

*City of Alexandria, Virginia***MEMORANDUM**

DATE: JUNE 17, 2004

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: TRANSFER RESOLUTION - FY 2004 OPERATING BUDGET

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**ISSUE:** Transfer Resolution – FY 2004 General Fund Operating Budget.

**RECOMMENDATION:** That City Council adopt this resolution which adjusts the various departmental accounts to projected final expenditure patterns.

**DISCUSSION:** In accordance with § 5.07 of the City Charter, at the end of each fiscal year, City staff submits a resolution to City Council to transfer appropriations to adjust the various departmental accounts according to projected final expenditure patterns. Out of a City General Fund appropriation of \$397,748,187, the transfers total \$2,959,000, and are required for the following reasons:

- To transfer budget authority for City legal expenses budgeted in a non-departmental account, in the amount of \$444,000 for the use of outside attorneys for special legal work, which, for administrative purposes (such as monitoring billable hours), are charged as the bills are paid against the budget for the City Attorney's Office.
  - To adjust various departmental accounts, in the aggregate amount of \$2,515,000, for the following: (1) to transfer funds to the Fire Department, primarily due to the costs of an average of eight overhire firefighter and EMT positions, coupled with a lack of expected turnover and position vacancies in the department, as well as the creation of the new Office of Emergency Management after the fiscal year had started (\$1,200,000); (2) to transfer funds to the Department of Human Services for the larger than initially budgeted case load of the Alexandria Community Policy and Management Team (ACPMT) which provides Comprehensive Services Act (CSA) state-mandated care to emotionally and/or behaviorally disturbed children (\$820,000); (3) to transfer funds to the General Services Department for higher than budgeted expenditures associated with fuel costs, natural gas costs, City-wide postage costs, and rental costs for expanded leasing during the fiscal year (\$320,000); (4) to transfer funds to Transit Subsidies for demand-driven increased costs associated with the DOT Paratransit program (\$50,000); (5) to transfer funds to the Library for costs arising from the reclassification of positions determined during a review
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completed early in FY 2004 to be out of competitive alignment (\$50,000); (6) to transfer funds to the Personnel Services Department for the City Employee Training Program and the Tuition Reimbursement Program (\$30,000); (7) to transfer funds to the Other Public Safety and Justice Activities budget for the City's share of utility costs at the Animal Shelter that were not originally budgeted in the City's contract with the Animal Welfare League (\$25,000); and (8) to transfer funds to the City Clerk and Clerk of Council's budget to cover the leave payout costs associated with the retirement of two long-term employees in the office during the year (\$20,000).

**FISCAL IMPACT:** The resolution balances operating budget accounts by transferring approved appropriations. There is no net change in total budgeted General Fund amounts as a result of the transfers included in this resolution, and as a result, the City's General Fund budget remains within the previously authorized levels.

**ATTACHMENT:** FY 2004 Transfer Resolution

**STAFF:**

Bruce Johnson, Director, Office of Management and Budget  
Carol Anne Moore, Acting Deputy Director, Office of Management and Budget  
Ray Welch, Financial Reporting Supervisor, Finance/Accounting  
Laura Triggs, Deputy Director/Comptroller, Finance/Accounting

RESOLUTION #

WHEREAS, certain appropriation accounts of the City of Alexandria, Virginia will be overexpended due to budgeting practices and unanticipated expenditures; and

WHEREAS, it is the desire of the City Council to take the action necessary to transfer budget authority among City departments to adjust these accounts;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA:

That the Director of Finance be and hereby is authorized to make the following appropriations transfers between the General Fund accounts designated:

TRANSFER APPROPRIATIONS FROM:

125302	Non-Departmental – City Legal Expenses	\$ 349,000
125302	Non-Departmental – Claims Against the City	95,000
125302	Non-Departmental – Miscellaneous Expenditures	607,000
155010	Police	719,000
121657	Recreation, Parks and Cultural Activities	400,000
102509	Office of the Sheriff	160,000
101550	Office of Management and Budget	110,000
102707	Commonwealth’s Attorney	90,000
101204	City Manager’s Office	80,000
102103	18 <sup>th</sup> Circuit Court	70,000
105106	Planning and Zoning	64,000
102905	Clerk of the Court	50,000
103457	Office of Real Estate Assessments	40,000
116509	Housing	40,000
107102	Registrar of Voters	40,000
101105	City Council	20,000
121004	Office of Historic Alexandria	15,000
102996	Internal Audit	10,000
		<u>\$2,959,000</u>

TRANSFER APPROPRIATIONS TO:

106104	City Attorney	\$ 444,000
111401	Fire Department	1,200,000
120022	Department of Human Services	820,000
108100	General Services	320,000
103713	Transit Subsidies	50,000

122101	Library	50,000
104109	Office of Personnel Services	30,000
102855	Other Public Safety and Justice Activities	25,000
109108	City Clerk and Clerk of Council	<u>20,000</u>
		<u>\$2,959,000</u>

ADOPTED: June 22, 2004

WILLIAM D. EUILLE, MAYOR

ATTEST:

JACQUELINE M. HENDERSON, CITY CLERK

RESOLUTION NO. 2113

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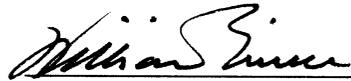
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Jacqueline M. Henderson, CMC City Clerk