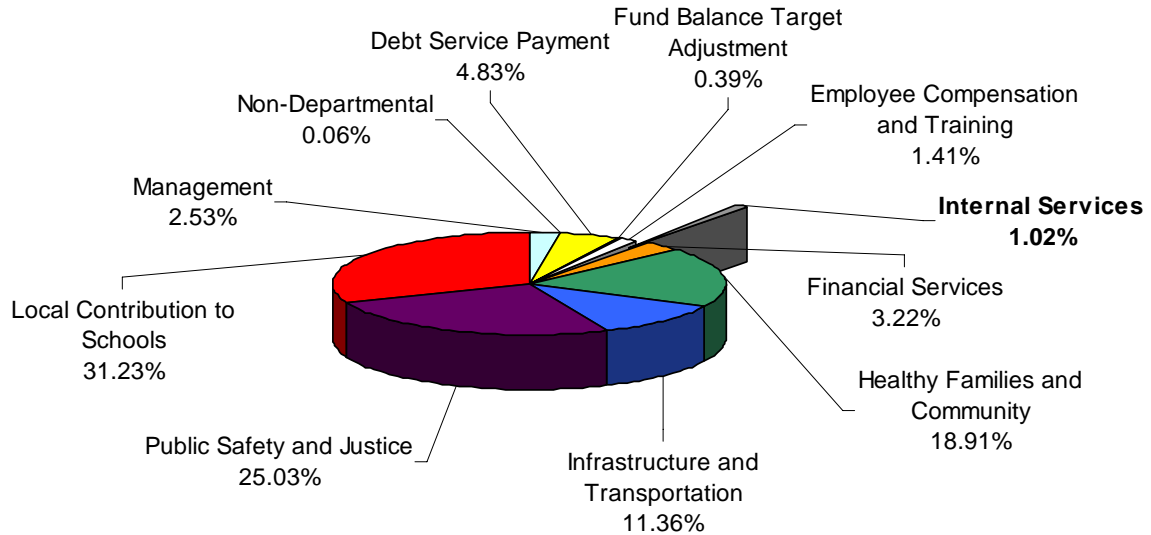


Internal Services Summary

	FY2006-2007 General Fund Actual	FY2007-2008 General Fund Budget	FY2008-2009 General Fund Budget	FY2006-2007 Other Funds Actual	FY2007-2008 Other Funds Budget	FY2008-2009 Other Funds Budget
INTERNAL SERVICES						
Business Services	\$239,800	\$0	\$0	\$0	\$0	\$0
Finance Department: Purchasing/Risk Management/Warehouse	75,653	238,076	271,183	2,185,267	2,313,585	2,474,864
Human Resources	777,283	966,328	1,034,141	0	0	0
Information Technology	0	0	0	3,928,513	3,748,227	3,917,526
INTERNAL SERVICES SUBTOTAL	\$1,092,736	\$1,204,404	\$1,305,324	\$6,113,780	\$6,061,812	\$6,392,390
2008-09 General Fund Budget	\$1,305,324					
2007-08 General Fund Budget	\$1,204,404					
Increase/(Decrease)	\$100,920					
Percentage Change	8.38%					

Internal Services

As a percentage of operating budget





Business Services

FY 2009 will be the second year that the City has not used the now retired HP-3000 financial system, which was replaced by City Link. Therefore, these expenditures continue to be spread out and included as part of the departmental Information Technology User Fees to support the cost of general operations of supporting the City's complex information technology system.

Funding Summary	FY 06-07 Actual	FY 07-08 Budget	FY 08-09 Budget	Increase/ (Decrease)	% Change
Business Services	<u>\$239,800</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>N/A</u>
General Fund Total	\$239,800	\$0	\$0	\$0	N/A

Finance Department
Purchasing
Risk Management
Warehouse

Purchasing has overall responsibility for the City’s purchasing system, develops regulations to ensure compliance with state and local laws, provides purchasing training 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 coordinates overall risk management services for the City including managing the City’s casualty insurance programs and providing targeted safety training to all City employees.

The **Warehouse** provides inventory management and operates the Central Warehouse, as well as providing a central shipping and receiving point for City agencies.

Funding Summary	FY 06-07 Actual	FY 07-08 Budget	FY 08-09 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$368,252	\$374,631	\$412,428	\$37,797	10.09%
Other Expenditures	<u>1,892,668</u>	<u>2,177,030</u>	<u>2,333,619</u>	<u>156,589</u>	<u>7.19%</u>
Total	\$2,260,920	\$2,551,661	\$2,746,047	\$194,386	7.62%
General Fund Total	\$75,653	\$238,076	\$271,183	\$33,107	13.91%
Non-General Fund Total	<u>2,185,267</u>	<u>2,313,585</u>	<u>2,474,864</u>	<u>161,279</u>	<u>6.97%</u>
Total	\$2,260,920	\$2,551,661	\$2,746,047	\$194,386	7.62%
General Fund FTEs	2.0	3.5	3.5	0.0	
Non-General Fund FTEs	4.0	2.5	2.5	0.0	

Explanation of Changes: Increases in Salaries and Benefits can be attributed to market rate adjustments, retention raises and the 4% salary increase granted during FY 2008. In Other Expenditures, increases occurred in fixed costs and insurance premiums for City departments in the Risk Management budget.

<u>FY 09 Services</u>	<u>FY 09 Budget</u>
Purchasing	\$271,183
Risk Management	2,329,384
Warehouse	<u>145,480</u>
Total	\$2,746,047

Human Resources

Human Resources functional service areas include recruitment, employee relations, training, organizational development, employee benefits, workers' compensation, human resources information systems, and human resources administration. The department's key goals for FY 2008-09 are to: (1) Continue emphasis on training and development related to the City's diversity initiatives; (2) Work with departments to develop responses to the findings from the Employee Survey; (3) Continue emphasis on wellness initiatives as part of the City's health care cost containment strategy; (4) Help ensure that an open, honest, positive relationship exists between City employees and City management. This relationship is characterized by trust, openness, honest communication, mutual respect, appreciation of the value of our diversity, and a work environment that encourages and rewards creativity and teamwork, as well as individual performance, to enable the City to be an "Employer of Choice"; and, (5) Continue to evaluate and revise department business processes to maximize the utility of the new Human Resources/Payroll system with particular emphasis on improvement to customer service.

Funding Summary	FY 06-07 Actual	FY 07-08 Budget	FY 08-09 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$569,206	\$625,010	\$682,171	\$57,161	9.15%
Other Expenditures	<u>208,077</u>	<u>341,318</u>	<u>351,970</u>	<u>10,652</u>	<u>3.12%</u>
General Fund Total	\$777,283	\$966,328	\$1,034,141	\$67,813	7.02%
General Fund FTEs	8.0	8.0	8.0	0.0	

Explanation of Changes: The increase in Salaries and Benefits can be attributed to the 4% salary increase granted during FY 2008 and increased funding for temporary employees. Within Other Expenditures, fixed costs increased, as well as additional funding for a diversity marketing initiative and an increase in travel funding for Human Resource's employees associated with enhanced recruitment initiatives and employee development.

Information Technology

The Department of Information Technology (IT) is an internal services division of the City of Charlottesville. IT's primary mission is to assist all other 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.

Funding Summary	FY 06-07 Actual	FY 07-08 Budget	FY 08-09 Budget	Increase/ (Decrease)	% Change
Salaries and Benefits	\$1,260,098	\$1,554,309	\$1,686,262	\$131,953	8.49%
Other Expenditures	1,265,937	1,749,172	1,790,662	\$41,490	2.37%
Technology Capital Investments	<u>1,402,479</u>	<u>444,746</u>	<u>440,602</u>	<u>(4,144)</u>	<u>-0.93%</u>
Non-General Fund Total	\$3,928,513	\$3,748,227	\$3,917,526	\$169,299	4.52%
Non-General Fund FTEs	18.00	18.00	18.00	0.0	

Explanation of Changes: The increase in Salaries and Benefits can be attributed to a 4% salary increase granted in FY 2008, and increased funding for Interns. There were also several market rate increases associated with the hiring of several new employees. Other Expenditures is increasing as a result of additional funds for maintenance support contracts, and increased debt service costs associated with payment for the City Link loan from the Utilities funds.

The Technology Capital Investments include funds for replacement of desktop computers and citywide infrastructure and system replacement needs.

The total budget for City Link is \$1,500,000, which is funded from contributions by the Gas Fund and all Non General Fund departments that utilize the City Link system. This budget funds the salaries and benefits of two ABAP Programmers, an operational budget, a citywide City Link training budget, debt payment for the City Link loan to Utilities and capital funds for City Link servers scheduled to be replaced in FY 2009.

The Information Technology operational budget is offset by revenues generated from IT User fees charged out to departments, GIS user fees, and fees received from outside agencies, such as the library and jail for IT service provided. Additionally, each department makes contributions to the Computer Replacement and the Technology Infrastructure Replacement pools.

	FY 09 Budget
FY 09 Services	
Information Technology Operations	\$2,024,311
City Link Operations	1,500,000
GIS Operations	37,391
Computer Replacement Pool	157,092
Technology Infrastructure Replacement Pool	<u>198,732</u>
Total	\$3,917,526