change the Call Center's work flow and customer interactions.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	311,105	331,077	356,041	7.5%
Employee benefits	138,352	171,473	187,620	9.4%
Purchased services & materials	4,878	10,889	3,734	-65.7%
Internal service charges	122,105	205,408	197,958	-3.6%
Other expenditures	5,626	8,379	6,840	-18.4%
Total Expenses/Requirements:	582,067	727,226	752,193	3.4%



Personnel:

Grade	Positions				
106	Data Control Technician I	0.80	0.80	0.80	0.00
112	Call Center Customer Advocate	8.00	8.00	8.00	0.00
126	Call Center Manager	1.00	1.00	1.00	0.00
Total Department Personnel		9.80	9.80	9.80	0.00

Budgeted Resources:

No direct resources are allotted or assessed

Budget by Fund:

100 General Fund	582,067	727,226	752,193	3.4%
------------------	---------	---------	---------	------

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.

Budget by Program		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12420	Finance Director	2,006,874	2,368,757	2,550,662	7.7%
12421	Financial Advisory Services	(23,098)	50,000	50,000	0.0%
Total By Program		1,983,775	2,418,757	2,600,662	7.5%

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.
- Support PeopleSoft upgrade with active participation in planning, testing, and education.
- 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

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Finance Director:				
# of Accounting transactions	16,791	17,500	16,800	-4.0%
# of accounts payable vouchers	65,220	65,000	65,000	0.0%
# of P-Card Invoices	6,039	6,200	6,100	-1.6%
Escheated check letters issued ¹	172	136	175	28.7%
# of 1099's issued	509	500	500	0.0%
# of requisitions < \$5,000 processed	2,525	2,310	2,498	8.1%
% of requisitions < \$5,000 processed w/in 2 days	94%	95%	95%	0.0%
# users attending monthly training	450	671	875	30.4%
Training sessions held	14	32	67	109.4%
# financial syst. "help" tickets solved	280	280	320	14.3%
# of OPEB Meetings held	4	4	4	0.0%
Debt Management:				
# of bonds outstanding	536	661	519	-21.5%
# of other outstanding debt instruments	39	126	23	-81.7%
\$ outstanding bonds (in millions)	\$746.5	\$649.3	\$799.6	23.1%
\$ of other debt instruments (in millions)	\$84.9	\$240.1	\$83.9	-65.1%
# of new debt issuances	none	6	2	-66.7%
# of debt refundings ²	2	1	0	-100.0%

¹ Decrease due to Virginia policy change requiring letters only for amounts greater than \$100

² Depends on market conditions

Budget Highlights:

- The full amount of the 3% general wage increase effective October 1, 2014, has been included in salaries and wages. Benefits increased due to an increase in health insurance costs.
- A full-time Payroll Specialist position was added to the complement to assist with the implementation of the new Virginia mandated Hybrid Pension Plan in FY14-15. The position has been approved for an additional year and will be re-evaluated for continued funding.
- The increase in internal service charges is largely attributable to the increase in information technology charges, mainly hours billed for Enterprise Application services.

Finance Department

111020

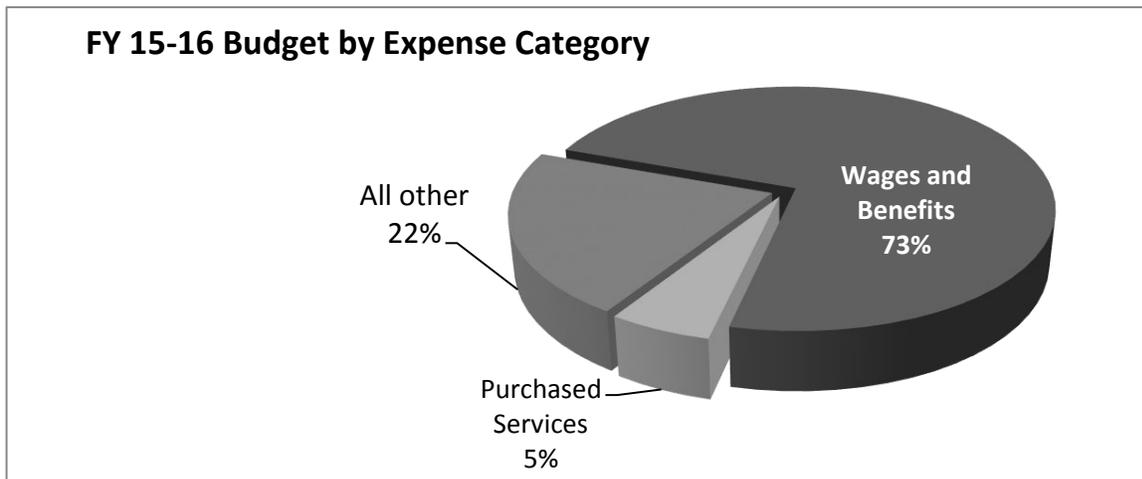
Budget Highlights Continued:

- An increase in the amount allocated for computer related supplies is the reason for the \$11,000 increase in the materials category.
- The increase in the other expenditures category is largely attributable to an increase in the allowance for utilities.
- The Self Insurance function of the Finance Department is now shown with other Internal Service Funds in the "Non-Departmental" section of the budget document.

Emerging Budget Issues

- The department would like the newly added Payroll Specialist position to become a permanent addition to their personnel complement.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	1,158,441	1,311,616	1,338,422	2.0%
Employee benefits	423,286	559,944	560,665	0.1%
Purchased services	29,261	145,775	141,933	-2.6%
Internal service charges	323,864	329,570	476,036	44.4%
Materials	9,080	20,636	31,636	53.3%
Capital outlay	-	5,500	5,500	0.0%
Other Expenditures	39,842	45,716	46,470	1.6%
Total Expenses/Requirements:	1,983,775	2,418,757	2,600,662	7.5%



Finance Department

111020

Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Budget	Budget	Budget	prior year
115	Office Coordinator	1.00	1.00	1.00	0.00
116	Account Technician III	2.75	2.63	2.63	0.00
118	Payroll Specialist	3.00	4.00	4.00	0.00
122	Payroll Supervisor	1.00	1.00	1.00	0.00
123	Accountant I	1.00	1.00	1.00	0.00
125	Accountant II	1.00	1.00	1.00	0.00
127	Accountant III	3.63	3.63	3.63	0.00
127	Grants Accountant III	1.00	1.00	1.00	0.00
127	Accounting Administrator	2.00	2.00	1.00	(1.00)
129	Financial Systems Analyst	1.00	1.00	1.00	0.00
130	Payroll Manager	0.00	0.00	1.00	1.00
130	Accountant IV	2.00	2.00	2.00	0.00
130	Debt Manager	1.00	1.00	1.00	0.00
132	Accounting Manager	1.00	0.00	0.00	0.00
134	Controller	0.00	1.00	1.00	0.00
136	Assistant Director of Finance	1.00	1.00	1.00	0.00
141	Director of Finance	1.00	1.00	1.00	0.00
Total Department Personnel		23.38	24.25	24.25	0.00

Operating Revenues		FY 13-14	FY 14-15	FY 15-16	Change from
Fund	Resource	Actual	Budget	Budget	prior year
100	General Fund				
	Charges for Services	7,388	6,100	6,350	4.1%
	Recovered Costs	119,186	30,000	10,000	-66.7%
	Total Revenues	126,575	36,100	16,350	-54.7%
	General Fund Support	1,857,201	2,382,657	2,584,312	8.46%
	Total Fund 100 Resources	1,983,775	2,418,757	2,600,662	7.52%

Budget by Fund:					
100	General Fund	1,983,775	2,418,757	2,600,662	7.5%
Total by Fund		1,983,775	2,418,757	2,600,662	7.5%

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12220 Human Resources	1,698,765	2,271,587	2,249,513	-1.0%
12222 Special Programs	188,716	-	-	0.0%
Total By Program	1,887,481	2,271,587	2,249,513	-1.0%

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 health care program for employees 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

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
# of days for HR CLICK screening (target: <=3 business days)	1.5	3	3	0.0%
# of employee participants in learning and development offerings	968	300	450	50.0%
Learning Offering evaluation scores (5.0 point scale)	4.4	3.8	4.0	6.7%
# of employee participants in wellness programs	891	750	825	10.0%
Average training hours for HR staff	24	12	14	16.7%

Budget Highlights:

- The full amount of the 3% general wage increase effective October 1, 2014, has been included in salaries and wages.
- The change in the personnel complement (0.38 FTE) for FY 15-16 reflects the conversion of part-time Human Resources Specialist I (Wellness Coordinator) to a full-time Special Project Human Resources Generalist I. The position will be tasked with implementing specific measures to control health care costs. If successful the position would convert to permanent status.
- The decrease in purchased services is due to a decrease in the allowance for professional services and temporary labor.
- The \$26,171 decrease in internal service charges is largely attributable to the decrease in information technology charges.
- The majority of the increase shown in other expenditures is due to the increase in the allowance for travel and training for the staff.
- The increase in materials is due to the change in practice of billing other departments for cost of issuing ID badges.

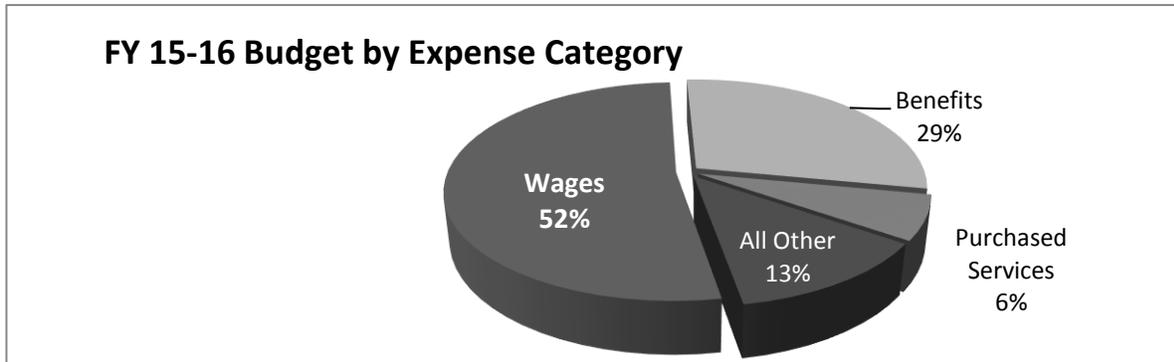
Emerging Budget Issues:

- Implementation of a Wellness Plan for City employees.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	1,036,431	1,160,822	1,172,571	1.0%
Employee benefits	446,974	647,936	644,784	-0.5%
Purchased services	122,243	163,879	148,402	-9.4%
Internal service charges	208,126	236,969	210,798	-11.0%
Other expenditures	39,308	49,086	53,063	8.1%
Materials	12,399	12,895	19,895	54.3%
Capital Outlay	21,999	-	-	0.0%
Total Expenses/Requirements:	1,887,481	2,271,587	2,249,513	-1.0%

Human Resources

111030



Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Budget	Budget	Budget	prior year
105	Office Assistant I	0.63	0.63	0.63	0.00
109	Office Specialist I	2.00	2.00	1.00	-1.00
115	Office Coordinator	0.00	0.00	1.00	1.00
115	Human Resources Coordinator I	1.00	1.00	1.00	0.00
118	Office Manager	1.00	1.00	0.00	-1.00
119	Human Resources Coordinator II	2.00	2.00	2.00	0.00
120	Human Resources Specialist I	1.00	1.63	2.00	0.38
120	Seasonal/Substitute HR Spec I	0.00	1.00	1.00	0.00
121	Systems Security Technician	1.00	0.00	0.00	0.00
121	Business Applications Spec. I	0.00	1.00	1.00	0.00
124	Human Resources Specialist II	2.00	0.00	0.00	0.00
124	Human Resources Generalist I	4.00	7.00	5.00	-2.00
124	Special Project HR Generalist I	0.00	0.00	1.00	1.00
127	Human Resources Generalists II	0.00	0.00	2.00	2.00
128	Special Project Mgmt. Analyst	0.00	1.00	1.00	0.00
131	HR Managers	4.00	2.00	2.00	0.00
133	Senior HR Manager	0.00	1.00	1.00	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
Total Department Personnel		20.63	23.25	23.63	0.38

Budgeted Resources:

No direct revenues are allotted or assessed.

Budget by Fund:

100 General Fund	1,887,481	2,271,587	2,249,513	-1.0%
Total by Fund	1,887,481	2,271,587	2,249,513	-1.0%

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.

Budget by Program	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
12250 Public Communications	966,276	1,192,645	1,312,456	10.0%

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.

Performance Measures	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
# of TV programs produced	230	220	220	0.0%
# of publications produced	10	14	14	0.0%
# of News Releases	68	70	70	0.0%
# of media inquiries handled (est.)	500	500	500	0.0%
# of "Talking Points" email notices	50	50	50	0.0%
# of visitor packages mailed	100	150	150	0.0%
# of posts to social media (NEW)	n/a	150	150	0.0%
# of print advertising	17	17	17	0.0%

Budget Highlights:

- Employee salaries and wages reflect HR compression and market adjustments.
- The change in employee benefits is primarily the result of increased cost of Other Post Employment Benefits (OPEB) and Health Insurance benefits.
- The \$20,000 increase in Purchased Services is the result of \$35,000 being added for closed captioning programming and \$15,000 being removed for a citizen's survey held last year but not this year.

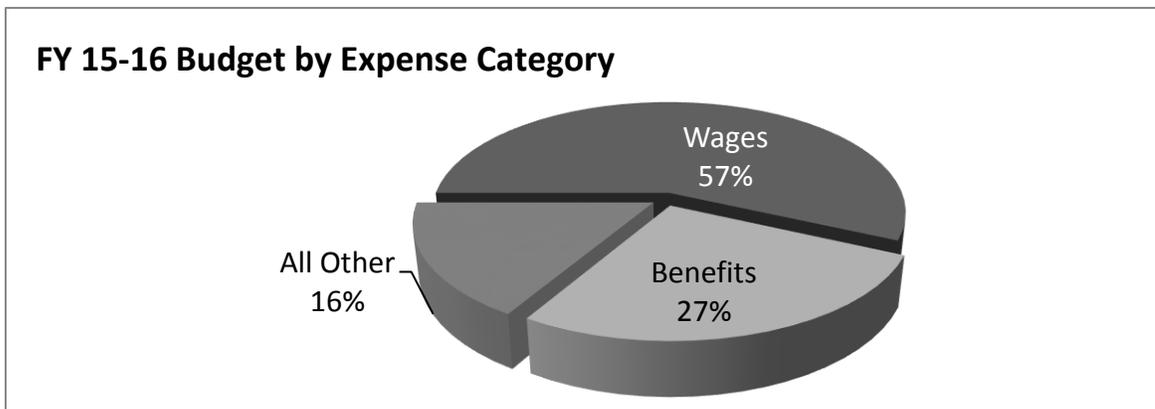
Public Communications

113050

Emerging Budget Issues

- A need for a television maintenance engineer on staff to conduct maintenance on equipment no longer under warranty.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	589,584	678,594	745,597	9.9%
Employee benefits	223,111	320,948	351,232	9.4%
Purchased services	36,745	48,958	68,958	40.9%
Internal service charges	80,627	97,360	99,884	2.6%
Other expenditures	18,925	32,976	32,976	0.0%
Materials	17,284	13,809	13,809	0.0%
Total Expenses/Requirements:	966,276	1,192,645	1,312,456	10.0%



Personnel:		FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Grade	Positions				
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	0.40	1.00	1.00	0.00
128	Television Production Coordinator	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
Total Department Personnel		11.40	12.00	12.00	0.00

Public Communications

113050

Operating Revenues		FY 13-14	FY 14-15	FY 15-16	Change from
Fund	Resource	Actual	Budget	Budget	prior year
100	General Fund				
	Charges for Services	244	-	200	100.0%
	Total Revenues	244	-	200	100.0%
	General Fund Support	966,032	1,192,645	1,312,256	10.03%
	Total Fund 100 Resources	966,276	1,192,645	1,312,456	10.05%

Budget by Fund:		FY 14-15	FY 15-16	Change from
		Budget	Budget	prior year
100	General Fund	966,276	1,312,456	10.0%

Purchasing Office

112011

Description:

Purchasing acquires the supplies, services, and commodities required by departments and agencies in accordance with State and City procurement laws, policies, and procedures. The office is also responsible for procurement activities required for construction and other capital projects. 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

		FY 13-14	FY 14-15	FY 15-16	Change from
Budget by Program		Actual	Budget	Budget	prior year
12430	Purchasing	698,400	876,315	897,085	2.4%
12431	Postage	3,688	12,000	12,000	0.0%
Total By Program		702,088	888,315	909,085	2.3%

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.

		FY 13-14	FY 14-15	FY 15-16	Change from
Performance Measures		Actual	Budget	Budget	prior year
Requisitions converted to purchase orders		1,234	1,440	1,214	-15.7%
Solicitations created		90	104	102	-1.9%
New contracts initiated		\$72	\$129	\$117	-9.3%
Total volume of mail processed		110,000	130,000	130,500	0.4%
Mail delivery locations serviced (on/off campus)		43	43	43	0.0%
Dollar amount of requisitions converted to purchase orders (in millions)		\$452.4	\$377.4	\$454.8	21%

Purchasing Office

112011

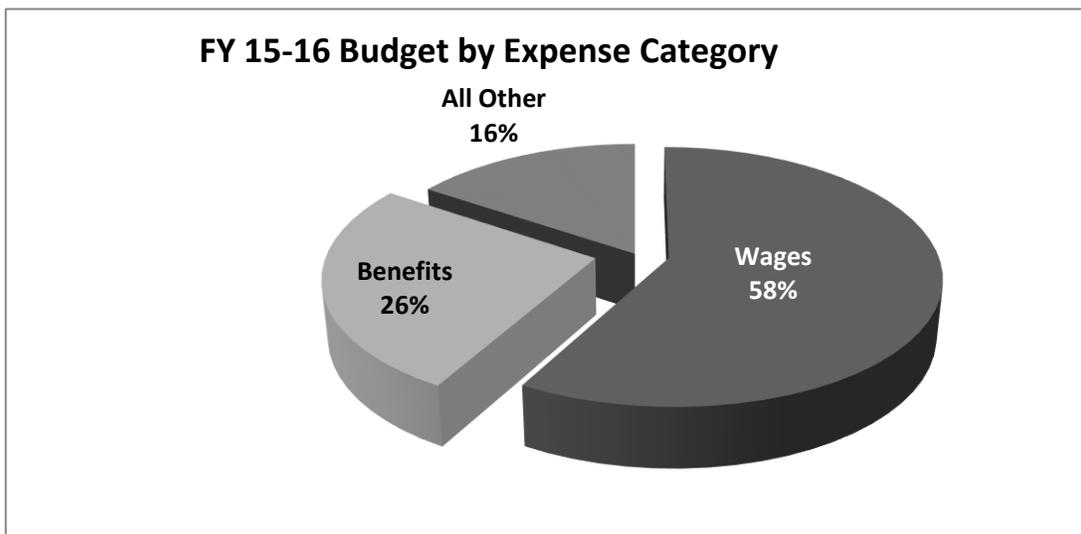
Budget Highlights:

- No additional budget requests were submitted by the Purchasing Office. The full amount of the 3% general wage increase effective October 1, 2014, has been included in salaries and wages. Benefits increased due to an increase in health insurance costs.
- During FY 14-15 the department deleted one part-time Office Assistant I and one part-time Office Specialist I from the personnel complement in exchange for one full-time Office Assistant II position. No additional position changes were requested in the FY 15-16 budget submission.
- The decrease in internal service charges is largely due to the decrease in the charges for information technology.
- The decrease in other expenditures is due to the decreased budget estimate for utilities.

Emerging Budget Issues:

- The need for additional staff for the contracting section of the department as they strive to successfully manage contracts.

Requirements:	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Change from prior year
Salaries and wages	408,694	517,306	528,552	2.2%
Employee benefits	149,837	210,114	238,050	13.3%
Purchased services	10,021	17,580	17,580	0.0%
Internal service charges	87,160	78,447	60,745	-22.6%
Other expenditures	42,514	59,937	59,227	-1.2%
Materials	3,861	4,931	4,931	0.0%
Total Expenses/Requirements:	702,088	888,315	909,085	2.3%



Purchasing Office

112011

Personnel:		FY 13-14	FY 14-15	FY 15-16	Change from
Grade	Positions	Budget	Budget	Budget	prior year
104	Mail Clerk	0.75	0.75	0.63	(0.12)
105	Office Assistant I	0.63	0.63	0.00	(0.63)
107	Office Assistant II	0.00	0.00	1.00	1.00
107	Courier	1.00	1.00	1.00	0.00
109	Office Specialist I	0.63	0.63	0.00	(0.63)
115	Office Coordinator	1.00	1.00	1.00	0.00
118	Procurement Specialist I	1.00	2.00	2.00	0.00
122	Procurement Specialist II	3.00	3.00	3.00	0.00
126	Procurement Contract Spec.	1.00	1.00	1.00	0.00
130	Procurement Supervisor	1.00	1.00	1.00	0.00
132	Procurement Administrator	1.00	1.00	1.00	0.00
Total Department Personnel		11.00	12.00	11.63	(0.37)

Operating Revenues		FY 13-14	FY 14-15	FY 15-16	Change from
Fund	Resource	Actual	Budget	Budget	prior year
100	General Fund				
	Miscellaneous Revenue	497	0	0	0.0%
	Recovered Costs	17,831	20,000	0	-100.0%
	Total Revenues	18,328	20,000	-	-100.0%
	General Fund Support	683,760	868,315	909,085	4.70%
	Total Fund 100 Resources	702,088	888,315	909,085	2.34%

Budget by Fund:

100 General Fund	702,088	888,315	909,085	2.3%
------------------	---------	---------	---------	------