

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 11, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: CONSIDERATION OF REQUEST TO TRANSFER FUNDS  
DESIGNATED FOR SISTER CITIES ACTIVITIES FROM COUNCIL  
CONTINGENT RESERVES

**ISSUE:** Request to transfer funds allocated in the Council’s Contingent Reserves for FY 2010 sister cities activities.

**RECOMMENDATION:** That City Council approve the transfer of \$7,000 of the \$11,160 allocated in Council’s FY 2010 Contingent Reserves account to cover the costs of sister cities program and activities in FY 2010.

**DISCUSSION:** The Council designated \$11,160 in Contingent Reserves to be used to cover the costs of sister cities activities during FY 2010 if needed. During this fiscal year, the City hosted three delegations from our sister cities as noted below.

- Five-person delegation headed by Mayor Phillipe Duron from Caen, France when they visited Alexandria in July 2009 for two days
- Three-person delegation visiting during the Annual Scottish Christmas Walk weekend (four days)
- 14-person delegation from Helsingborg, Sweden visited for five days and City presented the Lucia girls in concert at Convergence

Other expenses were incurred hosting the City Hall Intern from Caen (Alexandria had a student intern at Caen City Hall) for month of July; incidental expenses related to the Dundee Youth Summit (five T.C. Williams students and one teacher participated); and City’s participation in the June 6 memorial events in Caen, France. No City funds were used for travel to and from any of our sister cities.

**FISCAL IMPACT:** Assuming City Council authorizes the transfer of the \$7,000 from funds designated in Contingent Reserves for FY 2010 to fund the sister cities programs and activities, a total of \$4,160 would be available for FY2011 sister city activities. City Council will need to approve the carryover of these funds to FY 2011 and release them from Contingent Reserves when needed.

**STAFF:** Rose Williams Boyd, Director of Citizen Assistance