City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 7, 2007

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO # 6 : METHOD AND TIMING OF REQUESTING ADDS OF MORE THAN $50,000

Budget Resolution 2205 establishes the procedures for this Council to use in adopting the Operating Budget and the Capital Improvement Program. This memorandum describes more specifically how to submit "adds" to the City Manager's budget of more than $50,000. The definition of "adds" includes all potential additions to any element of the City's FY 2008 proposed budget, including the City's operating, budget, City and School COLA, City transfer to the School's operating budget, and City and School capital improvement projects.

Background:

One of the provisions of Resolution 2205, newly adopted by this Council, is the requirement in section (c)(4) that:

> "It shall not be in order for any member of the Alexandria City Council to initiate any amendment to the proposed budget of the City of Alexandria which would increase any specific budget outlay by more than $50,000, unless written public notice of the member's intent to offer such an amendment, and a general description of the proposed amendment, is given to the City Manager and City Clerk at least one week prior to the spring budget public hearing."

Section (c)(4)(a) provides that:

> "The provisions of this paragraph may be waived if the proposed amendment is raised by a member of the public at the spring budget public hearing (but not an amendment raised at the separate public hearing on the effective real estate tax) and at least three members of the Alexandria City Council formally request a budget memorandum from staff in regard to such proposed amendment within 3 days of the public hearing."

Suggested Methods and Timing for Submitting "Adds" of More than $50,000:

This year the budget public hearing is scheduled for April 9, 2007. Therefore, Council members must submit notice of intent to request an amendment adding $50,000 or more to the proposed budget by April 2, 2007.

One way for a member to submit such a notice is to ask a budget memo question to Bruce Johnson, Director of the Office of Management and Budget, in the customary fashion via e-mail, memorandum or orally before the April 2nd deadline.

- The question could be more one of an informational nature -- "I am notifying you of my intent to request an add of $___ for "____(describing a project or activity)".
- Or it could be provisional, such as "I am notifying you of my provisional intent to request an add of $____ for "_____", pending receipt of any additional information, advice or comment City staff may wish to provide on this subject."
- Or it could simply say "I am considering asking for an add of $_____".

A budget memo request, similarly could be submitted within the 3 day window by April 12, 2007, (three days after the budget public hearing) for "adds" to be submitted by 3 or more members that address a matter raised by a member of the public at the public hearing.

Because the requirement in Resolution 2205 is that "public notice" be given to the City Manager and City Clerk, a budget memo request is but one way that could be done. (If a budget memo request is sent to me or my staff, I will immediately forward it to the City Clerk as well. The City Clerk will immediately share any notice that office receives directly with me and my staff. You need not copy both of us.)

Whatever way we receive notice, City staff will post it by close of that business day on the OMB webpage in a special listing that identifies it as "Notifications Received from Council Members regarding requests for additional funds of $50,000 or more for the FY 2008 Budget". City Council members will be noticed via e-mail of such a posting. A link to this posting will be shown on the City's main web page beginning on April 3, 2007, along with information on the upcoming public hearing on April 9, 2007.

Finally, any budget "adds" under $50,000 can be requested by a member of Council by Wednesday, April 25, 2007. This will allow OMB time to list all such proposed "adds" (and corresponding "deletes") in a summary budget memorandum for distribution to City Council on Friday, April 27, 2007, in preparation for the preliminary add-delete work session on Monday, April 30, 2007.

If you have any questions on these procedures, please contact Bruce Johnson at 703-838-4780.