

Governance and Management Services

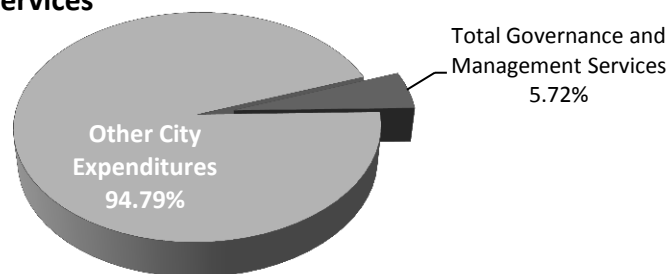
Summary

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

Governance and Management Services

Total City Budget - \$948.9 million



Governance and Management Services

Summary

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

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 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
11010 City Council	313,607	343,931	309,415	-10.0%

Goals:

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

Service Level:

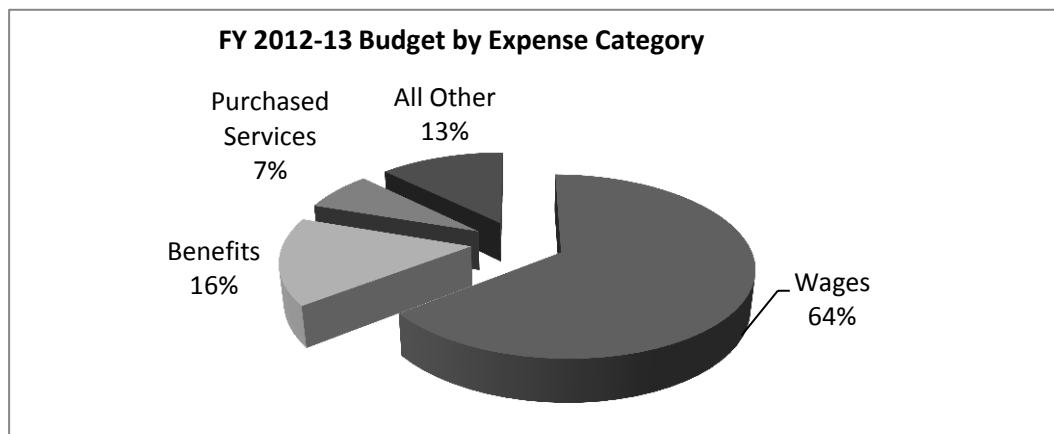
- The City Council/Mayor's Office is reducing various line items based on current spending patterns, which combined, total \$16,350. Savings have been identified in electricity, travel, contractual services and supplies.
- The City Council/Mayor's Office is reducing Council salaries \$13,500 which is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

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

City Council/Office of Mayor

100000

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



Personnel:		FY 10-11 Actual	FY 11-12 Budget	FY 12-13 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.

Budget by Fund:

100 General Fund	313,607	343,931	309,415	-10.0%
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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 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
12110 City Manager	1,653,064	1,689,763	1,664,491	-1.5%

Goals:

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

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

Service Level:

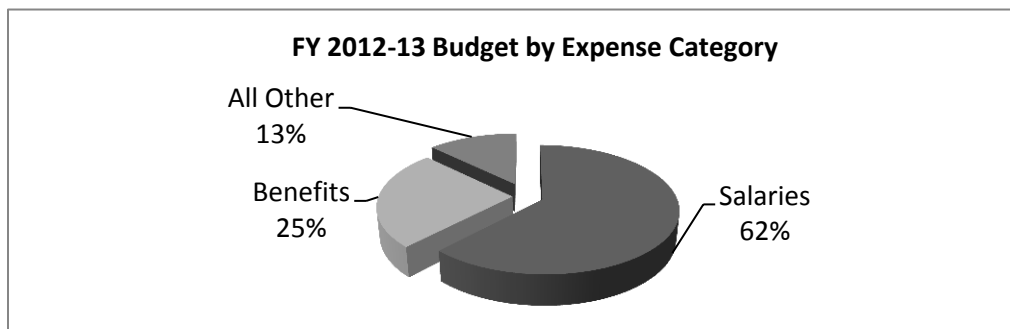
- The City Manager is eliminating funding for a shared part-time clerical position, reducing supplies and travel and is eliminating funding for outside consultants that have been used for strategic planning, organizational development and special projects. This results in a total reduction of \$73,422.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

City Manager

110000

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

* Includes funding for the Prioritization Project



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

Budgeted Resources:

No direct revenues are allotted or assessed.

Budget by Fund:

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

120000

Description:

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

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

Goals:

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

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

Service Level:

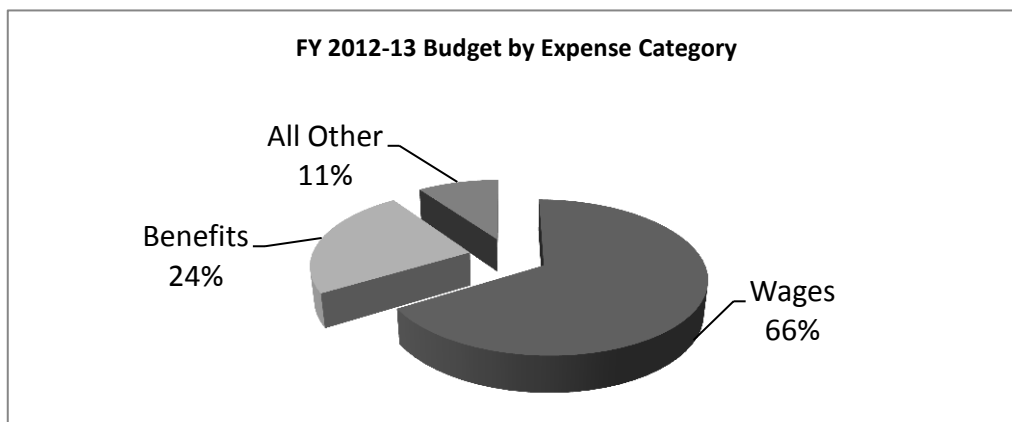
- The City Attorney is adding an Assistant Attorney III to handle right of way work for the Dominion Boulevard project. The salary and benefits for this position will be paid by the project, thus is not included here.
- In addition to the above, the VRS contribution has increased as a result of a rate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

City Attorney

120000

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

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



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

Budgeted Resources:

No direct revenues are allotted or assessed.

City Auditor

170000

Description:

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

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

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

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

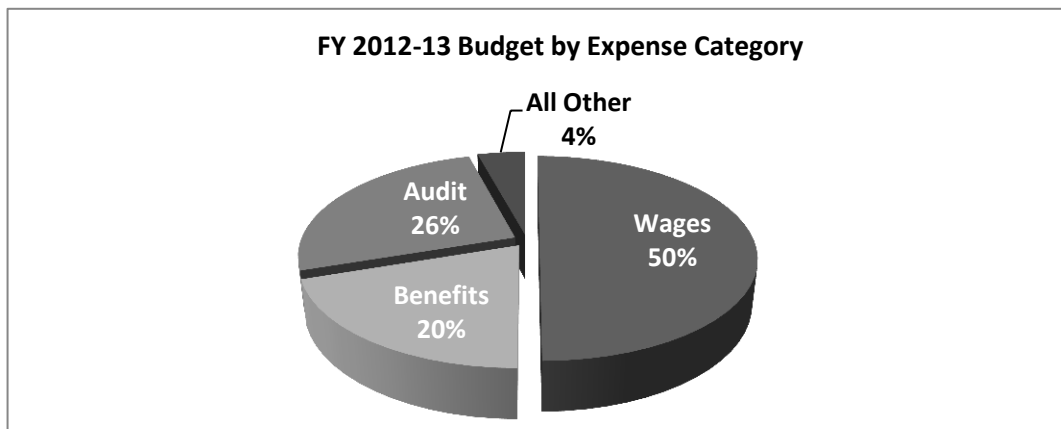
City Auditor

170000

Service Level:

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

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



Personnel:		FY 10-11 Budget	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
Grade	Positions				
115	Office Coordinator	1.00	1.00	0.00	-1.00
115	Audit Technician	0.00	0.00	1.00	1.00
124	Performance Auditor I	1.00	1.00	1.00	0.00
127	Performance Auditor II	1.00	1.00	1.00	0.00
129	Performance Auditor III	2.00	2.00	2.00	0.00
Unclass.	City Auditor	1.00	1.00	1.00	0.00
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 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
11020 City Clerk	507,820	550,166	518,350	-5.8%

Goals:

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

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

City Clerk

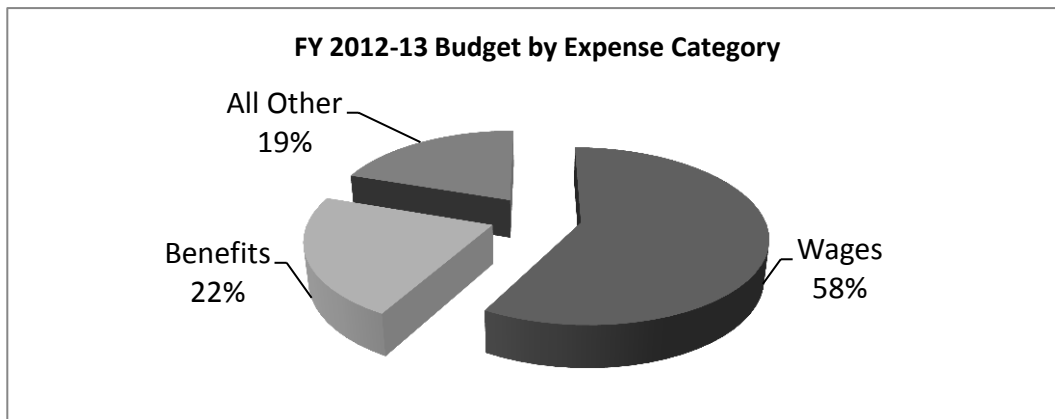
130000

Service Level:

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

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

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



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

City Clerk

130000

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

City Treasurer

220000

Description:

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

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

Goals

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

Service Level:

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

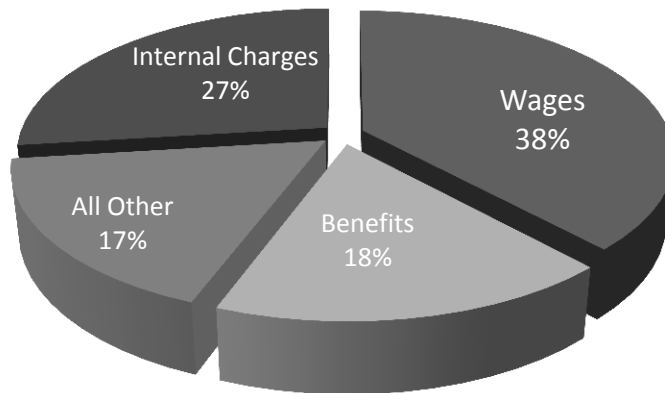
Requirements:	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
Salaries and wages	1,490,869	1,637,374	1,578,137	-3.6%
Employee benefits	573,329	687,882	728,221	5.9%
Purchased services	128,431	153,879	153,879	0.0%
Internal service charges	1,331,508	1,254,039	1,114,789	-11.1%
Other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

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

City Treasurer

220000

FY 2012-13 Budget by Expense Category



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

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

City Treasurer

220000

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

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

Budget by Fund:

100 General Fund	4,077,616	4,311,970	4,137,822	-4.0%
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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 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
13100 Registrar/Electoral Board	802,758	776,525	812,686	4.7%
13101 Election Workers	49,465	137,413	102,413	-25.5%
Total By Program	852,223	913,938	915,099	0.1%

Goals

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

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

Service Level:

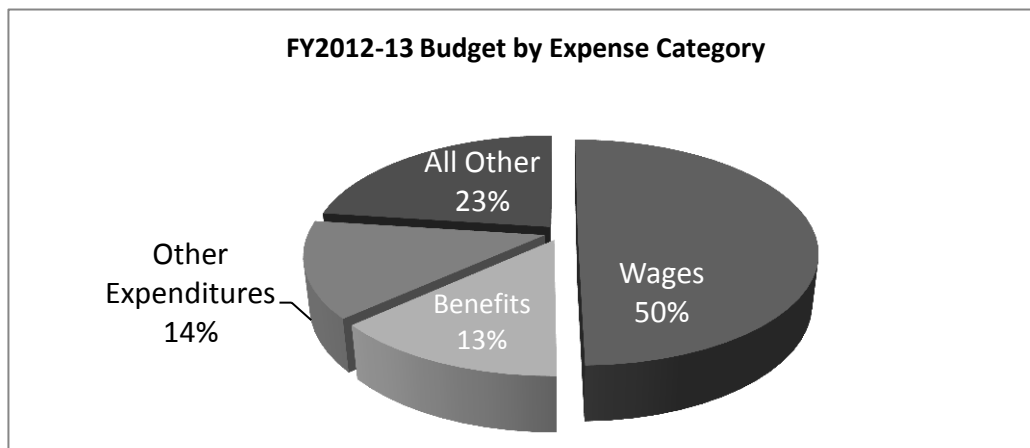
- The City purchased new voting machine equipment in October 2011. This was purchased via the capital budget. The new voting equipment requires paper ballots. This increase is shown in the Purchased services category. Funding was also increased for the Virginia retirement system rate increase.

Registrar

111060

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

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



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

Personnel listing above does not include part time election workers.

Registrar

111060

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

Budget by Fund:

100 General Fund	852,223	913,938	915,099	0.1%
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Notes:

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

Commissioner of the Revenue

250000

Description:

The Commissioner of the Revenue is responsible for the equitable administration of local taxes, with the exception of the real estate tax. The Commissioner assesses individual and business personal property taxes, prorates personal property on motor vehicles, issues City business licenses, and assesses special excise taxes on meal, lodging, excavations, cigarettes, admissions and rental equipment.

The office maintains the City's personal property tax systems, administers and enforces local tax codes, assists individuals and businesses with tax inquiries, administers the Real Estate Tax Relief program, processes State income tax returns for citizens and prepares financial and statistical reports to assist with the management of the City's organization. The office also provides satellite service for the Virginia Department of Motor Vehicles (DMV Select) through a cost reimbursement agreement.

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

Goals

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

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

Commissioner of the Revenue

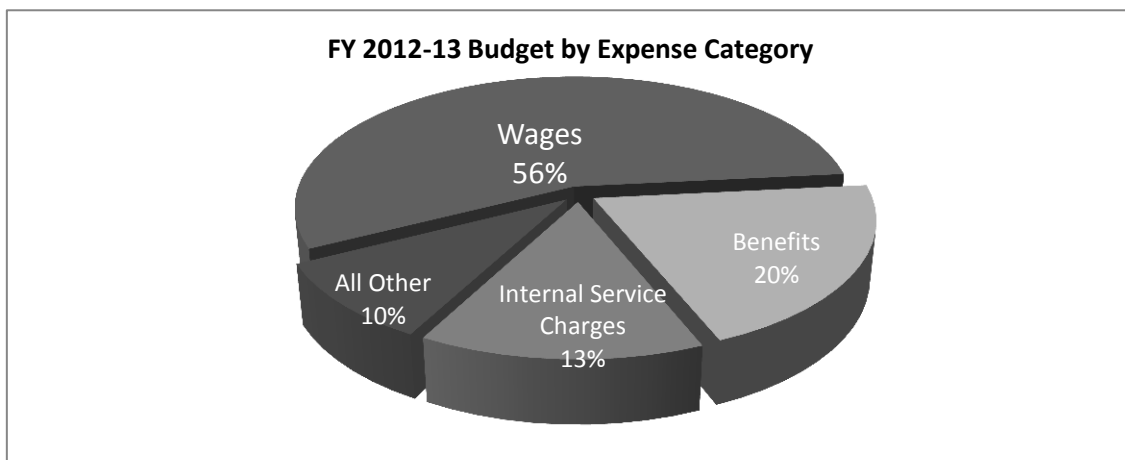
250000

Service Level:

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

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

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



Commissioner of the Revenue

250000

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

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

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

Budget by Fund:

100 General Fund	3,014,111	3,058,984	3,117,932	1.9%
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Real Estate Assessor

140000

Description:

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

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

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

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

Goals

Real Estate Assessor

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

Real Estate Assessor

140000

Goals Continued:

Board of Equalization

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

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

Service Level:

Real Estate Assessor

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

Service Level:

Board of Equalization

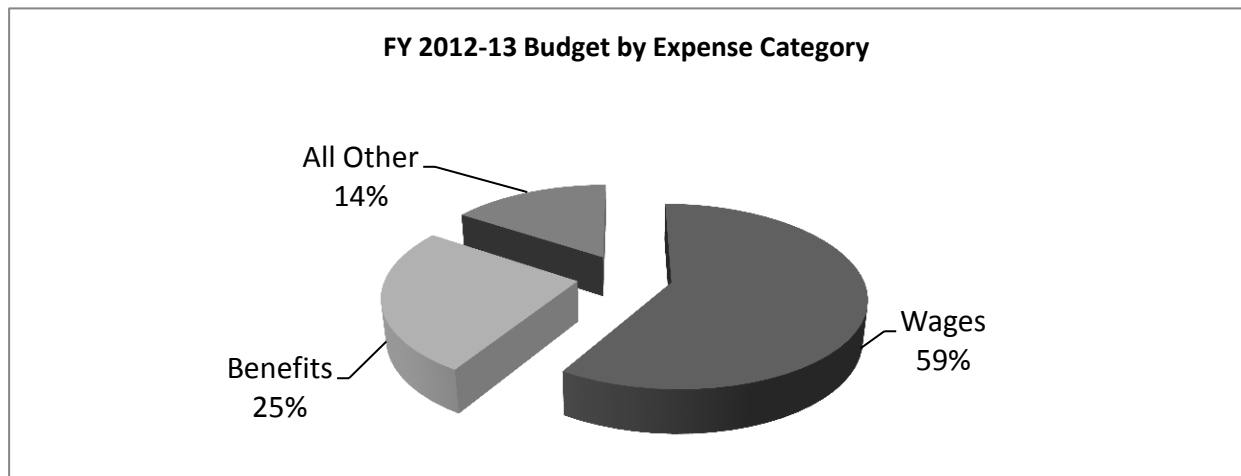
- The Board will receive level funding.
- The Board hears complaints and resolves these in accordance with Code of Virginia § 15.2-840 and Chesapeake Code of Ordinances § 30-102. Any property owner may file an application for a hearing with the Board of Equalization on or prior to May 1st of each tax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

Real Estate Assessor

140000

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

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



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

Real Estate Assessor

140000

Operating Revenues	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
Charges for Services	5,329	4,000	4,000	0.00%
Total Revenues	5,329	4,000	4,000	0.00%
General Fund Support	2,141,674	2,280,310	2,256,436	-1.05%
Total Resources	2,147,004	2,284,310	2,260,436	-1.05%
Budget by Fund:				
100 General Fund	2,147,004	2,284,310	2,260,436	-1.0%

Budget Department

111010

Description:

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

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

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

Goals

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

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

Service Level:

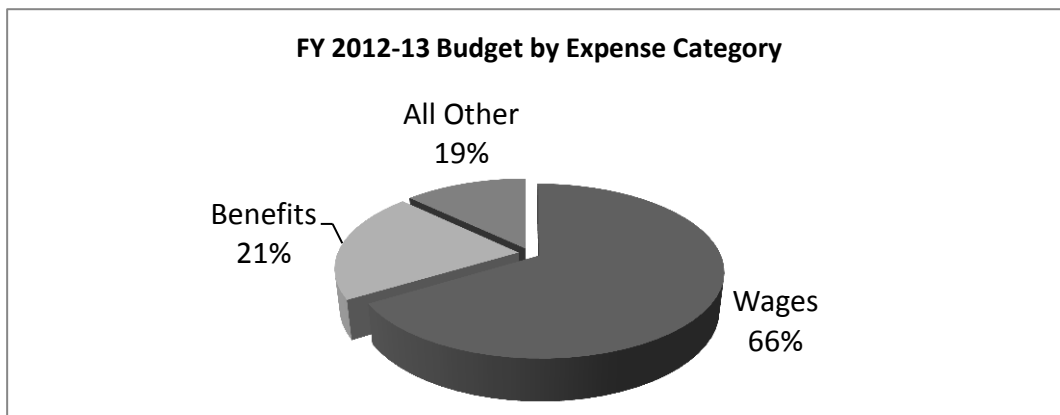
- The reduction in salaries/wages and employee benefits is mainly due to the reduction of one full-time budget analyst to part-time status. The 50% decrease in purchased services is largely due to the removal of funding for the acquisition of a budget preparation system and the discontinuance of a city-wide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

Budget Department

111010

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

Purchased services include contractual services for software solutions.



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

Budgeted Resources:

No direct revenues are allotted or assessed.

Budget by Fund:

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

112012

Description:

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

Code	Program Title	Program Description
12520	Fleet Operations	Provides for daily operations and maintenance including fuel of City vehicles and equipment
12521	Fleet Capital	Appropriations for purchase of new replacement equipment and the necessary principal and interest for the capital lease purchases

Budget by Program	FY 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
12520 Fleet Operations	9,485,713	9,269,545	10,314,807	11.3%
12521 Fleet Capital/Replacement Vehicles and Equipment	4,528,835	6,173,265	3,278,749	-46.9%
Total By Program	14,014,549	15,442,810	13,593,556	-12.0%

Goals

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

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

Central Fleet

112012

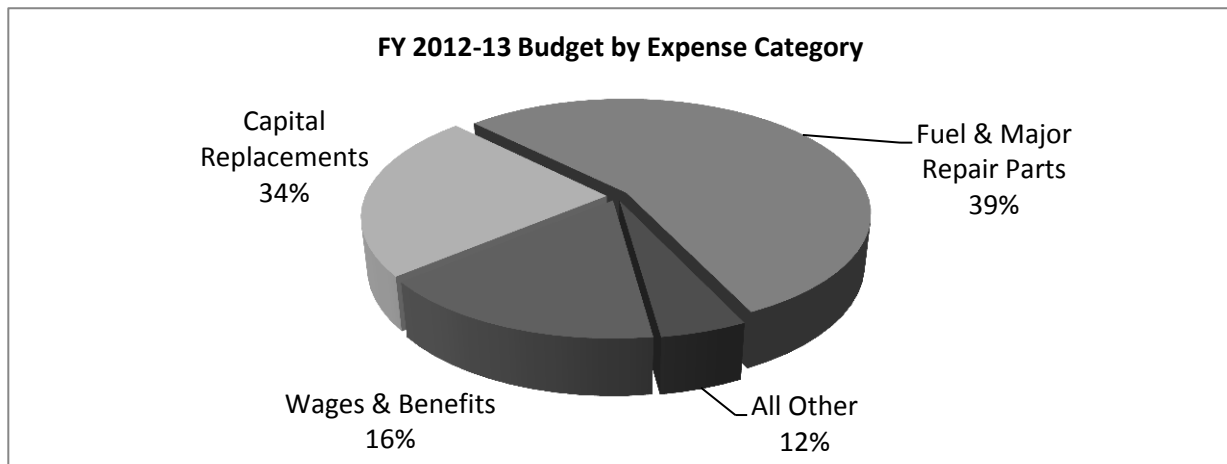
Service Level:

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

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

Central Fleet

112012



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

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

Central Fleet

112012

Budget by Fund:

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

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

Finance Department

111020

Description:

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

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

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

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

Goals:

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

Finance Department

111020

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

Finance Department

111020

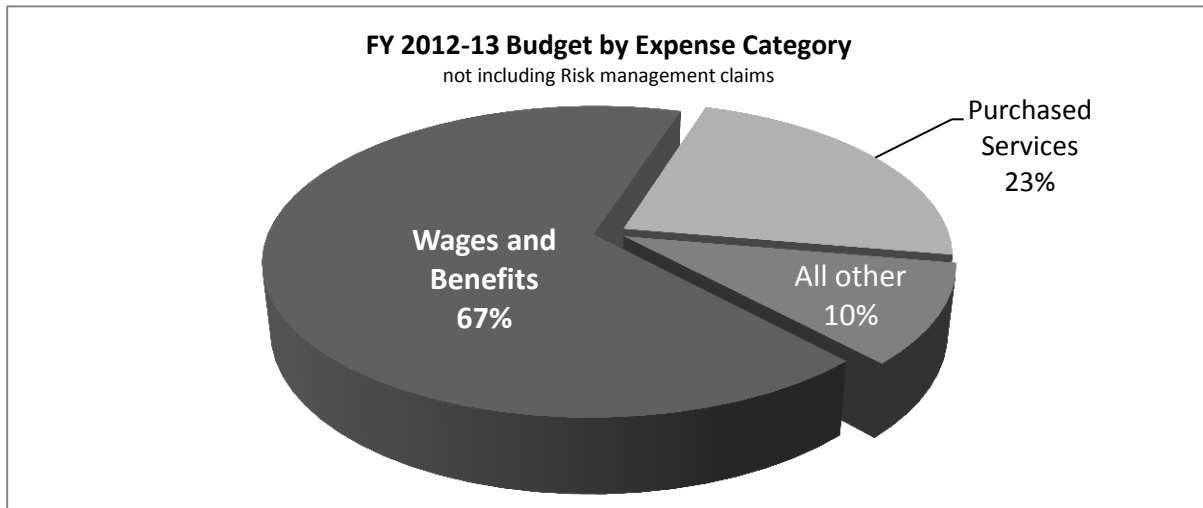
Service Level:

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

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

Finance Department

111020



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

Finance Department

111020

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

Human Resources

111030

Description:

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

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

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

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 insurance programs to provide maximum cost effectiveness and benefit.
- Increase outreach efforts with the workforce to encourage employees to take advantage of the mental health and financial offerings of the Employee Assistance provider.
- Assist departments in the development of the workforce to position the City to be prepared for the increasing number of retirements and inherent institutional loss of knowledge.

Human Resources

111030

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

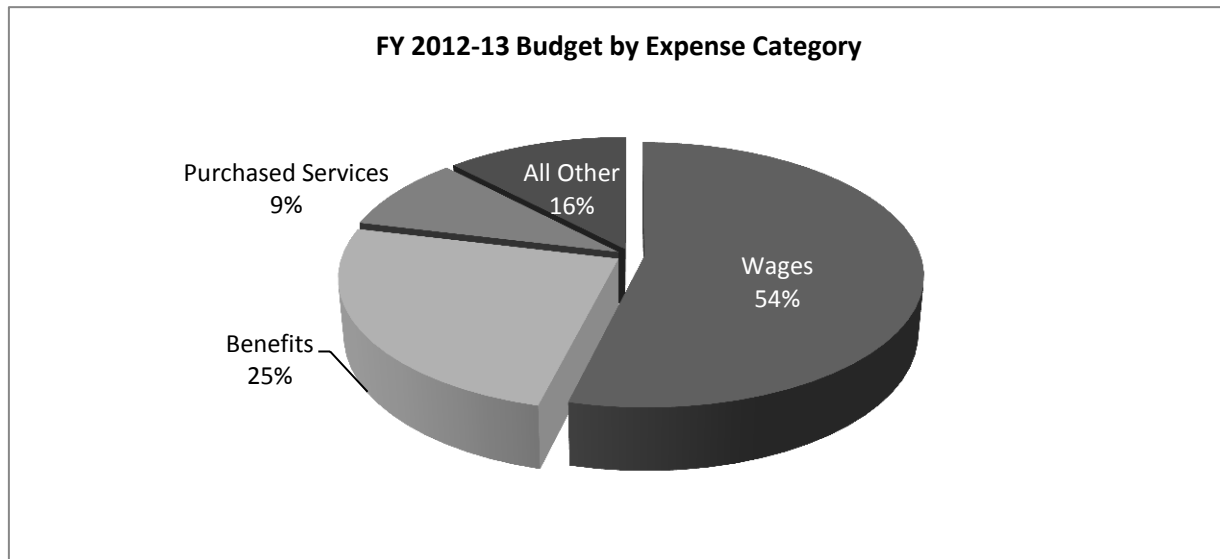
Service Level:

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

Human Resources

111030

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



Human Resources

111030

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

Budgeted Resources:

No direct revenues are allotted or assessed.

Budget by Fund:

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

111040

Description:

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

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

Information Technology

111040

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

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

Goals

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

Information Technology

111040

Goals continued

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

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

Information Technology

111040

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

Information Technology

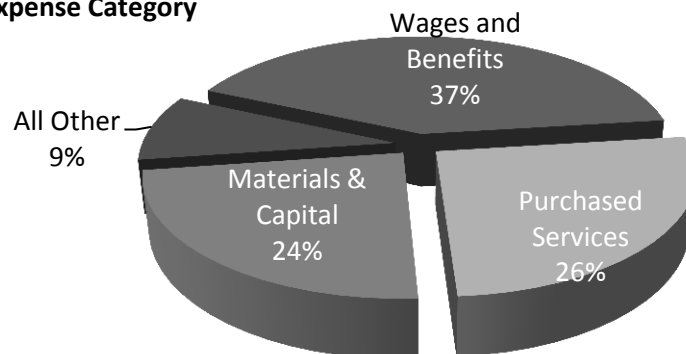
111040

Service Level:

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

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

FY 2012-13 Budget by Expense Category



Information Technology

111040

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

Information Technology

111040

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

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

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 10-11 Actual	FY 11-12 Budget	FY 12-13 Budget	Change from prior year
12250 Public Communications	1,022,460	1,042,252	1,015,167	-2.6%

Goals:

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

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

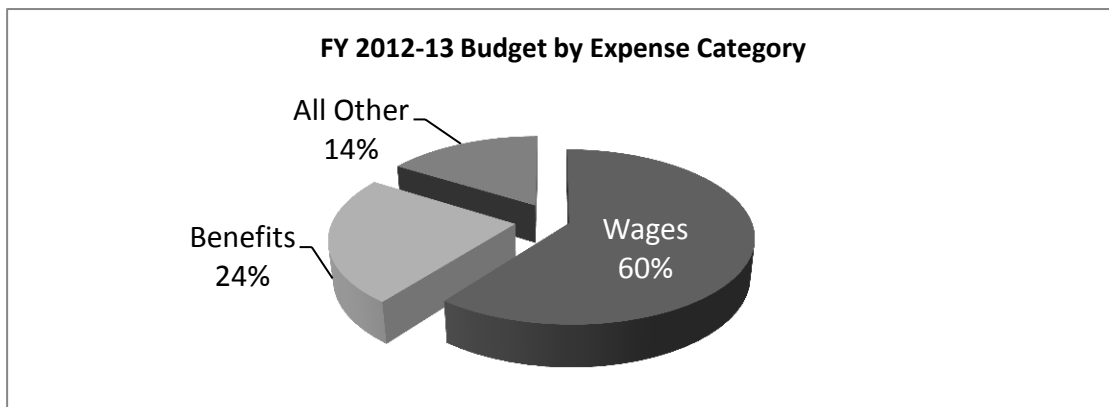
Service Level:

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

Public Communications

113050

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



Personnel:		FY 10-11 Actual	FY 11-12 Budget	FY 12-13 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 *	1.00	1.00	0.40	-0.60
125	Television Maint. Engineer	1.00	1.00	1.00	0.00
126	Public Information Coord.	1.00	1.00	1.00	0.00
126	Public Comm. Coordinator	1.00	1.00	1.00	0.00
126	TV Operations Coordinator	1.00	1.00	1.00	0.00
139	Director of Public Comm.	1.00	1.00	1.00	0.00
Total Department Personnel		12.00	12.00	11.40	-0.60

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

Budgeted Resources:

No direct revenues are allotted or assessed.

Purchasing

112011

Description:

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

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

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

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.

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

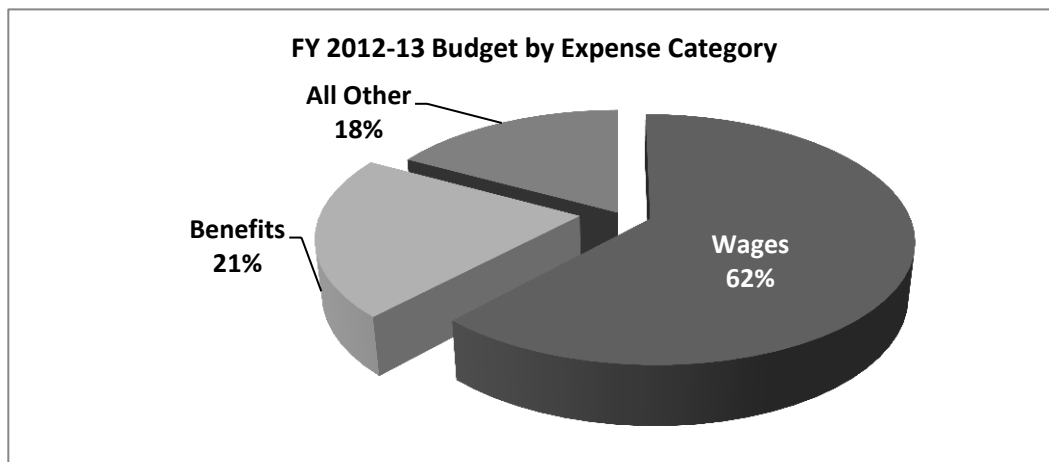
Purchasing

112011

Service Level:

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

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



Purchasing

112011

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

Budgeted Resources:

No direct revenues are allotted or assessed.

Budget by Fund:

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

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

Service Level:

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

Non - Departmental

111100

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

Service Level:

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

Non - Departmental

111100

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

Service Level:

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

Non - Departmental

111100

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

Service Level:

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

Non - Departmental

111100

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

Service Level:

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

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

Budget by Fund:

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