


City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 2, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: SUPPLEMENTAL APPROPRIATION ORDINANCE FOR THE SUPPORT OF THE CITY GOVERNMENT FOR FY 2010

ISSUE: Consideration of a Supplemental Appropriation Ordinance for the support of the City government for FY 2010.

RECOMMENDATION: That City Council pass the ordinance (Attachment I) on first reading and schedule it for public hearing, second reading, and final passage on Saturday, June 12, 2010.

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 Designated General Fund Balance to finance construction costs throughout the City in accordance with the previously approved Capital Improvement Program (CIP) funding plan; the appropriation of Equipment Replacement Retained Earnings; the appropriation of Schools' Fund Balance to pay for commitments established but not paid prior to June 30, 2009; and the transfer of appropriation between City Departments. Staff recommends the FY 2010 Appropriations Ordinance be amended to accomplish the following:

- (1) The appropriation of grant revenue accepted or adjusted by the City in FY 2010, for specific programs, but not yet formally appropriated. A listing of grants is included as Attachment II and totals \$8,288,052. The most significant revenue appropriation is to the Non-Departmental account to reflect our estimated reimbursement (\$5,955,000) from the Federal Emergency Management Agency (FEMA) for the December and February snow events. Other significant grant revenue appropriations reflected in Attachment II include continuing operating budget appropriations of \$250,000 to the Court Service Unit for a Regional Public Service Announcement Campaign for Gang Prevention and \$379,786 in Housing Trust Fund Contributions to the Office of Housing. Grant revenues being appropriated to fund existing Capital Improvement Projects include \$716,800 to the Department of Recreation, Parks and Cultural Activities for the Four Mile Run Restoration Project and \$250,000 to the Transportation and Environmental Services Department for Mount Vernon Trail Safety Improvements.

- (2) The appropriation of \$9,572 of revenue received by the City for various capital projects, including \$7,272 in developer contributions and SUP conditions of Capital Improvement Program Funds and \$2,300 for street cans.
- (3) The appropriation and transfer of \$226,958 from the General Fund Balance to the Capital Projects Fund as previously designated in the Comprehensive Annual Financial Report for the Fiscal Year ended June 30, 2009, and planned initially and approved for the FY 2010 - 2015 Approved Capital Improvement Program.
- (4) The appropriation of \$196,000 of Equipment Replacement Retained Earnings, which had been set aside for new vehicle and equipment purchases in FY 2010, but not yet appropriated.
- (5) The reappropriation of \$990,588 of the School Fund Balance to pay for commitments, in the form of encumbrances, established prior to, but not paid by June 30, 2010.
- (6) The transfer of \$70,000 of budget authority to establish the new Department of Emergency Communications from Non-Departmental. This represents a portion of the director's salary and benefits.

FISCAL IMPACT: The six sections of the Ordinance appropriate a total of \$9,711,170 as follows:

Section 1	Appropriation of grant revenue authorized and adjusted, but not yet appropriated in FY 2010.	\$8,288,052
Section 2	Appropriation of Capital Project Fund revenues received, but not yet appropriated.	9,572
Section 3	Appropriation of previously Designated General Fund Balance to finance various capital projects.	226,958
Section 4	Appropriation of Equipment Replacement Retained Earnings to finance expenses for vehicles and equipment.	196,000
Section 5	Reappropriation of Schools Fund Balance for commitments made prior to June 30, 2009.	990,588
Section 6	Transfer of Budget Authority between the Non-Departmental Budget and Emergency Communications.	-0-

ATTACHMENTS:

- Attachment I. Ordinance to Amend Fiscal Year 2010 Operating Budget
- Attachment II. Listing of Fiscal Year 2010 Grant Authorization and Adjustments

STAFF:

Bruce Johnson, Chief Financial Officer

Laura Triggs, Director of Finance

Ray Welch, Comptroller

Kendel Taylor, Budget Analyst

1	Introduction and first reading:	06/8/10
2	Public hearing:	06/12/10
3	Second reading and enactment:	06/12/10

4
5
6 INFORMATION ON PROPOSED ORDINANCE

7
8 Title

9
10 AN ORDINANCE making supplemental appropriations for the support of the government of the
11 City of Alexandria, Virginia, for fiscal year 2010.

12
13 Summary

14
15 The proposed ordinance accomplishes the final adoption of the supplemental appropriations for
16 the operation of the city government in fiscal year 2010.

17
18 Sponsor

19
20 Laura B. Triggs, Director of Finance

21
22 Staff

23
24 Bruce Johnson, Chief Financial Officer
25 Laura B. Triggs, Director of Finance
26 Kendel Taylor, Analyst, Office of Management and Budget

27
28 Authority

29
30 § 2.02(c), Alexandria City Charter

31
32 Estimated Costs of Implementation

33
34 None

35
36 Attachments in Addition to Proposed Ordinance

37
38 None

ORDINANCE NO.

AN ORDINANCE making supplemental appropriations for the support of the government of the City of Alexandria, Virginia, for fiscal year 2010.

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 are required to defray certain expenditures and liabilities of the city for fiscal year 2010, the source of such amount being external grant awards for which revenues were authorized and adjusted after July 1, 2009, but not appropriated, and further that the Council does hereby allot the amount so appropriated to the several city departments for fiscal year 2010, as follows:

SPECIAL REVENUE FUND

ESTIMATED REVENUE:

Office on Women	3,500
Court Service Unit	319,952
Transportation and Environmental Services	250,000
Fire	257,628
Housing	390,969
Human Services	214,309
Historic Alexandria	50,264
Recreation	726,800
Non-Departmental	5,955,000
Mental Health, Mental Retardation and Substance Abuse	\$ 119,630
Total Estimated Revenue	<u>\$ 8,288,052</u>

APPROPRIATION:

Office on Women	3,500
Court Service Unit	319,952
Transportation and Environmental Services	250,000
Fire	257,628
Housing	390,969
Human Services	214,309
Historic Alexandria	50,264
Recreation	726,800
Non-Departmental	5,955,000
Mental Health, Mental Retardation and Substance Abuse	\$ 119,630
Total Estimated Appropriation	<u>\$ 8,288,052</u>

1 Section 2. That the Council of the City of Alexandria, Virginia, does hereby make
2 provision for and appropriate to the fund hereafter named the amount hereafter stated that is
3 required to defray certain expenditures and liabilities of the city for fiscal year 2010 the source of
4 such amount being Capital Project Fund revenue, and further that the Council does hereby allot
5 the amount so appropriated for fiscal year 2010 as follows:
6

7 **CAPITAL PROJECTS**

8
9 **ESTIMATED REVENUE:**

10
11 Capital Projects \$ 9,572
12 Total Estimated Revenue \$ 9,572

13
14 **APPROPRIATION:**

15
16 Capital Projects \$ 9,572
17 Total Appropriation \$ 9,572
18

19 Section 3. That the Council of the City of Alexandria, Virginia, does hereby authorize
20 the transfer from the General Fund (Designated General Fund Balance) to the Capital Projects
21 Fund (Reserved Capital Project Fund Balance), and does make provision for and appropriate to
22 the latter fund, the amount hereafter stated that is required to defray certain expenditures and
23 liabilities for the city in fiscal year 2010 and further, that the Council does hereby allot the
24 amount so appropriated as follows: (i) to capital projects which are included in the city's
25 government fiscal year 2010 - 2015 capital improvement program, adopted by Council May 4,
26 2009.
27

28 **GENERAL FUND**

29
30 **FINANCING USE:**

31
32 Transfer Out to Capital Project Fund \$ 226,958
33 Total Transfer Out \$ 226,958
34

35 **CAPITAL PROJECT FUND**

36
37 **ESTIMATED REVENUE:**

38
39 Transfer In from General Fund \$ 226,958
40 Total Financing Source \$ 226,958
41

1 APPROPRIATION:

2

3 Capital Projects	\$ 226,958
4 Total Appropriation	<u>\$ 226,958</u>

5

6 Section 4. That the Council of the City of Alexandria, Virginia, does hereby make
7 provision for and appropriate to the fund hereafter stated the amount hereafter stated that are
8 required to defray certain expenditures and liabilities of the city in fiscal year 2010, the source of
9 such amount being Equipment Replacement Retained Earnings, and further, that the Council
10 does hereby allot the amount so appropriated to the various city departments for fiscal year 2010,
11 as follows:

12

13 **EQUIPMENT REPLACEMENT FUND**

14

15 APPROPRIATION:

16

17 Sheriff	\$ 13,000
18 Recreation	<u>\$ 183,000</u>
19 Total Appropriation	<u>\$ 196,000</u>

20

21 Section 5. That the Council of the City of Alexandria, Virginia, does hereby make
22 provision for and appropriate to the fund hereafter named the amount hereafter stated that is
23 required to defray certain expenditures of the city for fiscal year 2010, the source of such amount
24 being Component Unit - School Fund Balance, and further, that the Council does hereby allot the
25 amount so appropriated, as follows:

26

27 **COMPONENT UNIT**

28

29 APPROPRIATION:

30

31 Component Unit - Schools	\$ 990,588
32 Total Appropriation	<u>\$ 990,588</u>

33

34 Section 6. That the Council of the City of Alexandria, Virginia, does hereby make
35 provision for and transfer the appropriation in the General Fund in the amounts hereafter stated
36 that is required to defray certain expenditures and liabilities of the city.

37

38 **GENERAL FUND**

39

40 APPROPRIATION:

41

42 Non-Departmental	\$ (75,000)
43 Emergency Communications	<u>\$ 75,000</u>
44 Total Appropriation	<u>\$ 0</u>

1
2 Section 7. That this ordinance shall become effective upon the date and time at the time
3 of its final passage.
4

5 WILLIAM D. EUILLE
6 Mayor
7

8 Introduction: 6/8/10
9 First Reading: 6/8/10
10 Publication:
11 Public Hearing: 6/12/10
12 Second Reading: 6/12/10
13 Final Passage: 6/12/10
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44

8

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
<u>OFFICE OF WOMEN</u>			
Project Stepout/Manhood Grant	Virginia Department of Health	The additional amount will be used to used to provide additional education opportunities to at-risk youth.	\$ 3,500
<u>Subtotal Office on Women</u>			\$ 3,500
<u>COURT SERVICE UNIT</u>			
Gang Prevention	U.S Department of Justice, Office of Juvenile Justice and Delinquency Prevention	This increased grant award will provide for full funding of the salary and benefits of the City's Intervention Coordinator (\$61,102), as well as \$8,850 in additional resources to provide additional part time support for gang prevention efforts.	\$ 69,952
Regional Public Service Announcement Campaign for Gang Prevention	U.S Department of Justice, Office of Juvenile Justice and Delinquency Prevention	This is continuation funding for a campaign that was initiated in FY 2007. Funds are used to continue the public service announcement campaign for Northern Virginia to increase awareness of regional gang issues and gang prevention efforts. The initial grant was accepted by City Council on September 12, 2006, item 15.	\$ 250,000
<u>Subtotal Court Service Unit</u>			\$ 319,952

6

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
<u>TRANSPORTATION AND ENVIRONMENTAL SERVICES</u>	Northern Virginia Regional Commission	This project was approved as part of the FY 2010 Capital Improvement Program. Funds are distributed to the City through a subgrantee agreement with the Northern Virginia Regional Commission and will be used for safety improvements along the Mt. Vernon Trail.	\$ 250,000
Mount Vernon Trail Safety - 710426		<u>Subtotal TES</u>	\$ 250,000

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
FIRE			
Fire Training - 710624	Virginia Department of Fire Programs	The grant was approved by City Council on September 22, 2009, item 9. The funds will be used to purchase laptop computers, a portable sound system and a projection screen for training purposes.	\$ 10,000
Urban Search and Rescue Program - 710632	Department of Homeland Security	This appropriation provides for reimbursement of a portion of overtime expenses incurred in the Fire Department.	\$ 12,628
Assistance to Firefighters -	Department of Homeland Security, Federal Emergency Management Agency	The grant was approved by City Council on March 25, 2008, item 18. The appropriation includes \$144,000 of federal revenue and a 20% general fund match of \$36,000. The match was designated by City Council in Contingent Reserves. The funds will be used to purchase a portable incident command training simulator.	\$ 180,000
Haz-Mat Team Equipment Exercise and Training	Virginia Department of Emergency Management	The City has received a second-year appropriation for materials and equipment to support the Northern Virginia Regional Hazardous Materials Team. The initial grant application was approved by City Council on June 9, 2009, item 9.	\$ 55,000
		<u>Subtotal Fire</u>	\$ 257,628

11

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
HOUSING			
Moderate Income Home Ownership - 773309	Program Income	Actual program income more than original budget estimate by the amount in the next column.	\$ 135
Housing Development - 773432	Program Income	Housing Trust Fund contributions, primarily from developers, reflected in the column to the right will be used to fund various housing trust fund programs.	\$ 379,786
Employee Homeownership Incentive Program - 775064	Program Income	Actual program income more than original budget estimate by the amount in the next column.	\$ 576
Non Federal Low to Moderate Housing -- 775418	Program Income	Actual program income more than original budget estimate by the amount in the next column.	\$ 341
Homeownership Assistance - 861062	Program Income	Actual program income more than original budget estimate by the amount in the next column.	\$ 3,000
Homeownership Assistance - 861427	Program Income	Actual program income more than original budget estimate by the amount in the next column.	\$ 281
Homeownership Fair Donations - 489237	Program Income	This action appropriates the donations and contributions that provide resources for the City's annual Homeownership Fair. They are provided by the vendors and organizations that offer displays and information booths at the fair.	\$ 6,850
<u>Subtotal Housing</u>			\$ 390,969

1
2

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
HUMAN SERVICES			
WIA Adult - 861278	Virginia Employment Commission	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 10,000
WIA Dislocated Workers -861310	Virginia Employment Commission	Actual award amount less than original budget estimate by the amount shown in the next column.	\$ (27,477)
Respite Care - 860171	Virginia Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 2,500
TANF/VIEW Child Care - 834143	Virginia Department of Social Services	Based on the current eligible clients, the City has been approved to draw down additional available revenue to help fund the current caseload.	\$ 60,212
Non-VIEW 100% Federal -834531	Department of Social Services	Based on the current eligible clients, the City has been approved to draw down additional available revenue to help fund the current caseload.	\$ 110,834

13

TITLE/DESCRIPTION	GRANTOR AGENCY	COMMENTS	AMOUNT
HUMAN SERVICES (continued)			
Title IIIC1 Congregate Meals - 770488	Virginia Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 7,156
Home Delivered Meals - 865873	Virginia Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 96
Shelter Support Grant - 865907	Virginia Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 3,961
Federal Shelter Grant - 865280	Virginia Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 34
Homeless Intervention Grant - 865915	Virginia Department of Housing and Community Development	The actual award amount was less than the amount budgeted in FY 2010. Available general funds within the Department and ARRA funds are being shifted to offset the reduction and there will be no impact to services.	\$ (26,205)
VA Cares/ State - 865253	Virginia Cares	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 563
TANF Employment - 775511	VA Department of Social Services	Based on our current eligible clients, the City is able to reduce the program and reduce the amount of revenue it is utilizing.	\$ (17,819)
Non View Fee System - 834549	VA Department of Social Services	Based on our current eligible fee system clients, the City has been approved to draw down additional available state revenue to help fund the current caseload.	\$ 90,454
Subtotal Human Services			\$ 214,309

h/

Supplemental Appropriations Ordinance
Listing of Fiscal Year 2010 City of Alexandria Grant Adjustments
June 2010

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
--------------------------	-----------------------	-----------------	---------------

15

TITLE/DESCRIPTION	GRANTOR AGENCY	COMMENTS	AMOUNT
<u>Mental Health Mental Retardation and Substance Abuse</u>			
Parent Infant Education - 842351	Department of Health and Human Services and State Department of Mental Health, Mental Retardation and Substance Abuse Services	The additional state and federal revenues will be used for contracted provider services. The original FY 2010 Part C award did not include a full 12 months of funding and an additional award was made in the third quarter of FY 2010 to provide the full-year funding.	\$ 66,165
Medical Services - 842195	State Department of Mental Health, Mental Retardation and Substance Abuse Services	The additional state funding allocated from Region II will be used to purchase medications for MHMRSA consumers. This one-time award is intended to assist Virginia Community Services Boards in providing medications due to the closure of the state pharmacy.	\$ 24,000
MH Jail Diversion - 842933	State Department of Mental Health, Mental Retardation and Substance Abuse Services	The Jail Diversion restricted grant received an ongoing 5% reduction in the fall of FY 2010. The reduction results in a decrease in funds set aside for consumer purchase of services.	\$ (12,100)
Substance Abuse Prevention Coalition of Alexandria - 842755	Department of Health and Human Services	The Substance Abuse Prevention Coalition of Alexandria (SAPCA) is a federal restricted grant. The funds being appropriated here reflect prior year balances and will be used to fund contracted services in FY 2010.	\$ 41,565
<u>Subtotal Mental Health, Mental Retardation and Substance Abuse</u>			\$ 119,630

91

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
<u>OFFICE OF HISTORIC ALEXANDRIA</u>			
Gadsby's Heating and Air Conditioning - 710764	Save America's Treasures	The request for the funds was made to Congressman Jim Moran through the City's annual meeting to discuss federal issues of concern to the City. The funds will be used to offset the costs of replacing the heating and air conditioning system at Gadsby's Tavern Museum.	\$ 49,264
National Endowment for Humanities "We the People" - 710780	National Endowment for Humanities on the Road: Grass Roots	The award was announced in December 2009. The funds were used for a project at the Black History Museum to promote and teach story-telling and to provide a lecture on the African-American role of providing food to the Founding Fathers.	\$ 1,000
<u>Subtotal Historic Alexandria</u>			\$ 50,264

17

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
RECREATION			
Four Mile Run Stream Restoration Demonstration Project - 710806	U.S Environmental Protection Agency for State and Tribal Assistance	The grant was approved by City Council on September 25, 2007, item 8. Funding will be used for in-channel improvements in Four Mile Run. The federal revenue requires a City match of \$586,472, which is included in the Capital Improvement Program.	\$ 716,800
Services to the Field - 868935	Virginia Commission for the Arts	The grant was approved by City Council on February 24, 2009, item 12. The funds will be used to enhance marketing and fundraising services to Alexandria arts organizations by providing group membership to Culture Capital and Foundation Center's online directory of corporate and private granting organizations.	\$ 10,000
<u>Subtotal Recreation</u>			\$ 726,800

81

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
NON-DEPARTMENTAL			
December Snow Event - 710905	Department of Homeland Security, Federal Emergency Management Agency	This action appropriates the budget authority against the amount that is reasonably anticipated to be reimbursed (75% of the total spending) to the City for the expenses incurred for the December snow event. The remainder (25%) that will not be reimbursed will be paid for through general fund savings that are currently in the non-departmental account in FY 2010 that have resulted from lower than anticipated costs for debt service.	\$ 630,000
February Snow Event - 710913	Department of Homeland Security, Federal Emergency Management Agency	This action appropriates the budget authority against the amount that is reasonably anticipated to be reimbursed (75% of the total spending) to the City for the expenses incurred for the February snow event. The remainder (25%) that will not be reimbursed will be paid for through general fund savings that are currently in the non-departmental account in FY 2010 that have resulted from lower than anticipated costs for debt service.	\$ 5,325,000
<u>Subtotal Non-Departmental</u>			\$ 5,955,000
Total Supplemental Appropriation			\$ 8,288,052

19