

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 6, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD M. YOUNG, CITY MANAGER 

SUBJECT: SUPPLEMENTAL APPROPRIATION ORDINANCE FOR THE SUPPORT OF THE CITY GOVERNMENT FOR FY 2012

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**ISSUE:** Consideration of a Supplemental Appropriation Ordinance for the support of the City government for FY 2012.

**RECOMMENDATION:** That City Council pass this proposed Ordinance (Attachment 1) on first reading, Wednesday, June 13, 2012, and schedule it for public hearing, second reading, and final passage on June 16, 2012.

**DISCUSSION:** Near the end of each fiscal year a Supplemental Appropriation Ordinance is presented for Council consideration in order to reflect additional grant revenues, donations and other technical appropriation adjustments previously planned but not yet enacted. This Ordinance includes the appropriation of City Grants and the appropriation of Capital Project Fund Revenues; the appropriation of Equipment Replacement Retained Earnings; and the appropriation of Schools and DASH Fund Balance to pay for commitments established but not paid prior to June 30, 2012. Staff recommends the FY 2012 Appropriations Ordinance be amended to accomplish the following:

- (1) The appropriation of grant revenue accepted or adjusted by the City in FY 2012, for specific programs, but not yet appropriated. A listing of grants is included as Attachment 2 and totals \$4,175,448. The most significant appropriation of \$3,782,817 to the Office of Housing appropriates \$1.5 million in bond proceeds and \$2.1 million in Housing Trust Fund money used for the purchase of the ARHA replacement units for the James Bland project. Also included in the total appropriation is \$261,947 for the Department of Community and Human Services, including \$132,134 in Headstart funding and \$101,754 for the Disability Employment Initiative. All other grant appropriations included in the attachment total \$130,684.
- (2) The appropriation of \$2,901,569 of Equipment Replacement Retained Earnings not yet appropriated for vehicles and other equipment to be purchased in FY 2012 as specified by department in Section 2 of the attached ordinance.

- (3) The reappropriation of \$1,347,768 of the Schools and \$126,056 of DASH Fund Balance to pay for commitments, in the form of encumbrances, established prior to, but not paid by June 30, 2011.
- (4) The appropriation of General Fund Balance for not yet appropriated, mostly one-time expenditures. The appropriation of \$5,322,592 of General Fund balance includes \$4,423,880 appropriated as cash capital to fund Council planned expenditures as contained in the Council Approved FY 2012 Capital Improvement Program; \$125,000 to accelerate a small portion of the Fire Station 210 project from FY 2013 to FY 2012, as discussed in Budget Memo #57 to address procurement and cash flow issues; \$244,763 to relocate the 230 KVA line at the Potomac Yard site (funding was appropriated in April to the CIP, but the initial appropriation from Fund Balance was not included); \$78,949 for Police overtime costs associated with traffic management surrounding the new Washington Headquarters facility from the funds designated by Council for BRAC contingencies; and \$450,000 to cover funeral ceremony expenses related to the line of duty death of Paramedic Joshua Weissman in February 2012 .
- (5) The appropriation of General Fund Revenue to offset expenditures. The appropriation of \$314,644 includes \$114,644 of Fines and Forfeiture revenue generated from the Red Light Camera program to provide funding to the Police Department for the unbudgeted cost of the contract to manage the Red Light Camera Program; and \$200,000 of federal revenue provided for indirect costs associated with managing grant funds to the Finance Department to pay for the cost of regular grant audits of the City's Federally funded Stimulus Programs.
- (6) The appropriation of General Fund to the Special Revenue Fund for DASH operations. The appropriation of \$210,000 will be transferred from the Transit Subsidies General Fund budget to DASH to provide additional funds to DASH for the trolley operation, which reflects the assumption of trolley operations by DASH from a private contractor.
- (7) The appropriation of Special Revenue to DASH to offset unbudgeted expenditures. This appropriation of \$549,000 of Charges for Services Revenue will appropriate funds provided by the Department of Defense as reimbursement for bus operations related to the Washington Headquarters Service facility.
- (8) The appropriation of \$935,845 of grant revenues and donations for Capital Improvement Program Funds. This appropriation includes \$224,188 in donations and \$91,813 in grant funds to be used to offset some of the cost to renovate the Gadsby's Tavern Ice Well; \$150,000 in Comcast revenues that will be used to replace the broadcasting equipment in City Council chambers; \$187,827 in federal and state funds for the Highway Safety Improvement Program Proactive Safety Projections program from the Virginia Department of Transportation; and \$282,017 in VDOT funding to support the design and installation of video monitoring equipment to improve traffic flow in the City.

**FISCAL IMPACT:** The three sections of the Ordinance appropriate a total of \$15,882,922 as follows:

Section 1	Appropriation of grant revenue authorized and adjusted, but not yet appropriated in FY 2012.	\$4,175,448
Section 2	Appropriation of Equipment Replacement Retained Earnings to finance expenses for vehicles and equipment	\$2,901,569
Section 3	Reappropriation of Schools and DASH Fund Balance for commitments made prior to June 30, 2011.	\$1,473,824
Section 4	Appropriation of General Fund Balance	\$5,322,592
Section 5	Appropriation of General Fund Revenue	\$314,644
Section 6	Appropriation of Transfer from the General Fund	\$210,000
Section 7	Appropriation of Special Revenue to DASH	\$549,000
Section 8	Appropriation of Grant Revenue authorized and adjusted, but not yet appropriated to the Capital Improvement Program in FY 2012	\$935,845

**ATTACHMENTS:**

Attachment I. Ordinance to Amend Fiscal Year 2012 Operating Budget

Attachment II. Listing of Fiscal Year 2012 Grant Authorization and Adjustments

**STAFF:**

Laura Triggs, Acting Chief Financial Officer

Ray Welch, Comptroller

Kendel Taylor, Assistant Budget Director

1	Introduction and first reading:	6/13/12
2	Public hearing:	6/16/12
3	Second reading and enactment:	6/16/12
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INFORMATION ON PROPOSED ORDINANCE

Title

AN ORDINANCE making supplemental appropriations for the support of the government of the City of Alexandria, Virginia, for fiscal year 2012.

Summary

The proposed ordinance accomplishes the final adoption of the supplemental appropriations for the operation of the city government in fiscal year 2012.

Sponsor

Laura B. Triggs, Director of Finance

Staff

Bruce Johnson, Chief Financial Officer  
Laura B. Triggs, Director of Finance  
Christina Zechman Brown, Assistant City Attorney  
Kendel Taylor, Analyst, Office of Management and Budget

Authority

§ 2.02(c), Alexandria City Charter

Estimated Costs of Implementation

None

Attachments in Addition to Proposed Ordinance and its Attachments (if any)

None

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE making supplemental appropriations for the support of the government of the City of Alexandria, Virginia, for fiscal year 2012.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the funds hereafter named the amounts hereafter stated that is required to defray certain expenditures and liabilities of the city for fiscal year 2012, the source of such amount being external grant awards for which revenues were authorized and adjusted after July 1, 2011, but not appropriated, and further that the Council does hereby allot the amount so appropriated to the several city departments for fiscal year 2012, as follows:

**SPECIAL REVENUE FUND**

**ESTIMATED REVENUE:**

Commonwealth's Attorney	\$ 3,434
Community and Human Services	261,947
Fire	127,250
Housing	<u>3,782,817</u>
Total Appropriation	<u>\$ 4,175,448</u>

**APPROPRIATION:**

Commonwealth's Attorney	\$ 3,434
Community and Human Services	261,947
Fire	127,250
Housing	<u>3,782,817</u>
Total Appropriation	<u>\$ 4,175,448</u>

Section 2. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the fund hereafter stated the amount hereafter stated that are required to defray certain expenditures and liabilities of the city in fiscal year 2012, the source of such amount being Equipment Replacement Retained Earnings, and further, that the Council does hereby allot the amount so appropriated to the various city departments for fiscal year 2012, as follows:

1 **EQUIPMENT REPLACEMENT FUND**

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3 **APPROPRIATION:**

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Court Service Unit	\$ 51,780
Information Technology Services	23,800
Finance	80,038
General Services	88,183
Fire	1,894,659
Community and Human Services	302,951
Code Administration	5,469
Police	<u>\$ 454,689</u>
Total Appropriation	<u>\$2,901,569</u>

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15 **Section 3.** That the Council of the City of Alexandria, Virginia, does hereby make  
16 provision for and appropriate to the fund hereafter named the amount hereafter stated that is  
17 required to defray certain expenditures of the city for fiscal year 2012, the source of such amount  
18 being Component Unit - School Fund Balance and Component Unit – DASH Fund Balance, and  
19 further, that the Council does hereby allot the amount so appropriated, as follows:

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21 **COMPONENT UNIT**

22  
23 **APPROPRIATION:**

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Component Unit – Schools	\$ 1,347,768
Component Unit – DASH	<u>\$ 126,056</u>
Total Appropriation	<u>\$ 1,473,824</u>

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29 **Section 4.** That the Council of the City of Alexandria, Virginia does hereby make  
30 provision for and appropriate to the fund hereafter named the amount hereafter stated that is  
31 required to defray certain expenditures and liabilities of the city in fiscal year 2012, the source of  
32 such amount being General Fund Balance, that the Council does hereby allot the amount so  
33 appropriated for fiscal year 2012 as follows:

34  
35 **GENERAL FUND**

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37 **ESTIMATED REVENUE:**

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General Fund Balance	<u>\$5,322,592</u>
Total Estimated Revenue	<u>\$5,322,592</u>

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1 APPROPRIATION:

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3	Police	\$ 78,949
4	Cash Capital	4,793,643
5	Non Departmental	<u>450,000</u>
6	Total Appropriation	<u>\$5,322,592</u>

7

8 **Section 5.** That the Council of the City of Alexandria, Virginia does hereby make  
9 provision for and appropriate to the fund hereafter named the amount hereafter stated that is  
10 required to defray certain expenditures and liabilities of the city in fiscal year 2012, the source of  
11 such amount being General Fund Revenue, that the Council does hereby allot the amount so  
12 appropriated for fiscal year 2012 as follows:

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14 GENERAL FUND

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16 ESTIMATED REVENUE:

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18	Non-categorical Federal Revenue	\$200,000
19	Fines and Forfeitures	<u>114,644</u>
20	Total Estimated Revenue	<u>\$314,644</u>

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22 APPROPRIATION:

23		
24	Finance Department	\$200,000
25	Police Department	<u>114,644</u>
26	Total Appropriation	<u>\$314,644</u>

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29 **Section 6.** That the Council of the City of Alexandria, Virginia does hereby make  
30 provision for and appropriate to the fund hereafter named the amount hereafter stated that is  
31 required to defray certain expenditures and liabilities of the city in fiscal year 2012, the source of  
32 such amount being Transfers in from the General Fund in support DASH Operations, that the  
33 Council does hereby allot the amount so appropriated for fiscal year 2012 as follows:

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35 COMPONENT UNIT - DASH

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37 ESTIMATED REVENUE:

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39	Transfers in from General Fund	<u>\$210,000</u>
40	Total Estimated Revenue	<u>\$210,000</u>

1 APPROPRIATION:

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3	Component Unit - DASH	<u>\$210,000</u>
4	Total Appropriation	<u>\$210,000</u>

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6 **Section 7.** That the Council of the City of Alexandria, Virginia does hereby make  
7 provision for and appropriate to the fund hereafter named the amount hereafter stated that is  
8 required to defray certain expenditures and liabilities of the city in fiscal year 2012, the source of  
9 such amount being Transfers in from the General Fund in support DASH Operations, that the  
10 Council does hereby allot the amount so appropriated for fiscal year 2012 as follows:

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12 COMPONENT UNIT - DASH

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14 ESTIMATED REVENUE:

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16	Charges for Services	<u>\$549,000</u>
17	Total Estimated Revenue	<u>\$549,000</u>

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19 APPROPRIATION:

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21	Component Unit - DASH	<u>\$549,000</u>
22	Total Appropriation	<u>\$549,000</u>

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24 **Section 8.** That the Council of the City of Alexandria, Virginia does hereby make  
25 provision for and appropriate to the fund hereafter named the amount hereafter stated that is  
26 required to defray certain expenditures and liabilities of the city in fiscal year 2012, the source of  
27 such amount being Capital Project Fund revenue, and further that the Council does hereby allot  
28 the amount so appropriated for fiscal year 2012 as follows:

29

30 CAPITAL PROJECTS

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32 ESTIMATED REVENUE:

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34	Capital Projects	<u>\$935,845</u>
35	Total Estimated Revenue	<u>\$935,845</u>

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37 APPROPRIATION:

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39	Capital Projects	<u>\$935,845</u>
40	Total Appropriation	<u>\$935,845</u>

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Supplemental Appropriations Ordinance  
 Listing of Fiscal Year 2012 City of Alexandria Grant Adjustments  
 June 2012

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>FEDERAL</u>	<u>STATE</u>	<u>NON-CITY LOCAL</u>	<u>CITY MATCH</u>	<u>TOTAL AMOUNT</u>
<u>Commonwealth's Attorney</u>							
V-Stop Domestic Violence Intervention Program - 712019	Department of Criminal Justice Service	The grant award was \$3,434 more than the amount approved in the FY 2012 Operating Budget.	\$ 3,434	\$ -	\$ -	\$ -	\$ 3,434
		Subtotal Commonwealth's Attorney	\$ 3,434				\$ 3,434
<u>Fire Department</u>							
UASI MMRS Grant - 712497	District of Columbia Homeland Security and Emergency Management Agency	The federal pass-thru funds will be used to purchase communications equipment (radio system and long range acoustic devices) for the Fire and Police Departments. The grant awards were accepted by City Council on January 24, 2012, item 10.	\$ -	\$ 77,250	\$ -	\$ -	\$ 77,250
EMS Two-for Life - 864512	Virginia Department of Emergency Medical Services	The annual allocation of the Four for Life fund provides for training of emergency medical service personnel and for the purchase of necessary equipment and supplies. Funding was appropriated in the FY 2012 Approved Operating, but additional revenues have been received above the amount estimated in the budget.	\$ -	\$ 50,000	\$ -	\$ -	\$ 50,000
		Subtotal Fire Department	\$ -	\$ 127,250	\$ -	\$ -	\$ 127,250

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<u>Community and Human Services</u>							
Head Start	Department of Health and Human Services Administration for Children and Families	The federal Headstart budget is increasing by \$132,134 compared to the amount included in the FY 2012 Approved Budget. Funding that was considered one-time Stimulus money has now been incorporated into the base funding for Headstart.	\$ 132,134	\$ -	\$ -	\$ -	\$ 132,134
Disability Employment	Department of Rehabilitative Services	Funding provided by the state for the disability employment initiative is \$141,784 in FY 2012, which exceeds the amount reflected in the FY 2012 Approved Budget.	\$ -	\$ 101,754	\$ -	\$ -	\$ 101,754
One-time Prevention	Virginia Department of Behavioral Health and Development Services	One time funds in the amount of \$12,323 will be used to strengthen prevention programming for school-age youth. The grant application was approved by City Council on January 10, 2012.	\$ 12,323	\$ -	\$ -	\$ -	\$ 12,323
One-time Substance Abuse Federal Block Grant	Virginia Department of Behavioral Health and Development Services	One-time funds in the amount of \$15,736 will be used to provide Motivational Interviewing training for direct care staff. City Council approved the grant application on January 24, 2012.	\$ 15,736	\$ -	\$ -	\$ -	\$ 15,736
		Subtotal DCHS	\$ 160,193	\$ 101,754	\$ -	\$ -	\$ 261,947

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Office of Housing							
CDBG HAP Admin - 861427	Program Income	Actual unbudgeted program income received.	\$ 1,735	\$ -	\$ -	\$ -	\$ 1,735
CDBG HAP Loans - 861252	Program Income	Actual unbudgeted program income received.	\$ 20,741	\$ -	\$ -	\$ -	\$ 20,741
HOME HAP Loans	Program Income	Actual unbudgeted program income received from loan repayments. The additional program income will be used for homeownership assistance loans.	\$ 26,459	\$ -	\$ -	\$ -	\$ 26,459
Moderate Income Homeownership - 773309	Program Income	Actual unbudgeted program income received. The additional program income will be used for moderate income homeownership loans. The source of the funding is the Housing Trust Fund.	\$ 75,583	\$ -	\$ -	\$ -	\$ 75,583
Employee Homeownership Incentive Program - 775064	Program Income	Actual unbudgeted program income received. The additional program income will be used for employee homeownership loans. The source of the funding is the Housing Trust Fund.	\$ 10,834	\$ -	\$ -	\$ -	\$ 10,834

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Supplemental Appropriations Ordinance  
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 June 2012

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Housing Trust Fund - 773432	Program Income	The program income in the next column reflects actual developer contributions and interest received. Funds will be used for Housing Trust Fund programs. The source of the funding is the Housing Trust Fund.	\$ 29,516	\$ -	\$ -	\$ -	\$ 29,516
Low/Mod Housing- 775418	Program Income	Actual unbudgeted program income received from loan repayments. The additional program income will be used for housing programs.	\$ -	\$ -	\$ 1,360	\$ -	\$ 1,360
James Bland Replacement Units- 711614	Bond Proceeds	Bond proceeds in the amount of \$1.5 million were used along with \$2.0 million in Housing Trust Funds and \$1.2 million of dedicated real estate tax revenue (which has already been appropriated) for a total of \$4.8 million, which was used to purchase 16 Resolution 830 ARHA replacement units for the James Bland project. The purchase was approved by City Council in June 14, 2011.	\$ -	\$ -	\$ 2,116,589	\$ 1,500,000	\$ 3,616,589
		Subtotal Office of Housing	\$ 164,868	\$ -	\$ 2,117,949	\$ 1,500,000	\$ 3,782,817
		Total Supplemental Appropriation	\$ 328,495	\$ 229,004	\$ 2,117,949	\$ 1,500,000	\$ 4,175,448

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