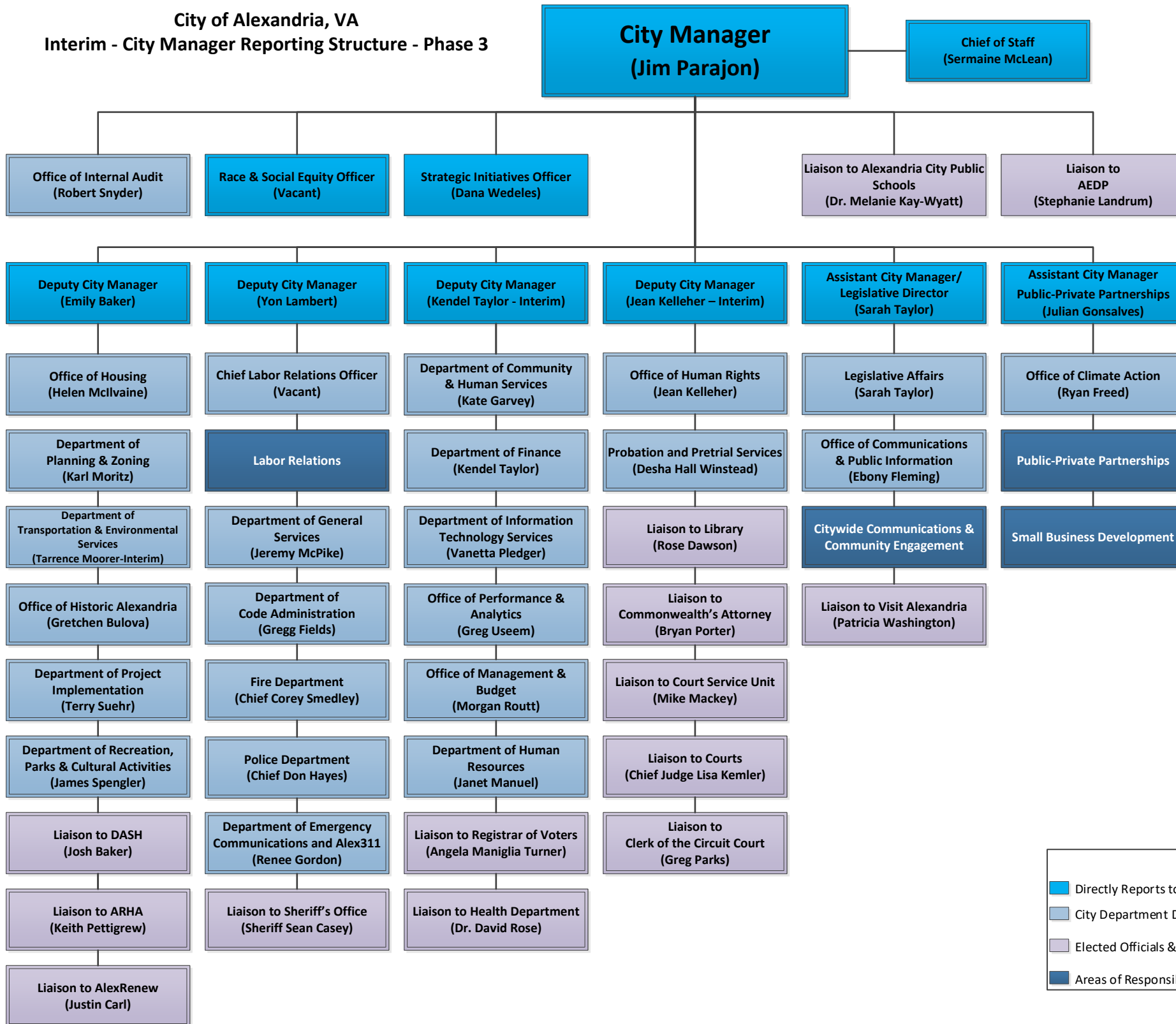


City of Alexandria, VA  
Interim - City Manager Reporting Structure - Phase 3



**Key**

- Directly Reports to City Manager
- City Department Director
- Elected Officials & Outside Agency Directors
- Areas of Responsibility



# City of Alexandria Compensation Philosophy

## Overview

The statement of compensation philosophy is intended to provide a broad framework for the City Council, management, employees, and the citizens in order to understand and guide decisions that affect pay. It is designed to reflect the importance that public employees play in the delivery of services and programs to the community; that compensation is a clear measure of that importance; and that there is fair and equitable treatment of all employees, regardless of race, gender, or disability, and in accordance with EEO/AA goals. In addition, the statement establishes the commitment to and necessity of maintaining comparability with jurisdictions that are most likely to affect recruitment and retention of employees.

## Competitiveness and Comparability

The intent of the compensation philosophy is to maintain a competitive compensation program to attract, retain, and motivate qualified employees. To that end, the following principles govern compensation programs:

- Pay programs are intended to be competitive at a minimum with the average pay of comparator organizations in the primary labor market. The primary labor market is currently defined as the Counties of Arlington, Fairfax, Prince William, Montgomery, and Prince George's.
- The City will recommend that other comparators should be used (e.g., Commonwealth of Virginia, agencies of the Federal government, or private sector employers or industry groups) where information from the primary labor market is considered insufficient to attract/retain specific positions or classification groups.
- In all instances, for benchmark jobs, information for an assessment of pay competitiveness will be ascertained through reliably published compensation survey data.
- The City will conduct a market study of benchmark positions to determine the competitive posture of the organization, and propose a plan of action. The City will ensure benchmarking is in compliance with Collective Bargaining Agreement's. The City may determine if a classification needs review in the interim.
- If an average salary falls below market averages to the extent that attracting and retaining qualified employees may be jeopardized, the City will propose action necessary to align the position or classification with the competitive marketplace for implementation in the next fiscal year or sooner, if financially feasible.

## General Salary Adjustments

Annually, the City Manager will recommend a budget for general salary adjustments that is based upon:

- Overall competitive posture of the organization
- Market rate adjustments
- Comparator organizations in the primary labor market
- Financial affordability

## Pay Scales

The City will promulgate pay scales for all employees that will provide information on salary increases that an employee may expect from year-to-year if performing satisfactorily. In the public safety classifications, the pay scale schedules will differ from the general employee classifications.

For City employees, the annual increases in base salaries from year to year will be based on meeting established performance standards. In all cases, employees will know performance expectations to advance in-grade and career development opportunities to advance to another grade.

The specific schedules will be competitive at 100% (Approved by City Council – Item #12 dated 12-13-06) of the average pay levels for the relevant labor market, and will be adjusted whenever necessary to maintain market competitiveness.

Salary increases from the pay scale are a function of performance-merit. Such increases are recognition of performance that meets and exceeds expectations. Merit increases are not automatic.

All employees should be made aware that such increases are recognition of performance that meets and exceeds expectations. Performance standards and supervisory evaluations should stress that merit increases are not automatic.



# City of Alexandria Compensation Philosophy

## **Career Development Increases**

The City will develop a structure to provide salary increases to recognize the attainment of career levels and developmental milestones that assure that the City's career positions are paid comparable with those in the primary labor market. Such a structure enables existing employees in career jobs within the City to receive pay increases in addition to merit, and enables the City to target its pay to those employees who grow in skill and capability.

## **Education and Tuition Assistance**

An objective of compensation is to encourage and support advanced study, education and degree attainment for job-related courses and programs. The City will prepare and disseminate procedures for applying for and receiving education and tuition assistance, including the academic grades or measures necessary for an employee to be reimbursed and the type of course work that is authorized. The amount to be budgeted for this program will be the average of the budgets for the primary comparator jurisdictions. (A.R. 6-16, Employee Educational Tuition Assistance Program, was recently updated.)

## **Incentives**

It is also the intent of the compensation philosophy to provide financial incentives for extraordinary and exemplary performance in two categories. First, with the recommendation of the City Manager and the approval of the City Council, an employee may be given a taxable cash award ranging from \$1,000 to \$10,000. Such awards are to be given only in those instances where performance or contributions are deemed unique, truly extraordinary, and significantly beneficial to the City.

Second, there should be a program for rewarding employees at any time who demonstrate exemplary performance significantly beyond job expectations. Taxable cash awards in this category may be given to a maximum of \$500, with typical awards being between \$100 and \$250. The City Manager should recommend a specific budget allocation to be made available for awards in this category, with procedures for determining selection of incentive awards.

In either category, these awards are one-time cash awards and should not be considered increases in base salary or benefits.

## **Exceptions**

Nothing in this compensation philosophy statement should be construed as a required benefit in the event that the City experiences a decline in revenue or revenue growth lower than the projected increase in expenses. "Revenue" is currently defined as the two largest components of operating revenue: the real property tax base and the projected total personal property tax base. As with all budget decisions, merit increases, market rate adjustments and funds for other employee benefits are subject to annual appropriation.

*Revised February 1, 2023*



# City of Alexandria Pay Scales

## GENERAL SALARY PAY SCALE (CITY-VRS PARTICIPATING EMPLOYEES)

Effective Pay Period Beginning 6/24/2023

Pay Increase	5.0%			3.50%					2.30%		
	00	01	02	03	04	05	06	07	08	09	10
1						32,498.44	33,635.68	34,812.96	35,612.20	36,430.68	37,270.22
2					32,803.94	33,952.36	35,141.86	36,370.36	37,207.56	38,063.22	38,939.68
3			32,045.52	33,167.16	34,327.80	35,528.74	36,771.80	38,058.80	38,934.74	39,829.66	40,745.64
4		31,929.30	33,525.70	34,699.08	35,913.80	37,170.12	38,471.16	39,818.22	40,733.94	41,670.46	42,628.30
5	31,730.14	33,400.12	35,070.10	36,296.52	37,566.88	38,881.70	40,242.54	41,652.00	42,609.84	43,587.96	44,592.08
6	33,265.18	34,928.66	36,674.56	37,958.44	39,287.56	40,661.92	42,085.42	43,557.80	44,561.92	45,586.84	46,634.64
7	34,815.04	36,556.00	38,383.28	39,725.40	41,116.40	42,556.54	44,045.04	45,586.84	46,634.64	47,707.92	48,804.60
8	36,437.96	38,260.04	40,173.12	41,580.24	43,034.16	44,541.12	46,099.04	47,712.60	48,811.62	49,933.78	51,081.16
9	38,264.98	40,179.88	42,187.86	43,664.66	45,192.42	46,773.74	48,410.70	50,105.64	51,257.96	52,437.58	53,643.72
10	39,940.94	41,937.22	44,035.16	45,574.88	47,170.24	48,823.32	50,532.04	52,298.74	53,502.28	54,733.12	55,992.04
11	41,825.94	43,917.12	46,113.08	47,728.98	49,398.44	51,127.96	52,917.54	54,767.96	56,029.48	57,318.30	58,634.94
12	43,799.08	45,987.50	48,287.98	49,977.72	51,725.96	53,536.86	55,410.16	57,350.80	58,670.04	60,019.70	61,399.00
13	45,869.46	48,162.40	50,569.22	52,340.60	54,172.04	56,068.22	58,029.92	60,061.56	61,442.94	62,857.08	64,301.64
14	48,185.54	50,594.44	53,123.98	54,983.50	56,908.28	58,899.36	60,960.64	63,093.94	64,545.26	66,028.82	67,547.74
15	50,587.94	53,117.22	55,772.34	57,724.42	59,743.58	61,835.02	64,000.04	66,239.94	67,763.28	69,321.46	70,916.30
16	53,121.64	55,776.76	58,565.78	60,615.10	62,736.70	64,932.40	67,207.14	69,557.80	71,157.58	72,794.28	74,468.42
17	55,774.68	58,563.70	61,491.82	63,643.32	65,871.52	68,176.16	70,561.66	73,030.88	74,711.78	76,430.12	78,187.46
18	58,568.12	61,496.24	64,570.74	66,828.84	69,168.06	71,591.26	74,095.32	76,689.60	78,454.22	80,257.84	82,103.32
19	61,489.48	64,563.98	67,793.44	70,165.16	72,620.60	75,161.58	77,793.04	80,515.24	82,367.48	84,261.84	86,200.14
20	64,561.38	67,788.76	71,178.64	73,668.66	76,249.16	78,917.54	81,679.00	84,537.70	86,480.68	88,470.20	90,505.74
21	67,788.76	71,178.64	74,737.52	77,352.60	80,060.76	82,863.56	85,764.12	88,764.52	90,807.08	92,895.92	95,031.56
22	71,173.96	74,732.84	78,470.34	81,215.16	84,057.74	86,999.64	90,044.24	93,197.52	95,339.66	97,532.76	99,777.60
23	74,734.92	78,470.34	82,392.96	85,277.40	88,263.24	91,352.04	94,549.00	97,857.76	100,108.84	102,410.88	104,767.00
24	78,467.48	82,390.88	86,510.84	89,539.06	92,670.76	95,914.52	99,271.90	102,747.58	105,110.20	107,528.20	109,999.76
25	82,381.52	86,501.48	90,825.54	94,004.30	97,294.08	100,700.08	104,224.12	107,873.48	110,354.40	112,893.04	115,487.58
26	86,503.82	90,829.96	95,369.56	98,708.48	102,162.84	105,738.36	109,440.76	113,271.08	115,874.72	118,541.28	121,267.64
27	90,579.84	95,108.00	99,863.14	103,359.88	106,976.48	110,720.48	114,595.00	118,606.28	121,334.72	124,126.34	126,980.36
28	95,108.00	99,863.14	104,857.48	108,527.64	112,325.20	116,256.92	120,326.44	124,536.36	127,402.34	130,330.46	133,328.52
29	99,867.56	104,861.90	110,103.76	113,957.48	117,945.10	122,074.42	126,347.78	130,769.08	133,776.24	136,852.82	140,001.16
30	104,854.88	110,097.00	115,603.54	119,649.14	123,836.70	128,172.20	132,656.16	137,300.28	140,458.24	143,687.44	146,993.60
31	110,089.98	115,594.44	121,373.98	125,623.94	130,020.28	134,571.32	139,280.18	144,155.96	147,471.48	150,863.70	154,332.10
32	115,594.44	121,373.98	127,444.20	131,904.76	136,521.32	141,299.60	146,244.80	151,364.20	154,844.30	158,406.04	162,050.20
33	121,373.98	127,444.20	133,815.76	138,498.88	143,346.84	148,364.32	153,557.56	158,931.76	162,585.80	166,325.64	170,151.28
34	127,444.20	133,815.76	140,506.60	145,424.24	150,513.48	155,783.16	161,234.06	166,877.62	170,716.52	174,642.26	178,660.30
35	133,815.76	140,506.60	147,531.80	152,695.14	158,038.92	163,571.46	169,295.88	175,221.80	179,251.54	183,375.92	187,593.38



# City of Alexandria Pay Scales

## GENERAL SALARY PAY SCALE-CONT. (CITY-VRS PARTICIPATING EMPLOYEES)

Effective Pay Period Beginning 6/24/2023

Pay Increase		2.30%									
Step	Grade	11	12	13	14	15	16	17	18	19	20
1		38,128.22	39,004.42	39,901.68	40,817.66	41,756.26	42,719.04	43,701.32	44,706.22	45,734.52	46,786.74
2		39,834.34	40,750.06	41,689.18	42,646.76	43,627.74	44,631.34	45,657.82	46,707.96	47,782.28	48,881.30
3		41,684.76	42,642.08	43,622.80	44,626.92	45,653.92	46,701.72	47,776.04	48,874.54	49,998.78	51,148.76
4		43,609.02	44,612.88	45,637.54	46,687.94	47,761.48	48,860.24	49,983.96	51,133.68	52,309.66	53,512.94
5		45,617.00	46,667.14	47,740.42	48,836.84	49,961.60	51,109.24	52,284.70	53,487.20	54,717.52	55,975.92
6		47,705.84	48,804.60	49,927.02	51,074.66	52,250.12	53,451.06	54,680.34	55,937.96	57,224.44	58,540.82
7		49,927.02	51,077.00	52,250.12	53,453.66	54,682.42	55,939.00	57,225.48	58,541.60	59,887.88	61,265.36
8		52,256.88	53,457.82	54,688.92	55,945.76	57,232.76	58,549.40	59,895.94	61,273.42	62,682.88	64,124.58
9		54,876.90	56,140.50	57,429.84	58,751.16	60,102.64	61,484.54	62,898.68	64,345.58	65,825.24	67,339.48
10		57,279.04	58,598.28	59,945.08	61,322.56	62,734.36	64,176.84	65,652.60	67,162.68	68,707.34	70,287.88
11		59,984.60	61,364.16	62,776.22	64,218.44	65,695.24	67,207.14	68,752.84	70,333.90	71,951.88	73,606.52
12		62,811.06	64,255.10	65,734.76	67,245.88	68,792.88	70,373.94	71,992.44	73,648.38	75,342.28	77,074.92
13		65,781.04	67,295.28	68,841.50	70,425.16	72,045.48	73,701.16	75,396.36	77,130.56	78,904.28	80,719.08
14		69,103.32	70,691.40	72,316.66	73,981.44	75,683.40	77,422.02	79,202.76	81,024.32	82,888.00	84,794.32
15		72,546.50	74,215.70	75,922.08	77,670.32	79,455.48	81,282.50	83,152.16	84,899.36	87,020.96	89,022.44
16		76,182.08	77,934.48	79,726.92	81,560.96	83,436.60	85,353.32	87,316.84	89,325.08	91,379.60	93,481.18
17		79,986.40	81,824.86	83,707.78	85,632.04	87,602.58	89,617.58	91,678.60	93,787.46	95,953.52	98,151.30
18		83,990.92	85,924.02	87,899.24	89,921.00	91,989.56	94,105.96	96,270.20	98,484.62	100,749.74	103,066.86
19		88,182.12	90,211.16	92,285.96	94,407.82	96,580.12	98,801.30	101,073.44	103,398.10	105,776.32	108,209.40
20		92,587.56	94,715.66	96,895.24	99,123.18	101,402.60	103,735.06	106,120.82	108,561.44	111,058.22	113,612.72
21		97,217.64	99,452.60	101,740.86	104,080.60	106,475.20	108,923.88	111,429.24	113,992.06	116,613.90	119,296.06
22		102,070.28	104,418.86	106,820.74	109,276.18	111,789.86	114,361.00	116,991.42	119,682.16	122,434.78	125,250.84
23		107,178.24	109,642.52	112,162.70	114,742.94	117,381.68	120,082.56	122,844.28	125,669.96	128,560.12	131,517.10
24		112,531.64	115,118.90	117,766.48	120,474.64	123,245.46	126,080.76	128,980.28	131,946.88	134,981.86	138,086.26
25		118,144.52	120,861.78	123,641.96	126,486.62	129,394.20	132,370.68	135,415.02	138,529.56	141,715.86	144,975.48
26		124,056.66	126,908.60	129,827.88	132,813.72	135,869.76	138,995.22	142,191.92	145,462.46	148,807.88	152,230.52
27		129,901.72	132,888.08	135,943.86	139,071.40	142,271.22	145,542.28	148,890.04	152,314.50	155,817.74	159,401.58
28		136,396.00	139,532.90	142,741.56	146,024.84	149,384.56	152,820.20	156,334.88	159,930.68	163,609.16	167,372.14
29		143,221.52	146,513.64	149,885.06	153,332.66	156,859.30	160,466.54	164,157.24	167,932.96	171,795.26	175,746.74
30		150,374.38	153,833.42	157,371.50	160,990.44	164,693.10	168,481.82	172,356.86	176,321.08	180,376.30	184,525.12
31		157,881.62	161,512.52	165,229.48	169,028.86	172,917.16	176,893.34	180,962.08	185,124.16	189,382.18	193,737.96
32		165,776.26	169,590.20	173,489.94	177,479.90	181,562.68	185,738.28	190,010.60	194,380.94	198,851.64	203,425.56
33		174,065.32	178,069.06	182,163.28	186,355.26	190,639.80	195,024.44	199,510.22	204,098.96	208,793.26	213,595.46
34		182,768.56	186,971.98	191,273.16	195,671.32	200,171.40	204,776.00	209,485.90	214,303.96	219,233.30	224,275.48
35		191,908.34	196,320.28	200,836.74	205,455.38	210,180.36	215,014.54	219,959.74	225,019.08	230,194.38	235,488.76



# City of Alexandria Pay Scales

## GENERAL SALARY PAY SCALE (NON-VRS PARTICIPATING EMPLOYEES)

Effective Pay Period Beginning 6/24/2023

Pay Increase Step Grade	5.0%			3.50%						2.30%	
	00	01	02	03	04	05	06	07	08	09	10
1							32,646.64	33,788.56	34,564.92	35,359.48	36,173.80
2					31,840.64	32,955.00	34,108.36	35,300.98	36,113.22	36,943.66	37,794.12
3				32,191.38	33,317.96	34,484.06	35,690.20	36,939.24	37,789.70	38,658.36	39,547.30
4			32,540.04	33,678.84	34,857.68	36,077.34	37,339.64	38,646.92	39,536.12	40,445.08	41,374.58
5		32,417.58	34,038.68	35,228.70	36,461.88	37,738.22	39,059.02	40,427.40	41,356.64	42,306.16	43,280.64
6	32,287.06	33,901.40	35,595.82	36,842.52	38,132.12	39,466.18	40,848.08	42,276.78	43,251.26	44,246.02	45,263.14
7	33,790.90	35,481.16	37,254.10	38,557.22	39,907.40	41,304.90	42,749.72	44,246.02	45,263.14	46,305.22	47,369.40
8	35,365.98	37,134.76	38,991.42	40,357.20	41,768.22	43,231.24	44,743.40	46,309.64	47,376.16	48,465.56	49,579.40
9	37,139.44	38,998.44	40,946.88	42,380.52	43,863.56	45,398.08	46,986.68	48,631.96	49,750.22	50,895.78	52,066.04
10	38,766.26	40,704.04	42,740.36	44,234.84	45,783.14	47,387.34	49,045.88	50,760.84	51,928.50	53,123.46	54,345.72
11	40,595.88	42,625.70	44,756.66	46,325.24	47,945.56	49,624.12	51,361.70	53,157.00	54,381.34	55,632.46	56,910.88
12	42,510.78	44,635.24	46,867.60	48,508.20	50,204.96	51,962.30	53,780.74	55,663.92	56,944.68	58,254.30	59,593.30
13	44,520.58	46,746.18	49,082.02	50,801.14	52,579.02	54,419.56	56,323.54	58,294.60	59,635.94	61,008.74	62,410.66
14	46,768.54	49,106.46	51,561.90	53,366.56	55,234.40	57,167.24	59,167.94	61,238.32	62,647.00	64,087.14	65,561.08
15	49,099.96	51,555.14	54,131.48	56,026.62	57,986.50	60,016.58	62,118.16	64,292.02	65,770.12	67,282.54	68,830.84
16	51,559.56	54,136.16	56,843.54	58,832.54	60,891.48	63,022.70	65,230.36	67,512.12	69,064.84	70,653.70	72,278.44
17	54,133.82	56,840.94	59,683.00	61,771.58	63,934.26	66,171.04	68,486.60	70,883.02	72,514.52	74,182.16	75,887.76
18	56,845.62	59,687.94	62,671.96	64,863.50	67,134.08	69,485.78	71,916.00	74,434.36	76,146.72	77,897.30	79,688.44
19	59,680.92	62,664.68	65,799.50	68,101.80	70,484.44	72,951.32	75,505.30	78,147.16	79,945.32	81,783.78	83,665.14
20	62,662.60	65,795.08	69,085.12	71,501.82	74,006.40	76,596.78	79,276.60	82,051.32	83,937.36	85,868.12	87,843.86
21	65,795.08	69,085.12	72,539.22	75,077.60	77,706.20	80,426.84	83,242.12	86,154.12	88,136.36	90,164.10	92,236.30
22	69,080.44	72,534.80	76,162.58	78,826.54	81,585.40	84,441.24	87,396.14	90,456.60	92,535.56	94,664.44	96,842.72
23	72,537.14	76,162.58	79,970.28	82,769.44	85,667.66	88,664.94	91,768.30	94,979.56	97,164.86	99,399.30	101,685.48
24	76,160.24	79,967.42	83,966.48	86,905.26	89,945.70	93,093.78	96,352.36	99,725.34	102,018.54	104,365.56	106,764.84
25	79,958.84	83,957.64	88,154.30	91,239.72	94,432.78	97,738.68	101,158.98	104,700.96	107,109.08	109,572.84	112,091.20
26	83,959.72	88,158.98	92,564.94	95,805.32	99,158.54	102,628.76	106,221.96	109,939.96	112,466.90	115,054.68	117,701.48
27	87,915.88	92,310.66	96,926.18	100,319.70	103,829.96	107,464.50	111,224.62	115,117.60	117,766.48	120,475.94	123,245.72
28	92,310.66	96,926.18	101,773.36	105,335.62	109,021.64	112,838.18	116,787.32	120,874.26	123,655.48	126,497.80	129,407.46
29	96,930.60	101,777.78	106,865.72	110,606.08	114,476.44	118,484.34	122,631.60	126,923.16	129,841.66	132,827.76	135,883.80
30	101,771.28	106,858.96	112,203.52	116,130.30	120,194.62	124,402.46	128,754.60	133,261.96	136,326.84	139,461.92	142,670.84
31	106,852.20	112,194.68	117,804.70	121,929.34	126,196.20	130,613.60	135,183.88	139,916.40	143,134.42	146,426.28	149,793.28
32	112,194.68	117,804.70	123,696.04	128,025.56	132,505.88	137,144.02	141,943.88	146,912.74	150,290.66	153,746.84	157,284.40
33	117,804.70	123,696.04	129,879.88	134,425.46	139,130.94	144,001.00	149,041.62	154,257.74	157,804.40	161,434.00	165,147.06
34	123,696.04	129,879.88	136,374.42	141,147.24	146,086.72	151,201.96	156,492.18	161,969.60	165,696.18	169,505.96	173,405.96
35	129,879.88	136,374.42	143,192.92	148,204.42	153,391.42	158,760.68	164,316.62	170,068.60	173,979.78	177,983.00	182,076.44



# City of Alexandria Pay Scales

## GENERAL SALARY PAY SCALE-CONT. (NON-VRS PARTICIPATING EMPLOYEES)

Effective Pay Period Beginning 6/24/2023

Pay Increase	2.30%									
Step Grade	11	12	13	14	15	16	17	18	19	20
1	37,006.84	37,857.30	38,728.30	39,617.24	40,528.54	41,462.46	42,415.88	43,391.40	44,389.54	45,410.30
2	38,662.78	39,551.72	40,463.02	41,392.52	42,344.64	43,318.86	44,315.44	45,334.64	46,377.24	47,444.02
3	40,458.60	41,388.36	42,339.96	43,314.44	44,311.28	45,328.14	46,371.00	47,437.52	48,528.74	49,644.92
4	42,326.44	43,300.92	44,295.68	45,315.14	46,356.70	47,423.48	48,514.18	49,630.10	50,771.50	51,939.16
5	44,275.40	45,294.60	46,336.68	47,400.86	48,492.08	49,606.44	50,747.32	51,914.20	53,108.12	54,330.12
6	46,302.62	47,369.40	48,458.54	49,572.38	50,713.26	51,879.10	53,072.24	54,292.68	55,541.72	56,819.10
7	48,458.54	49,574.72	50,713.26	51,881.18	53,073.80	54,293.72	55,542.24	56,819.62	58,126.64	59,463.56
8	50,720.28	51,885.86	53,080.82	54,300.48	55,549.52	56,827.42	58,134.44	59,471.62	60,839.48	62,238.80
9	53,263.08	54,489.50	55,740.88	57,023.46	58,335.16	59,676.76	61,048.78	62,452.78	63,889.54	65,358.80
10	55,594.50	56,875.00	58,182.28	59,518.94	60,889.40	62,289.24	63,721.58	65,187.20	66,686.36	68,220.36
11	58,220.50	59,559.50	60,929.96	62,329.80	63,762.92	65,230.36	66,730.56	68,265.08	69,835.48	71,441.50
12	60,963.76	62,365.42	63,801.40	65,268.84	66,769.56	68,304.34	69,875.26	71,482.58	73,126.56	74,808.50
13	63,846.38	65,315.64	66,816.88	68,353.74	69,926.74	71,533.28	73,178.56	74,861.80	76,583.52	78,344.76
14	67,071.16	68,612.44	70,190.12	71,805.50	73,457.54	75,145.20	76,873.42	78,641.42	80,450.24	82,300.66
15	70,412.94	72,033.00	73,689.46	75,385.96	77,118.86	78,892.06	80,706.60	82,562.74	84,461.78	86,404.24
16	73,941.40	75,642.58	77,381.98	79,162.20	80,982.46	82,843.80	84,749.08	86,698.30	88,692.24	90,732.20
17	77,633.92	79,418.82	81,246.10	83,113.68	85,026.50	86,981.96	88,982.40	91,028.86	93,122.90	95,264.52
18	81,520.40	83,397.08	85,314.32	87,276.80	89,284.00	91,338.52	93,439.06	95,588.22	97,786.52	100,035.78
19	85,588.88	87,558.12	89,572.08	91,631.02	93,739.62	95,895.54	98,101.12	100,357.40	102,665.68	105,027.00
20	89,864.58	91,930.28	94,045.90	96,208.06	98,420.14	100,683.96	103,000.04	105,369.16	107,792.36	110,271.72
21	94,358.68	96,527.86	98,748.78	101,019.62	103,344.28	105,720.42	108,151.94	110,639.62	113,184.24	115,787.36
22	99,068.58	101,348.26	103,679.42	106,062.58	108,501.64	110,997.64	113,550.32	116,162.02	118,833.78	121,566.90
23	104,025.74	106,418.26	108,864.08	111,368.92	113,929.40	116,551.24	119,232.10	121,974.32	124,779.72	127,649.60
24	109,221.84	111,733.44	114,303.02	116,931.62	119,620.54	122,372.90	125,187.40	128,066.64	131,012.18	134,025.32
25	114,670.14	117,307.32	120,005.60	122,766.54	125,588.58	128,477.96	131,432.86	134,455.88	137,548.32	140,712.00
26	120,408.34	123,176.30	126,009.26	128,907.74	131,873.56	134,907.24	138,010.08	141,184.42	144,431.56	147,753.58
27	126,081.54	128,979.76	131,945.58	134,981.08	138,086.78	141,262.16	144,511.12	147,834.70	151,235.24	154,713.52
28	132,384.46	135,429.32	138,543.60	141,730.16	144,991.08	148,325.84	151,737.30	155,227.28	158,797.60	162,449.82
29	139,009.52	142,204.92	145,477.02	148,823.22	152,245.86	155,747.54	159,329.56	162,994.26	166,743.20	170,578.20
30	145,952.04	149,309.16	152,743.24	156,256.10	159,849.82	163,526.74	167,288.16	171,135.90	175,072.04	179,098.40
31	153,238.28	156,762.32	160,369.56	164,058.18	167,831.56	171,691.00	175,639.88	179,679.76	183,812.46	188,040.84
32	160,900.74	164,602.36	168,387.70	172,260.40	176,223.32	180,276.20	184,422.42	188,664.06	193,003.46	197,442.44
33	168,945.40	172,831.88	176,805.72	180,874.72	185,033.16	189,288.58	193,642.28	198,096.34	202,652.58	207,313.34
34	177,393.58	181,473.24	185,647.80	189,916.22	194,284.22	198,753.36	203,324.68	208,001.30	212,785.30	217,679.28
35	186,264.26	190,546.46	194,930.06	199,412.72	203,999.12	208,691.08	213,490.68	218,401.04	223,424.50	228,563.14





# City of Alexandria Pay Scales

## SWORN POLICE PAY SCALE

### (SOUTHERN STATES POLICE BENEVOLENT ASSOCIATION)

Effective Pay Period Beginning 07/08/2023

Step Grade	00	01	02	03	04	05	06	07
<b>Police Officer (01)</b>	61,503.52	64,576.72	67,576.48	71,197.36	74,757.28	78,495.04	82,419.74	86,541.00
<b>Police Sergeant (02)</b>	69,497.74	72,972.12	76,620.96	80,451.80	84,474.52	88,698.16	93,133.04	97,789.64
<b>Police Lieutenant (03)</b>	86,288.28	90,603.50	95,133.48	99,889.14	104,885.56	110,129.76	115,636.30	121,418.18





# City of Alexandria Pay Scales

## SWORN POLICE PAY SCALE-CONT.

### (SOUTHERN STATES BENEVOLENT ASSOCIATION)

Effective Pay Period Beginning 07/08/2023

Grade \ Step	08	09	10	11	12	13	14
<b>Police Officer (01)</b>	89,569.74	92,704.82	95,943.38	99,307.52	102,783.46	106,380.82	110,104.28
<b>Police Sergeant (02)</b>	101,202.40	104,754.78	108,421.30	112,216.00	116,143.56	120,208.66	124,415.72
<b>Police Lieutenant (03)</b>	125,667.88	130,066.04	134,618.38	139,330.10	144,206.66	149,254.04	154,477.96

# City of Alexandria Pay Scales



## SWORN POLICE CAPTAIN PAY SCALE

Effective Pay Period Beginning 06/24/2023

Pay Increase	5.0%					3.50%				
Step Grade	00	01	02	03	04	05	06	07	08	09
<b>Police Captain (22)</b>	99,889.14	104,883.22	110,128.20	115,633.96	121,415.84	125,664.76	130,063.44	134,616.30	139,326.46	144,203.80

# City of Alexandria Pay Scales



## SWORN POLICE CAPTAIN PAY SCALE-CONT.

Effective Pay Period Beginning 06/24/2023

<b>Pay Increase</b>	<b>2.30%</b>								
<b>Step</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>Grade</b>									
<b>Police Captain (22)</b>	147,520.36	150,913.10	154,384.36	157,933.88	161,567.64	165,284.08	169,084.76	172,974.36	176,952.62

# City of Alexandria Pay Scales



## SWORN SHERIFF PAY SCALE

Effective Pay Period Beginning 6/24/2023

Pay Increase		5.0%					3.50%				
Grade	Step	00	01	02	03	04	05	06	07	08	09
1		35,305.40	37,071.06	38,925.64	40,872.26	42,914.82	44,417.88	45,971.90	47,581.56	49,246.08	50,970.92
2		36,852.14	38,695.28	40,629.16	42,661.58	44,793.32	46,361.64	47,983.26	49,664.68	51,401.74	53,201.20
3		38,591.28	40,520.74	42,548.74	44,675.28	46,907.64	48,550.84	50,249.16	52,008.06	53,828.84	55,712.28
4		40,410.24	42,430.44	44,553.08	46,780.50	49,118.68	50,838.58	52,618.80	54,459.08	56,366.96	58,339.58
5		42,322.80	44,437.12	46,660.12	48,993.88	51,442.04	53,242.02	55,106.48	57,035.94	59,029.88	61,096.36
6		44,458.96	46,681.96	49,015.20	51,466.48	54,040.48	55,931.46	57,889.52	59,915.18	62,010.52	64,183.08
7		46,674.68	49,008.18	51,459.20	54,030.60	56,732.52	58,719.44	60,773.96	62,900.76	65,104.00	67,382.12
8		49,012.60	51,463.88	54,035.80	56,739.80	59,575.88	61,661.86	63,819.34	66,052.22	68,363.88	70,757.44
9		51,459.20	54,033.46	56,734.60	59,571.20	62,549.24	64,740.78	67,004.60	69,350.58	71,777.68	74,291.10
10		54,037.88	56,739.80	59,575.88	62,556.52	65,683.80	67,981.16	70,360.94	72,823.66	75,373.74	78,010.40
11		56,734.60	59,571.20	62,549.24	65,676.52	68,960.32	71,375.72	73,872.76	76,458.72	79,134.12	81,905.20
12		59,568.60	62,546.64	65,674.44	68,957.98	72,405.32	74,938.24	77,562.94	80,276.56	83,086.12	85,995.00
13		62,546.64	65,674.44	68,957.98	72,405.32	76,025.56	78,686.66	81,440.58	84,291.48	87,240.92	90,296.44
14		65,669.50	68,953.30	72,400.64	76,021.14	79,821.82	82,615.00	85,506.46	88,499.32	91,597.74	94,801.98
15		68,955.38	72,402.98	76,023.48	79,824.42	83,815.16	86,747.96	89,783.72	92,925.30	96,177.90	99,545.94
16		72,398.56	76,018.80	79,819.48	83,811.00	88,001.42	91,080.34	94,268.20	97,568.38	100,984.52	104,518.44
17		76,011.26	79,812.46	83,801.12	87,991.54	92,391.52	95,624.62	98,973.16	102,437.66	106,021.76	109,731.18
18		79,814.54	83,805.80	87,993.88	92,394.12	97,014.84	100,409.40	103,924.34	107,561.48	111,326.80	115,223.68
19		83,574.92	87,753.38	92,141.40	96,748.34	101,585.90	105,141.40	108,819.88	112,629.92	116,570.74	120,650.40
20		87,753.38	92,141.40	96,748.34	101,585.90	106,663.96	110,397.56	114,261.16	118,261.78	122,399.42	126,683.96
21		92,143.48	96,750.68	101,588.50	106,669.16	112,002.28	115,921.52	119,979.08	124,177.56	128,524.50	133,022.76
22		96,746.00	101,583.56	106,661.88	111,995.26	117,595.40	121,711.46	125,972.08	130,381.42	134,945.20	139,667.32

# City of Alexandria Pay Scales



## SWORN SHERIFF PAY SCALE-CONT.

Effective Pay Period Beginning 6/24/2023

Pay Increase		2.30%								
Grade \ Step	10	11	12	13	14	15	16	17	18	
1	52,142.22	53,340.04	54,567.24	55,823.30	57,107.96	58,421.48	59,763.34	61,140.04	62,546.12	
2	54,425.54	55,676.66	56,956.12	58,267.56	59,607.34	60,978.58	62,380.76	63,814.92	65,282.36	
3	56,994.60	58,305.52	59,645.56	61,016.80	62,421.84	63,858.08	65,325.78	66,829.10	68,366.22	
4	59,679.62	61,052.94	62,457.72	63,894.22	65,364.00	66,867.32	68,404.70	69,977.96	71,587.10	
5	62,501.14	63,939.72	65,409.50	66,915.68	68,453.06	70,028.40	71,638.06	73,286.20	74,971.26	
6	65,657.28	67,168.14	68,712.28	70,293.08	71,909.50	73,564.92	75,255.96	76,988.08	78,758.68	
7	68,931.72	70,516.94	72,138.04	73,798.14	75,496.20	77,230.92	79,008.54	80,824.90	82,683.64	
8	72,383.74	74,048.26	75,751.26	77,495.86	79,278.16	81,101.54	82,966.00	84,873.62	86,825.96	
9	75,999.30	77,748.06	79,535.82	81,363.88	83,235.88	85,150.52	87,108.58	89,112.66	91,162.24	
10	79,804.92	81,640.78	83,519.54	85,439.38	87,404.20	89,415.82	91,472.42	93,575.30	95,727.58	
11	83,789.16	85,716.02	87,685.78	89,704.42	91,765.96	93,877.94	96,035.94	98,244.38	100,504.04	
12	87,972.04	89,995.36	92,066.52	94,183.70	96,348.98	98,564.44	100,832.68	103,152.14	105,524.64	
13	92,372.28	94,496.22	96,671.38	98,894.12	101,167.04	103,495.86	105,875.12	108,309.50	110,800.56	
14	96,984.16	99,213.92	101,496.72	103,830.22	106,219.10	108,661.02	111,160.40	113,717.50	116,333.10	
15	101,836.28	104,177.06	106,572.44	109,023.98	111,530.90	114,097.62	116,722.32	119,406.82	122,152.94	
16	106,921.62	109,380.18	111,896.20	114,470.20	117,102.44	119,796.56	122,551.00	125,370.96	128,254.36	
17	112,257.08	114,838.62	117,479.96	120,181.62	122,945.68	125,771.88	128,666.20	131,625.00	134,652.70	
18	117,872.30	120,583.32	123,357.00	126,195.68	129,096.76	132,065.96	135,103.80	138,211.84	141,390.86	
19	123,426.68	126,265.36	129,168.78	132,140.06	135,178.16	138,288.80	141,469.38	144,723.80	148,052.84	
20	129,597.00	132,577.64	135,627.96	138,745.88	141,938.16	145,202.72	148,541.90	151,958.04	155,452.70	
21	136,083.22	139,212.84	142,414.74	145,688.92	149,039.54	152,467.64	155,975.56	159,562.00	163,232.16	
22	142,878.84	146,164.98	149,528.34	152,965.80	156,485.42	160,084.34	163,765.16	167,532.04	171,385.24	



# City of Alexandria Pay Scales

## SWORN FIRE MARSHAL/ MEDIC PAY SCALE (IAFF LOCAL 2141)

Effective Pay Period Beginning 07/08/2023

Pay Increase	5.0%					3.50%				
	00	01	02	03	04	05	06	07	08	09
<b>Medic II (02)</b>	58,784.70	61,723.48	64,809.68	68,050.32	71,452.42	73,951.80	76,541.66	79,219.66	81,992.82	84,862.96
<b>Medic III (03)</b>	61,723.48	64,809.68	68,050.32	71,452.42	75,024.82	77,650.82	80,368.60	83,182.06	86,092.76	89,107.72
<b>Medic IV (04)</b>	64,805.00	68,045.64	71,447.48	75,020.40	78,771.16	81,527.16	84,380.92	87,334.00	90,391.86	93,553.72
<b>Fire Lieutenant (VRS) (05)</b>	75,010.78	78,761.80	82,697.94	86,833.24	91,175.24	94,365.96	97,670.04	101,089.04	104,626.08	108,286.62
<b>EMS Lieutenant (VRS) (06)</b>	75,010.78	78,761.80	82,697.94	86,833.24	91,175.24	94,365.96	97,670.04	101,089.04	104,626.08	108,286.62
<b>EMS Captain (07)</b>	82,474.60	86,597.94	90,927.98	95,474.60	100,248.46	103,757.42	107,387.02	111,147.66	115,035.96	119,062.06
<b>Deputy Fire Marshal I (08)</b>	64,805.00	68,045.64	71,447.48	75,020.40	78,771.16	81,527.16	84,380.92	87,334.00	90,391.86	93,553.72
<b>Deputy Fire Marshal II (09)</b>	68,047.72	71,449.56	75,022.74	78,773.24	82,712.24	85,605.78	88,601.76	91,702.26	94,911.96	98,235.02
<b>Deputy Fire Marshal III (10)</b>	71,445.14	75,018.06	78,769.08	82,707.04	86,842.60	89,880.96	93,026.96	96,283.98	99,655.40	103,142.52



# City of Alexandria Pay Scales

## SWORN FIRE MARSHAL/ MEDIC PAY SCALE-CONT. (IAFF LOCAL 2141)

Effective Pay Period Beginning 07/08/2023

Pay Increase	2.30%								
Step Grade	10	11	12	13	14	15	16	17	18
<b>Medic II (02)</b>	86,814.26	88,810.80	90,854.66	92,943.76	95,080.44	97,266.78	99,505.64	101,794.16	104,135.20
<b>Medic III (03)</b>	91,156.26	93,252.12	95,398.68	97,592.04	99,835.32	102,133.20	104,481.26	106,883.40	109,341.96
<b>Medic IV (04)</b>	95,707.56	97,907.68	100,160.58	102,463.40	104,820.82	107,230.50	109,697.12	112,220.42	114,801.70
<b>Fire Lieutenant (VRS) (05)</b>	110,779.24	113,326.98	115,933.48	118,599.52	121,327.18	124,116.20	126,972.82	129,892.36	132,879.76
<b>EMS Lieutenant (VRS) (06)</b>	110,779.24	113,326.98	115,933.48	118,599.52	121,327.18	124,116.20	126,972.82	129,892.36	132,879.76
<b>EMS Captain (07)</b>	121,801.94	124,603.18	127,468.38	130,400.40	133,398.46	136,468.28	139,607.00	142,818.52	146,103.36
<b>Deputy Fire Marshal I (08)</b>	95,707.56	97,907.68	100,160.58	102,463.40	104,820.82	107,230.50	109,697.12	112,220.42	114,801.70
<b>Deputy Fire Marshal II (09)</b>	100,495.46	102,805.82	105,169.48	107,589.04	110,062.68	112,595.34	115,185.72	117,834.86	120,545.10
<b>Deputy Fire Marshal III (10)</b>	105,513.98	107,940.04	110,423.56	112,963.50	115,560.90	118,219.66	120,937.96	123,720.22	126,565.66





# City of Alexandria Pay Scales

## SWORN FIRE MARSHAL/ MEDIC PAY SCALE (FMME)

Effective Pay Period Beginning 06/24/2023

Pay Increase	5.0%					3.50%				
Step Grade	00	01	02	03	04	05	06	07	08	09
<b>Assistant Fire Marshal (20)</b>	86,597.94	90,928.24	95,474.60	100,248.46	105,259.96	108,944.16	112,756.80	116,705.16	120,788.20	125,016.32
<b>Battalion Chief - VRS (21)</b>	90,930.84	95,476.94	100,251.06	105,264.64	110,527.56	114,395.32	118,399.84	122,542.68	126,832.42	131,271.92



# City of Alexandria Pay Scales

## SWORN FIRE MARSHAL/ MEDIC PAY SCALE-CONT. (FMME)

Effective Pay Period Beginning 06/24/2023

Pay Increase		2.30%								
Step	Grade	10	11	12	13	14	15	16	17	18
Assistant Fire Marshal (20)		127,891.14	130,832.52	133,842.54	136,919.38	140,069.54	143,290.94	146,586.44	149,957.34	153,406.76
Battalion Chief - VRS (21)		134,291.30	137,380.10	140,539.62	143,770.64	147,077.58	150,460.44	153,922.08	157,461.72	161,083.00



# City of Alexandria Pay Scales

## SWORN FIRE PAY SCALE

(IAFF LOCAL 2141)

Effective Pay Period Beginning 07/08/2023

Pay Increase	5.0%					3.50%				
	00	01	02	03	04	05	06	07	08	09
<b>Fire Fighter I (01)</b>	57,332.08	60,198.84	63,209.12	66,368.38	69,686.76	72,126.60	74,651.20	77,264.98	79,968.20	82,767.62
<b>Fire Fighter II (02)</b>	60,196.24	63,204.18	66,366.04	69,683.64	73,168.16	75,729.94	78,378.30	81,123.38	83,962.84	86,901.88
<b>Fire Fighter III (03)</b>	63,206.52	66,366.04	69,683.64	73,168.16	76,825.84	79,516.32	82,278.04	85,180.68	88,161.32	91,246.22
<b>Fire Fighter IV (04)</b>	66,360.84	69,679.22	73,163.22	76,821.16	80,662.40	83,487.04	86,407.88	89,431.16	92,563.38	95,801.94
<b>Fire Lieutenant (F&amp;P) (05)</b>	76,810.76	80,652.52	84,684.60	88,920.26	93,363.92	96,632.90	100,015.24	103,514.58	107,137.16	110,889.22
<b>EMS Lieutenant (F&amp;P) (06)</b>	76,810.76	80,652.52	84,684.60	88,920.26	93,363.92	96,632.90	100,015.24	103,514.58	107,137.16	110,889.22
<b>Fire Captain (07)</b>	84,453.98	88,677.16	93,111.20	97,765.98	102,655.80	106,249.52	109,966.74	113,815.52	117,798.20	121,921.80



# City of Alexandria Pay Scales

## SWORN FIRE PAY SCALE-CONT.

(IAFF LOCAL 2141)

Effective Pay Period Beginning 07/08/2023

Pay Increase		2.30%								
Grade	Step	10	11	12	13	14	15	16	17	18
Fire Fighter I	(01)	84,669.52	86,619.00	88,610.34	90,649.00	92,734.20	94,867.24	97,046.82	99,281.00	101,564.84
Fire Fighter II	(02)	88,900.50	90,943.58	93,036.84	95,174.30	97,364.28	99,603.40	101,894.52	104,238.16	106,636.14
Fire Fighter III	(03)	93,344.42	95,491.50	97,689.02	99,935.94	102,234.60	104,585.26	106,990.52	109,451.16	111,968.22
Fire Fighter IV	(04)	98,006.48	100,258.08	102,564.54	104,925.34	107,338.14	109,805.54	112,332.74	114,916.36	117,559.78
Fire Lieutenant (F&P)	(05)	113,438.52	116,047.62	118,715.74	121,448.34	124,240.74	127,097.62	130,021.32	133,012.10	136,071.00
EMS Lieutenant (F&P)	(06)	113,438.52	116,047.62	118,715.74	121,448.34	124,240.74	127,097.62	130,021.32	133,012.10	136,071.00
Fire Captain	(07)	124,726.94	127,596.04	130,529.62	133,532.88	136,602.96	139,744.80	142,958.92	146,247.40	149,610.76



# City of Alexandria Pay Scales

## SWORN FIRE PAY SCALE (PSFI)



Effective Pay Period Beginning 6/24/2023

Pay Increase	5.0%					3.50%				
Grade \ Step	00	01	02	03	04	05	06	07	08	09
<b>Battalion Chief - F&amp;P (21)</b>	93,113.80	97,777.94	102,658.40	107,791.84	113,180.60	117,143.78	121,242.68	125,485.88	129,877.28	134,423.38

--	--	--	--	--	--	--	--	--	--	--



# City of Alexandria Pay Scales

## SWORN FIRE PAY SCALE-CONT. (PSFI)



Effective Pay Period Beginning 6/24/2023

<b>Pay Increase</b>	<b>2.30%</b>								
<b>Step</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>
<b>Grade</b>									
<b>Battalion Chief - F&amp;P (21)</b>	137,515.56	140,679.76	143,913.64	147,223.96	150,611.76	154,073.40	157,617.20	161,242.64	164,951.54

--	--	--	--	--	--	--	--	--	--

# City of Alexandria Pay Scales



## PHYSICIAN PAY SCALE

Effective Pay Period Beginning 6/24/2023

	Band	Certification Level	Minimum	Midpoint	Maximum	70%	82%
Clinical Psychiatrist	01	Board Eligible	\$112,404.76	\$156,730.99	\$201,057.22	\$140,740.05	\$164,866.92
	02	Board Certified	\$120,402.10	\$165,601.28	\$210,800.46	\$147,560.32	\$172,856.38
	03	Specialty Certified	\$126,441.64	\$172,569.28	\$218,696.92	\$153,087.84	\$179,331.47
Senior Clinical Psychiatrist	04	Board Eligible	\$118,024.92	\$164,567.26	\$211,109.60	\$147,776.72	\$173,109.87
	05	Board Certified	\$126,422.40	\$173,881.50	\$221,340.60	\$154,938.42	\$181,499.29
	06	Specialty Certified	\$132,763.80	\$181,198.16	\$229,632.52	\$160,742.76	\$188,298.67

Stipends of \$5,000 will be paid for each ABPN specialty certification in child psychiatry, forensic psychiatry, geriatric psychiatry, clinical psychopharmacology and geriatric medicine.

Calculating Merit Increases for Physician Scale:

**Merit Increase Rate is Based Off of Position in Band:**

If current salary is less than 70% of maximum salary for pay band,	then	Employee Receives <b>5.0%</b> increase
If current salary is between 70% and 82% of maximum salary for pay band,	then	Employee Receives <b>3.5%</b> increase
If current salary is over 82% of maximum salary for pay band,	then	Employee Receives <b>2.3%</b> increase



# City of Alexandria Pay Scales



## EXECUTIVE PAY SCALE

Effective Pay Period Beginning 6/24/2023

		Minimum	Midpoint	Maximum
<b>Deputy/Assistant Directors</b>	Band III	\$97,908.46	\$137,661.16	\$177,413.86
<b>Department Heads</b>	Band II	\$113,328.02	\$159,354.13	\$205,380.24
<b>Deputy City Managers</b>	Band I	\$126,928.62	\$178,476.61	\$230,024.60



# City Compensated Holidays

## JULY 1, 2023 THROUGH JUNE 30, 2024

The following compensated holidays are approved for the Fiscal Year 2024.

Each compensated holiday costs the City the value of the time not worked as well as about \$300,000 per day in overtime paid to essential employees (mostly Police, Fire, and Sheriff’s Office) who may be assigned to work on a compensated holiday.

### CITY EMPLOYEE COMPENSATED HOLIDAYS

#### JULY 1, 2023 THROUGH JUNE 30, 2024

HOLIDAY	DAY	DATE
Independence Day	Tuesday	July 4, 2023
Labor Day	Monday	September 4, 2023
Indigenous Peoples’ Day	Monday	October 9, 2023
Veteran’s Day	Saturday (observed Friday)	November 11, 2023 (observed November 10,2023)
Thanksgiving Day	Thursday	November 23, 2023
Day After Thanksgiving	Friday	November 24, 2023
Christmas Day	Monday	December 25, 2023
Day After Christmas	Tuesday	December 26, 2023 (in lieu of Christmas Eve)
New Year’s Day	Monday	January 1, 2024
Martin Luther King Jr. Day	Monday	January 15, 2024
George Washington Day	Monday	February 19, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth	Wednesday	June 19, 2024

# Budget Equity Tool



## WHAT IS BUDGET EQUITY TOOL

The Budget Equity Tool (BET) is intended to explicitly incorporate considerations of racial and social equity in the development of the City budget. It is both a process and a product. The process in that staff, fiscal reps, and department leaders are expected to thoughtfully evaluate their proposed supplementals and reductions for their equity impacts by answering five questions, based on people, place and benefits/burdens. The five questions are as follows:

1. What specific racial and/or social inequities in Alexandria does this proposal intend to address/reduce?
2. What specific communities benefit from this proposal?\*
3. What specific communities are burdened by this proposal?\*
4. What areas of the City will be impacted by your proposal? What is the equity index score of this area?
5. How does this proposal build capacity to engage with historically marginalized communities?

\*: Answers to these questions were given either a zero or 1 point based on the impact on historically marginalized communities.

The supplementals and reductions that are proposed for the FY 2024 budget are then evaluated by the race and social equity team to develop a scored product on a four-point scale from “high likely” to lead to more equitable community, staff, or organizational outcomes to “does not specifically draw a connection to equitable community, staff or organizational outcomes and may exacerbate/perpetuate inequities.” The aim is that the City of Alexandria will continue to advance its commitment to All Alexandria through equitable decisions making in budget, policy, practice, procedure, and culture.

Four scales (highly likely, likely, maintains, no connection) are created based on following criteria:

Highly likely to lead to more equitable community, staff, or organizational outcomes (10-11 total points)

Likely to contribute to more equitable community, staff, or organizational outcomes (7-9 total points)

Maintains a current level of operation and outcomes related to equity, for community, staff, and organization (4-6 points)

Does not specifically draw a connection to equitable community, staff or organizational outcomes and may exacerbate/perpetuate inequities (0-3 points)

Budget equity scores of the supplementals and reductions that are included in the FY 2024 budget are provided in the following table. While reading the table, it should be noted that the score of “high likely” is still contingent upon equitable implementation of the program outlined.

# Budget Equity Tool



## BUDGET EQUITY SCORES

Addition/ Reduction	Department	Proposal Title	Proposal	Budget Equity Score Highly Likely (10-11) Likely - (7-9) Maintains - (4-6) No connection - (0-3)
Addition	City Manager's Office	Diverse Small Business Funding	Through grants and technical assistance, the program will build capacity for businesses to attract funding and capital, and to network with other enterprises and business leaders.	Highly Likely
Addition	Citywide	Targeted Staffing Studies	The FY 2024 budget includes contingency funding for target staffing studies and implementation.	Highly Likely
Addition	Community and Human Services	Early Childhood State Mandate Compliance	The FY 2024 budget adds a full-time Coordinated Enrollment Specialist for the Virginia Quality Before 5 (VQB5) System to support implementation of the State's new measurement and improvement system focusing on the quality of publicly-funded birth through age five classrooms. This position will be funded with State revenue so there is a net neutral impact on the General Fund.	Highly Likely
Addition	Community and Human Services	Child Welfare Services Efficiency Efforts	The FY 2024 budget adds a full-time Management Analyst position to coordinate the reimbursement requirements for Children Services Act (CSA) funded services and post-adoption services. This position is partially funded by the State with a City General Fund match.	Highly Likely
Addition	Community and Human Services	Services to Youth with Intellectual and Developmental Disabilities	The FY 2024 budget adds one Support Coordinator to DCHS' child intellectual and developmental disabilities team. This position is funded with Medicaid waiver revenue so there is a net neutral impact on the General Fund.	Highly Likely
Addition	Community and Human Services	Rental Assistance	The FY 2024 budget allocates one-time funding for DCHS to continue rental assistance services for the community. This expenditure was previously funded by the City's ARPA allocation and State/Federal relief, and will receive one-time General Fund dollars in FY 2024.	Highly Likely
Addition	Community and Human Services	Parent and Infant Education Program and Early Childhood Wellness Services	The FY 2024 budget adds a full-time Senior Therapist to the City's early intervention programs. This position will conduct assessments and support treatment plans for eligible children. This position is funded with third party revenue so there is a net neutral impact on the General Fund.	Highly Likely
Addition	Community Policing Board	Community Policing Board	The FY 2024 budget includes additional operating resources to support the Office of Independent Policing Auditor and the Independent Community Policing Review Board.	Highly Likely
Addition	Finance	Disparity Study	The FY24 budget includes funding for a disparity study, which will inform the City about whether the current approach to procuring goods and services results in equitable outcomes for all classes of business, including small, women and minority owned (SWaM) businesses. The study will provide a detailed demographic breakdown of the vendors who have participated in the City's solicitation process, as well as those who have secured contracts. Completion of a disparity study is legally the first step the City must take towards the development of future procurement policies aimed at actively closing any identified gaps. Procurement policies that establish participation goals for certain classes of businesses, or "set asides," must be grounded in a disparity study that demonstrates the traditional full and open procurement process has not produced equitable results for all classes of businesses.	Highly Likely

# Budget Equity Tool



## BUDGET EQUITY SCORES

Addition/ Reduction	Department	Proposal Title	Proposal	Budget Equity Score Highly Likely (10-11) Likely - (7-9) Maintains - (4-6) No connection - (0-3)
Addition	Fire	Volunteer Management	The FY 2024 budget allocates one-time funding for the Volunteer Alexandria Community Emergency Response Team (CERT) program. This expenditure was previously funded by the City's ARPA allocations.	Highly Likely
Addition	Health	Health Equity Program Manager	The FY 2024 budget adds a full-time Health Equity Program Manager to the Health Department to address health inequities and chronic health conditions in Alexandria. This position will coordinate programs to address chronic diseases throughout the City. State grant funds are available to reimburse the City for 100% of this position's costs.	Highly Likely
Addition	Health	Teen Wellness Center Administrative Support II	The Health Department is receiving a full-time Administrative Support II position for the Teen Wellness Center at the Minnie Howard Campus. This position will provide administrative support to the existing Public Health Nurse II position to concentrate on the intersection of students' physical and mental health, act as a liaison to DCHS and ACPS mental health practitioners, and follow up with students recommendations made by Teen Wellness Center (TWC) staff and by DCHS and/or ACPS mental health practitioners.	Highly Likely
Addition	Housing	Housing Analyst Position	The FY 2024 budget extends by one year a Housing Analyst (Relocation Advisor) position originally funded by American Rescue Plan Act (ARPA). This position assists residents with housing instability and landlord tenant activities.	Highly Likely
Addition	Information Technology Services	Continued A/V Technical Staffing Public Meetings	The 2024 budget includes funding to continue support for Audio Video hybrid meeting environment. The funding will support two positions who will provide in-person support for City Council meetings taking place in Council Chambers.	Highly Likely
Addition	Library	Expand CORE Materials Collection & Retain Equity Audit Tool	The Library received an ARPA Grant from the Library of Virginia in FY22 to fund an equity audit tool to combat gaps in the Library collection's coverage on equity, diversity, and inclusion. The FY 2024 budget allocates funding to allow the Library continued use of the tool. The FY 2024 budget also includes a one-time funding for the Library to expand their materials collection budget to address the gaps identified by the equity audit tool.	Highly Likely
Addition	Library	Mobile Hotspot & Chromebook Lending	The FY 2024 budget allocates one-time funding for the Alexandria Library to continue lending mobile hotspots and Chromebooks to cardholders to provide Internet access and equipment to residents without reliable access or computers in the home. This expenditure was previously funded by the City's ARPA allocations and will receive one-time general fund dollars in FY 2024.	Highly Likely
Addition	Registrar	Citywide Mailing prior to general election	The FY 2024 budget includes a one-time increase for a non-partisan, City-wide mailer in advance of the November General Election, including information on early voting, identification requirements, and sample ballots.	Highly Likely

# Budget Equity Tool



## BUDGET EQUITY SCORES

Addition/ Reduction	Department	Proposal Title	Proposal	Budget Equity Score Highly Likely (10-11) Likely - (7-9) Maintains - (4-6) No connection - (0-3)
Addition	Transportation & Environmental Services	Career Ladder, Impound Lot	The FY 2024 budget includes funding to establish an Impounding Officer career ladder within the Traffic & Parking Operations division and a Fleet Services Support career ladder within the Fleet Services division.	Highly Likely
Addition	ACJS	Program Deputy Director	The FY 2024 budget adds a Program Deputy Director position to establish leadership, management, succession planning and assistance with oversight of ACJS. This will assist with program structure, quality assurance, and operational direction and goals.	Likely
Addition	City Council	City Council Town Halls	The FY 2024 budget includes funding for technology and language access services in support of City Council-led town hall events.	Likely
Addition	Commonwealth Attorney	Body Worn Camera Program staffing	The FY 2024 budget includes three new positions (one Assistant Commonwealth's Attorney and two paralegals) for the implementation of the Body Worn Camera program. Recruitment of new positions will be done in phases. In addition, three positions (one Admin Services Division Chief and two Assistant Commonwealth's Attorneys) are included as contingency funding.	Likely
Addition	Court Services	Gang Intervention Prevention Education (IPE) Baseline Services	The annual funding for the Gang Intervention Prevention Education (IPE) program with two full-time counselors is increased due to increases observed in salary and benefits during the past two years. The program is designed to increase protective factors to ensure that gang-involved youth and youth at-risk for gang involvement have increased abilities to resist gang involvement.	Likely
Addition	DECC	Addition of Division Chief of Public Safety Communication Systems	The FY 2024 budget includes the reclassification of a Computer Programmer Analyst IV position as the Division Chief of Public Safety Communication Systems. This position will provide institutional support to all public safety communication systems through the development and implementation of communication systems to ensure that Public Safety technology initiatives fulfill the needs of the individual agencies and the National Capital Region (NCR).	Likely
Addition	Human Resources	Human Resources Consultant/benefits	The FY 2024 budget includes funding for contracting with a Broker of Record to ensure that the City negotiates the fairest prices for insurance and other benefits. This will help control overall benefit costs, and contribute to Council's priority of making Alexandria an employer of choice by enhancing value to employees.	Likely
Addition	Joint	Public Safety Mental Health Clinician	This proposal is for a mental health provider to contract with Alexandria's public safety departments, APD, AFD, ASO, and DECC. Public Safety agencies are highly concerned about the National suicide trends, and the increasing level of trauma first responder employees must witness and experience. The FY 2024 budget includes contingency funding for a pilot program focused on identifying mental health resources with the necessary public safety expertise to support employees' mental health.	Likely
Addition	Library	Microsoft 365 Migration	The FY 2024 budget allocates funding for a one-time third-party implementation fee for the Library to join the City's enterprise content collaboration platform. This will allow the Library to migrate onto the City's Microsoft platforms and improve collaboration between the Library and City Departments.	Likely

# Budget Equity Tool



## BUDGET EQUITY SCORES

Addition/ Reduction	Department	Proposal Title	Proposal	Budget Equity Score Highly Likely (10-11) Likely - (7-9) Maintains - (4-6) No connection - (0-3)
Addition	Planning And Zoning	Planning & Zoning (P&Z) – Senior Planning Technician	The FY 2024 budget adds one Senior Planning Technician to the Land Use Services Division to support Permit Center requests. This includes small business licenses and construction permits that support both residential and non-residential projects. This position will add capacity to ensure that deadlines are met and service levels are maintained.	Likely
Addition	Police	Community Cook Outs	The FY 2024 budget includes funding to support Community Cook Out events. These events are used to connect city residents with public safety personnel and increase awareness of upcoming initiatives.	Likely
Addition	Recreation, Parks, & Cultural Activities	Expand Contracted Programming Classes & Camps	RPCA is increasing the availability of contractor-led programs for youth and adults. Although this expanded program offering will increase expenditures, user fee revenues are expected to increase at a higher rate which will result in a net general fund impact of \$176,596 in revenue.	Likely
Addition	Recreation, Parks, & Cultural Activities	Patrick Henry Teen Program	RPCA will provide two additional operating hours at the Patrick Henry Teen Program on Fridays until 11pm and Saturdays until 8pm. This addition will support Alexandria teens on the City's West End by providing free supervised access to recreation opportunities.	Likely
Addition	Recreation, Parks, & Cultural Activities	Minnie Howard Aquatic Center Staffing	To prepare for the ACHS Minnie Howard Campus's pool opening, the FY 2024 budget includes salary expenses for an Aquatics Recreation Manager II and two Recreation Leader III Head Lifeguards for part of FY 2024. The future FY 2025 budget will reflect the pool's revenue, staffing, and operating expenses.	Likely
Addition	Sheriff	ADA and PREA Manager	The FY 2024 budget includes one time professional fee funding for an ADA and PREA Manager contracted position. This position will ensure inmates with disabilities have access to all programs and services and comply with federal law. The position will also assist with prevention, detection, reporting and responding strategies related to sexual abuse and harassment in confinement settings.	Likely
Addition	Transportation & Environmental Services	Street Renaming effort	The FY 2024 budget includes manufacturing and installation of street signage that would be required for renaming of streets currently named after Confederate generals and officials. The proping allows for implementing a renaming on one major street (which may require a greater number of signs, and have various types and sizes of signage), and two minor streets, per year.	Likely
Addition	ACJS	Temporary Services	The FY 2024 budget increases funding for temporary services for a Front Desk Assistant to ensure better client services at ACJS.	Maintains



# Budget Equity Tool



## BUDGET EQUITY SCORES

Addition/ Reduction	Department	Proposal Title	Proposal	Budget Equity Score Highly Likely (10-11) Likely - (7-9) Maintains - (4-6) No connection - (0-3)
Addition	Circuit Court Judges	IT services to support Body Worn Camera Program implementation at the Courts	The FY 2024 budget includes one time funding for contracted IT services to support the implementation of the Body Worn Camera program at Courts.	Maintains
Addition	Communications	Additional Space to Accommodate Growing Team	The FY 2024 budget includes funding to increase office space accommodations for the new and existing Communications staff.	Maintains
Addition	Communications	Production Equipment	The FY 2024 budget includes additional funding to procure new media and production equipment. Currently, OCPI team members are using outdated equipment and outsourcing to third parties to create video and social media content.	Maintains
Addition	Court Services	Bilingual Clinical Psychologist (Hourly)	The FY 2024 budget includes one part-time contracted Bilingual Clinical Psychologist (20hr/week) to work on substance abuse cases which exhibit a rising trend among youth.	Maintains
Addition	Fire	Annual Medical Physicals	The FY 2024 budget allocates funding for annual medical physicals to monitor and maintain the health and physical abilities of Fire personnel.	Maintains
Addition	Fire	Administrative Support	The FY 2024 budget adds one Administrative Support position to support Fire's Deputy Chiefs, Assistant Chiefs, and Administrative staff. Responsibilities for this position will include data entry, answering phones, coordinating public service requests, and scheduling visits.	Maintains
Addition	General Services	Staffing Study Results	A new Parts Expeditor position is included in the FY2024 budget as outlined in an external staffing study. This position will assist existing maintenance and engineering staff to procure parts and equipment, increasing overall maintenance capacity. One-time increase is included for Contractual Services to further support maintenance services.	Maintains
Addition	Human Resources	Recruitment Outreach	To position the City as an employer of choice, the Budget includes a one-time funding for advertising and recruitment. This will improve the City's ability to target and reach diverse talent.	Maintains
Addition	Human Resources	Outsourcing Leave of Absence	The FY 2024 budget includes additional funding to contract an external manager for the City's leave of absence policy. This will streamline how requests are processed, improving the employee experience, while also limiting future City liability.	Maintains
Reduction	Library	Eliminate & Reduce Security Guard Services	This reduction eliminates security guard services at two branches (Barrett and Duncan) and would reduce security guard services at two branches (Beatley and Burke). Total estimated guard service hours would be reduced from 4,954 in FY23 to 2,164 in FY24.	Maintains
Addition	Recreation, Parks, & Cultural Activities	Administrative Support V	RPCA is converting a contracted support position to a full time Administrative Support V. This position acts as a customer contact for maintenance and tree requests, logistics, and financial support for the Department. This adjustment offsets the position's salary increases with a reduction to contractual services for a net a general fund savings.	Maintains

# Budget Equity Tool



## BUDGET EQUITY SCORES

Addition/ Reduction	Department	Proposal Title	Proposal	Budget Equity Score Highly Likely (10-11) Likely - (7-9) Maintains - (4-6) No connection - (0-3)
Addition	Recreation, Parks, & Cultural Activities	Head Lifeguards	RPCA is receiving one Head Lifeguard position, the cost of which is partially offset by a reduction in the aquatics seasonal budget.	Maintains
Addition	Recreation, Parks, & Cultural Activities	Urban Forester	RPCA is receiving one Urban Forester to improve the maintenance trees in the City and responsiveness to service requests.	Maintains
Addition	Transportation & Environmental Services	IBS/Genuine Auto Parts Program	The FY 2024 budget includes funding to outsource the parts storeroom. This will eliminate the need for fleet to have the burden of managing stale parts that sit on the shelves for months with little or no use and may only be needed for seasonal use. By doing this, Fleet does not have to have the cost associated with this and the parts stocked by the provider will be on consignment thus fleet has no monies tied up in the inventory.	Maintains
Addition	Transportation & Environmental Services	In-House Warranty Program	The FY 2024 budget adds an In-House Warranty Program to allow the City to execute warranty and recall services instead of taking these to the dealer. This will be a revenue generator for the Fleet Services Division and the City, as they will be paid for all repairs done.	Maintains
Reduction	Community and Human Services	Dental Services Reduction	The FY 2024 budget reduces financial assistance to eligible residents for the dental services provided through the Northern Virginia Dental Clinic (located in the Merrifield area of Fairfax County). Residents will still have access to these services, but will be responsible for the cost of each visit. Residents will also have access to the dental care options provided by the more closely located Neighborhood Health King Street Dental Clinic.	No Connection
Addition	Economic Development	Visit Alexandria - Market Rate Adjustments and CPI costs	The FY 2024 budget includes an increase to accommodate market rate adjustments and inflation; and increases in advertising, marketing and communications budgets at Visit Alexandria.	No Connection