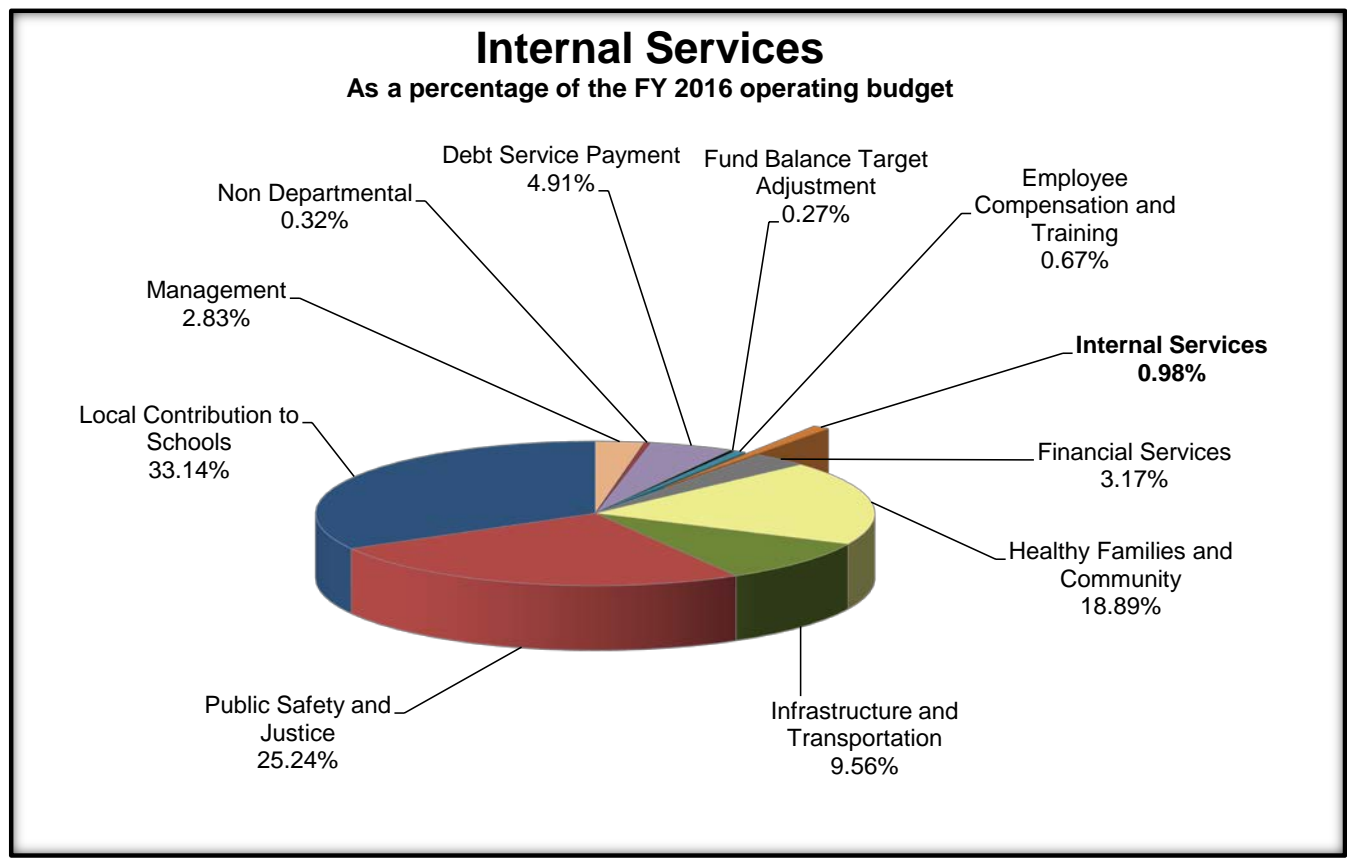


Internal Services Summary	FY2013-2014	FY2014-2015	FY2015-2016	FY2013-2014	FY2014-2015	FY2015-2016
	General Fund Actual	General Fund Budget	General Fund Budget	Other Funds Actual	Other Funds Budget	Other Funds Budget
INTERNAL SERVICES						
Finance Department: Purchasing/Risk Management/Warehouse	\$349,408	\$353,059	\$345,308	\$2,892,407	\$3,270,617	\$3,185,126
Human Resources	1,024,792	1,034,959	1,057,733	0	0	0
Information Technology	0	0	0	3,990,428	3,961,043	3,947,352
INTERNAL SERVICES SUBTOTAL	\$1,374,200	\$1,388,018	\$1,403,041	\$6,882,835	\$7,231,660	\$7,132,478

2015-16 General Fund Budget	\$1,403,041
2014-15 General Fund Budget	\$1,388,018
Increase/(Decrease)	\$15,023
Percentage Change	1.08%



City Strategic Goals Key

- Goal 1: Enhance the self-sufficiency of our residents
- Goal 2: Be a safe, equitable, thriving and beautiful community
- Goal 3: Have a strong diversified economy
- Goal 4: Be a well-managed and successful organization
- Goal 5: Foster Strong Connections

Finance Department Procurement – Risk Management – Warehouse

Mission

Protect the City government from financial loss and maximize the public dollar



Procurement FY 16 Budget - \$345,308

Procurement has overall responsibility for the City's purchasing system and develops procedures to ensure that procurements are conducted in a fair and impartial manner and in compliance with state, local and other applicable law, provides procurement training which is available to all City staff with procurement responsibilities, is responsible for the disposal of all City surplus property, and manages the City's Disadvantaged Business Enterprises program.



Risk Management FY 16 Budget - \$3,028,932

Risk Management coordinates overall risk management services for the City. This includes managing the City's property and liability insurance. It also includes organizing, administering and coordinating activities for the City related to prevention and control of financial loss to the City. Services include performing risk analysis, evaluating, and using the data to develop and implement programs designed to limit the City's liability exposure, as well as improving workplace safety. Additionally, Risk Management is responsible for the transference of financial risk, to include procurement of the City's insurance policies and reviewing insurance provisions in third party service contracts.



Warehouse Operations FY 16 Budget - \$156,194

The Warehouse operates the Central Warehouse which includes: 1) a central shipping and receiving point for City agencies, 2) disposition of surplus property for the City and library, 3) short term storage for City departments, and 4) inventory management including material requirements planning and purchasing of inventory stocked in the central warehouse. The Warehouse also provides SAP and inventory management support for other warehouse locations, i.e. Charlottesville Area Transit and Fleet.

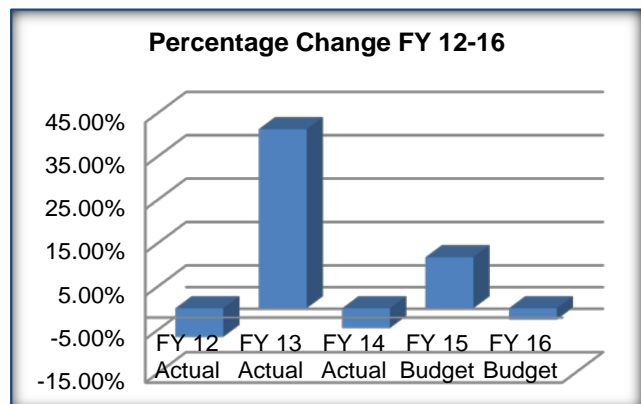
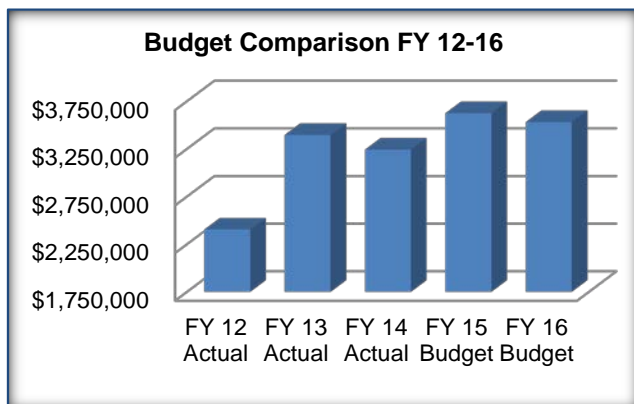
Finance Department Purchasing – Risk Management – Warehouse

Funding and Staffing Summary

Funding Summary	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Increase/ (Decrease)	% Change
	Actual	Actual	Actual	Budget	Budget		
Salaries and Benefits	\$493,091	\$514,688	\$532,891	\$546,871	\$549,659	\$2,788	0.51%
Other Expenditures	1,909,744	2,630,768	2,458,923	2,751,805	2,655,775	(96,030)	-3.49%
Transfer to Other Funds	0	250,000	250,000	325,000	325,000	0	0.00%
Total	\$2,402,835	\$3,395,456	\$3,241,815	\$3,623,676	\$3,530,434	(\$93,242)	-2.57%
General Fund Total	\$317,597	\$335,576	\$349,408	\$353,059	\$345,308	(\$7,751)	-2.20%
Non-General Fund Total	2,085,238	3,059,880	2,892,407	3,270,617	3,185,126	(85,491)	-2.61%
Total	\$2,402,835	\$3,395,456	\$3,241,815	\$3,623,676	\$3,530,434	(\$93,242)	-2.57%

Staffing Summary (Full Time Equivalents)	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Increase/ (Decrease)
General Fund FTEs	3.5	3.5	3.5	3.5	3.5	0.0
Non-General Fund FTEs	2.5	2.5	2.5	2.5	2.5	0.0

Explanation of Changes: The change in Salaries and Benefits reflects the 2% salary increase provided in FY 15, a 3% increase in health care costs and a reduction in retirement rates. In Other Expenditures, HVAC fees have been eliminated and computer replacement pool fees are suspended for one year. The Risk Management fund also reflects a transfer to the General Fund in the amount of \$325,000 for FY 16.



Human Resources

Mission

Foster an environment that attracts, develops, motivates, and retains a diverse high performing workforce so the City is successful in its mission.



Human Resources FY 16 Budget - \$1,057,733



Human Resources functional service areas include recruitment, employee relations, training, organizational development, employee benefits, retiree benefits, workers compensation, human resources information systems, and human resources administration. The department's key goals include: 1. Provide excellent customer service. 2. Help ensure employees receive training required to perform their jobs. 3. Offer a competitive total rewards compensation and benefits package. 4. Provide a strong foundation for "Great Place to Work" 5. Effectively communicate the HR functions to internal and external customers. 6. Provide well administered policies and procedures that support the city's organizational goals. 7. Support the City's diversity initiatives.

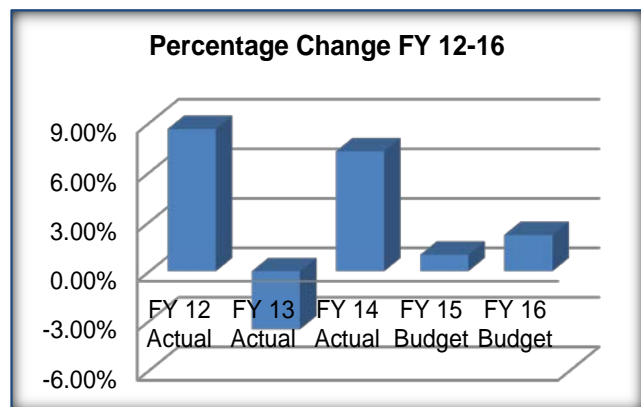
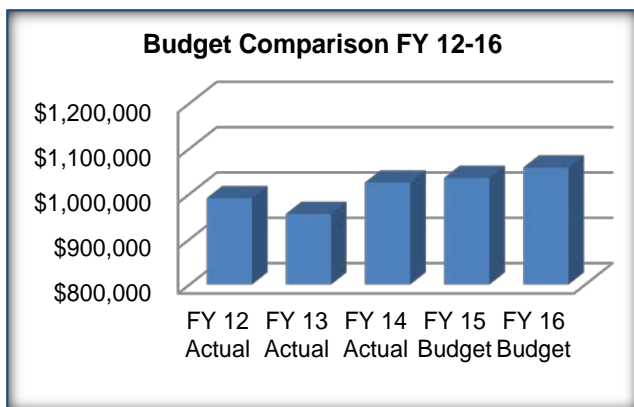
Human Resources

Funding and Staffing Summary

Funding Summary	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$718,116	\$721,880	\$768,696	\$765,692	\$770,169	\$4,477	0.58%
Other Expenditures	<u>272,078</u>	<u>233,491</u>	<u>256,096</u>	<u>269,267</u>	<u>287,564</u>	<u>18,297</u>	<u>6.80%</u>
General Fund Total	\$990,194	\$955,371	\$1,024,792	\$1,034,959	\$1,057,733	\$22,774	2.20%

Staffing Summary (Full Time Equivalents)	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Increase/ (Decrease)
General Fund FTEs	8.0	8.0	8.0	8.0	8.0	0.0

Explanation of Changes: The increase in Salaries and Benefits includes the 2% salary increase provided in FY 15, a 3% increase in health care costs and a slight reduction in retirement rates. In Other Expenses, HVAC fees and computer replacement fees have been eliminated. Additions include \$12,000 in Other Contractual Services to pay for the NeoGov onboarding module, and additional funds for education and training to cover increase in tuition reimbursement requests and work related training opportunities.



Information Technology



Mission

To work with our partners to provide quality public services through the strategic use of information technology

Information Technology Administration FY 16 Budget - \$2,483,197

The Department of Information Technology (IT) is an internal services division of the City of Charlottesville. IT assists all City departments and divisions by centrally supporting the City's computer and telecommunications systems and providing technical support to City employees. IT is responsible for evaluating, recommending, purchasing, installing, and supporting all of the City's computer systems and communications networks for both voice and data. This department evaluates, integrates, and supports innovative technologies to help internal and external customers achieve their goals, while effectively maximizing return on resources and providing cost effective methods for citizens, businesses, vendors, and others to easily access information and conduct business with the City. This budget is offset by revenues generated from user fees charged out to departments and received from outside agencies, such as the Library and Regional Jail.

City Link (SAP) Operations FY 16 Budget - \$1,200,000

The total budget for City Link is \$1,200,000, which is funded from contributions by the Gas Fund (\$1.0M) and all Non General Fund departments that utilize City Link (\$200,000). This budget funds the salaries and benefits of two ABAP Programmers, an operational budget, and capital funds for City Link server replacement and potential enhancements.

GIS Operations FY 16 Budget - \$64,155

This budget funds all software and maintenance needed to operate the City's Geographic Information Systems (GIS) initiatives. This budget is offset by contributions made from those departments which utilize GIS.

Computer and Infrastructure Replacement FY 16 Budget - \$200,000

This includes funds for the replacements of desktop computers and citywide infrastructure and systems. This budget is offset by contributions made by each City department into the account.

Information Technology

Funding and Staffing Summary

Funding Summary	FY 11-12 Actual	FY 12-13 Actual	FY 13-14 Actual	FY 14-15 Budget	FY 15-16 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$1,382,163	\$1,740,693	\$1,802,142	\$1,904,352	\$1,920,652	\$16,300	0.86%
Other Expenditures	1,531,624	2,570,228	1,755,900	1,622,729	1,716,885	94,156	5.80%
Technology Capital Investments	<u>570,416</u>	<u>328,281</u>	<u>432,387</u>	<u>433,962</u>	<u>309,815</u>	<u>(124,147)</u>	<u>-28.61%</u>
Non-General Fund Total	\$3,484,204	\$4,639,202	\$3,990,428	\$3,961,043	\$3,947,352	(\$13,691)	-0.35%

Staffing Summary (Full Time Equivalents)	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	Increase/ (Decrease)
Non-General Fund FTEs	19.00	19.00	19.00	19.00	19.00	0.0

Explanation of Changes: The increase in Salaries and Benefits includes a 2% salary increase budgeted for FY 16, a 3% increase in health care costs and a slight reduction in retirement rates. The net increase in Other Expenditures reflects the elimination of Computer Replacement fees for one year, and an increase in expenses for Contractual Services and Software Licensing and Maintenance costs.

Technology Capital Investments reflects the one year suspension of the IT Computer Replacement costs, a decrease in the capital funds for Citywide IT Infrastructure replacement, a decrease in capital funds for SAP server replacement and potential enhancements.

