

# City of Alexandria, Virginia

## MEMORANDUM

DATE: APRIL 18, 2003

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: BUDGET MEMO 42: IMPACT OF REDUCTIONS ON PERSONNEL AND NON-PERSONNEL EXPENDITURES (MAYOR DONLEY'S AND COUNCILMAN SPECK'S REQUEST)

The attached calculations are provided in response to the request of Mayor Donley and Councilman Speck for information regarding the impact of percentage reductions on the General Fund departmental budgets. Calculations of what a three percent reduction on non-personnel expenditures, and a one percent reduction on personnel expenditures were requested.

**Non-personnel:** Attachment I reflects that a three percent reduction in General Fund departmental non-personnel expenditures would reduce the overall General Fund budget by \$1,286,619. The following City government expenditures were excluded from the calculation:

- Payments to regional entities such as the Washington Metropolitan Area Transportation Authority (WMATA), Virginia Railway Express (VRE), the Council of Governments (COG), Northern Virginia Regional Commission (NVRC), and the Northern Virginia Regional Park Authority (NVRPA);
- Payments to certain city-related or supported agencies such as the Alexandria Convention and Visitors Association (ACVA), the Small Business Development Center (SBDC), the Eisenhower Public-Private Partnership and the Alexandria Economic Development Authority (AEDP);
- Payments to regional programs such as the Peumansend Creek Regional Jail, the Northern Virginia Community College, the Northern Virginia Juvenile Detention Home, the Northern Virginia Criminal Justice Academy and the Animal Shelter;
- Payment to the State to support the Health Department (which is used to pay mostly salaries);
- Grant Programs such as the Community Partnership Fund, the Commission for the Arts Grant Program, the Youth Fund, and the Children's Fund;
- DASH personnel costs (non-personnel costs for DASH are included);
- Cash match transfers in the Departments of Human Services and Mental Health, Mental Retardation and Substance Abuse to the Special Revenue Fund used to draw down state and federal funding.

The largest impacts of the three percent non-personnel reduction are in the following departments:

Transportation and Environmental Services	\$307,982
Police	\$128,825
General Services	\$128,059
Recreation and Parks	\$112,695
Fire	\$100,396
Sheriff	\$ 88,858

Each one percent in a General Fund non-personnel reduction equals \$428,873.

**Personnel:** Attachment II reflects a similar reduction scenario applied to City General Fund personnel expenditures. Cash match transfers from the General Fund to offset grant-funded positions that are not fully covered by special revenue funds were excluded. DASH personnel costs were included. A one percent reduction to the entire City General Fund personnel budget would reduce the budget by \$1,430,980.

The largest impacts of the one percent personnel reduction are in the following departments:

Police	\$336,808
Fire	\$239,621
Sheriff	\$151,228
Recreation and Parks	\$114,641
TES	\$112,053

**Attachments:**

- I. Three percent non-personnel reductions spreadsheet
- II. One percent personnel reductions spreadsheet

**Staff:** Mark Jinks, Assistant City Manager  
Kendel Taylor, Budget Analyst

## Schedule P-1

City of Alexandria, Virginia

## GENERAL FUND NON-PERSONNEL EXPENDITURES BY DEPARTMENT

FY 2004 - Proposed Budget

Department/Agency	General Fund Non-Personnel	Exclusions	General Fund Non-personnel	Net Reduction
1 City Council	109,990		109,990	-3,300
2 City Manager's Office	135,603	7,600	128,003	-3,840
3 Human Relations(Office on Women FY 01)	181,974	113,881	68,093	-2,043
4 Human Rights	61,803	32,493	29,310	-879
5 Citizens Assistance	75,550		75,550	-2,267
6 Management and Budget	90,902		90,902	-2,727
7 18th Circuit Court	168,220		168,220	-5,047
8 18th General District Court	85,493		85,493	-2,565
9 Juvenile and Domestic Court	33,948		33,948	-1,018
10 Commonwealth's Attorney	244,862	31,928	212,934	-6,388
11 Office of the Sheriff	2,966,940	5,000	2,961,940	-88,858
12 Clerk of Courts	137,785		137,785	-4,134
13 Law Library	0		0	0
14 Other Public Safety	3,684,287	3,684,287	0	0
15 Court Services Unit	54,049		54,049	-1,621
18 Information Technology	1,711,038	80,000	1,631,038	-48,931
20 City Clerk	34,530		34,530	-1,036
Finance	1,715,726	119,705	1,596,021	-47,881
22 Internal Auditor	29,254	9,473	19,781	-593
23 Real Estate Assessments	81,005		81,005	-2,430
24 Personnel	483,382		483,382	-14,501
25 Planning and Zoning	390,654		390,654	-11,720
26 Other Planning Activities	2,248,399	2,248,399	0	0
27 City Attorney	154,373	26,097	128,276	-3,848
28 Registrar of Voters	330,496	153,230	177,266	-5,318
29 General Services	4,437,241	168,615	4,268,626	-128,059
30 Transportation and Environment	10,318,804	52,750	10,266,054	-307,982
33 Transit Subsidies	1,606,000	0	1,606,000	-48,180
34 Fire	3,346,522		3,346,522	-100,396
35 Police	5,642,856	1,348,689	4,294,167	-128,825
36 Housing	84,507	11,002	73,505	-2,205
37 MH/MR/SA	404,683		404,683	-12,140
38 Health	5,882,577	3,424,608	2,457,969	-73,739
39 Human Services	4,033,162	2,343,853	1,689,309	-50,679
40 Human Services - Children's Fund	1,003,632	1,003,632	0	0
Community Partnership and Youth Funds	975,500	975,500	0	0
41 Historic Alexandria	460,217		460,217	-13,807
42 Recreation and Cultural Activities	3,978,021	221,530	3,756,491	-112,695
43 Other Recreational	232,220	232,220	0	0
44 Other Educational	13,058	13,058	0	0
44 Library	1,565,597		1,565,597	-46,968
City-wide Total	59,194,860	16,307,550	42,887,310	-1,286,619
City-wide Total	59,194,860	16,307,550	42,887,310	
3% reduction			1,286,619	
Each 1% of reduction			428,873	

Schedule P-1  
 City of Alexandria, Virginia  
 GENERAL FUND PERSONNEL EXPENDITURES BY DEPARTMENT  
 FY 2004 - Proposed Budget

Department/Agency	General Fund Personnel	Exclusions	Net General Fund Personnel	Reduction
1 City Council	432,425		432,425	-4,324
2 City Manager's Office	1,685,637		1,685,637	-16,856
3 Human Relations(Office on Women FY 01)	843,742		843,742	-8,437
4 Human Rights	369,901		369,901	-3,699
5 Citizens Assistance	487,106		487,106	-4,871
6 Management and Budget	839,881		839,881	-8,399
7 18th Circuit Court	989,318		989,318	-9,893
8 18th General District Court	0		0	0
9 Juvenile and Domestic Court	0		0	0
10 Commonwealth's Attorney	1,841,416		1,841,416	-18,414
11 Office of the Sheriff	15,122,823		15,122,823	-151,228
12 Clerk of Courts	1,182,768		1,182,768	-11,828
13 Law Library	69,778		69,778	-698
14 Other Public Safety	0		0	0
15 Court Services Unit	631,360		631,360	-6,314
18 Information Technology	4,313,266		4,313,266	-43,133
20 City Clerk	305,191		305,191	-3,052
21 Finance	5,551,723		5,551,723	-55,517
22 Internal Auditor	152,159		152,159	-1,522
23 Real Estate Assessments	913,397		913,397	-9,134
24 Personnel	1,746,637		1,746,637	-17,466
25 Planning and Zoning	2,771,104		2,771,104	-27,711
26 Other Planning Activities	0		0	0
27 City Attorney	1,283,083		1,283,083	-12,831
28 Registrar of Voters	556,378		556,378	-5,564
29 General Services	5,086,360		5,086,360	-50,864
30 Transportation and Environment	11,205,341		11,205,341	-112,053
33 Transit Subsidies	5,285,000		5,285,000	-52,850
34 Fire	23,962,066		23,962,066	-239,621
35 Police	33,680,834		33,680,834	-336,808
36 Housing	837,720		837,720	-8,377
37 MH/MR/SA	187,476		187,476	-1,875
38 Health	1,070,744		1,070,744	-10,707
39 Human Services	2,345,680		2,345,680	-23,457
40 Human Services - Children's Fund	0		0	0
Community Partnership and Youth Funds	0		0	0
41 Historic Alexandria	1,712,205		1,712,205	-17,122
42 Recreation and Cultural Activities	11,464,089		11,464,089	-114,641
43 Other Recreational	0		0	0
44 Other Educational	0		0	0
44 Library	4,171,431		4,171,431	-41,714
City-wide Total	143,098,039	0	143,098,039	-1,430,980
City-wide Total	143,098,039	0	143,098,039	
1% reduction			1,430,980	