


City of Alexandria, Virginia

MEMORANDUM

**DATE:** JUNE 21, 2012

**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

**FROM:** RASHAD M. YOUNG, CITY MANAGER 

**SUBJECT:** CONSIDERATION OF A TRANSFER RESOLUTION – FY 2012 GENERAL FUND OPERATING BUDGET

**ISSUE:** Transfer Resolution – FY 2012 General Fund Operating Budget.

**RECOMMENDATION:** That City Council adopt the attached resolution which transfers \$2,445,000 in budgeted funds to 3 departmental accounts from six departmental accounts.

**DISCUSSION:** In accordance with Section 5.07 of the City Charter, at the end of each fiscal year, City staff submits a resolution to City Council to transfer existing current year appropriated funds to adjust the various departmental accounts up and down as necessary, without increasing total authorized appropriations, according to projected final expenditure patterns. These transfers represent less than one half of one percent of the FY 2012 Approved General Fund budget. The transfers, in the amount of \$2,095,000 are recommended to accomplish the following:

During the course of the fiscal year, unexpected and unpredicted savings and costs occur which impact some departments positively and some departments negatively. As explained below, three departments require additional funds of \$2.1 million: the Fire Department, the Department of Emergency Communications (DEC) and the Registrar of Voters. To cover these costs, there are several departments that are under budget from which the reallocated funds will originate. It should be noted that there are additional departments with remaining FY 2012 budget authority but for simplicity only the minimum number of source departments are being utilized. The accounts where these unexpended funds are proposed to be transferred include:

- Fire Department (\$1,895,000): to cover salary, benefit and overtime costs associated with an expanded Firefighter recruit class (\$700,000) in July 2011 and an unbudgeted Medic recruit class in February (\$320,000). The department has also incurred more than \$450,000 in workers compensation and disability costs that are not budgeted. Additional overtime costs have been incurred related to minimum staffing requirements. Staff recommends transferring \$425,000 that is currently in Contingent Reserves to address Fire overtime issues to offset the remaining overage.

- Department of Emergency Communications (\$150,000): to cover overtime expenditures, primarily due to Emergency Communications Technician vacancies during the first half of the fiscal year. Overtime costs are incurred in DEC to provide minimum staffing coverage of the E911 call center.
- Registrar of Voters (\$50,000) to cover the cost of the Presidential Primary Election in March 2012. The FY 2012 Approved Budget included funds for one General Election and one Primary Election. In addition City Council re-appropriated funds from FY 2011 to FY 2012 to cover the cost of the Primary Election that was moved from June 2011 to August 2011. The transferred resources will provide funding for a third Primary Election that was held in FY 2012. The City is expecting to get a reimbursement from the State for a portion of the costs of this election.

**FISCAL IMPACT:** The resolution balances operating budget accounts by transferring approved appropriations. There is no net change in total budgeted expenditures as a result of the transfers.

**ATTACHMENT:** FY 2012 Transfer Resolution

**STAFF:**

Laura Triggs, Acting Chief Financial Officer  
Ray Welch, Comptroller  
Kendel Taylor, Acting Budget Director

**RESOLUTION NO.**

**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 the City 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:

Non-Departmental	1,025,000
Transportation and Environmental Services	150,000
Health	250,000
Community and Human Services	250,000
Recreation	300,000
Management and Budget	120,000
<b>TOTAL:</b>	<b><u>\$2,095,000</u></b>

TRANSFER APPROPRIATIONS TO:

Fire	\$1,895,000
Emergency Communications	150,000
Registrar of Voters	50,000
<b>TOTAL:</b>	<b><u>\$2,095,000</u></b>

ADOPTED: June 26, 2012

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WILLIAM D. EUILLE, MAYOR

ATTEST:

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Jacqueline M. Henderson, MMC City Clerk

**RESOLUTION NO. 2508**

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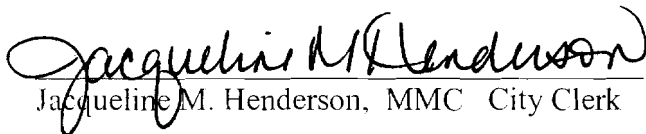
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Adopted: June 26, 2012

  
**WILLIAM D. EULLE MAYOR**

ATTEST:

  
Jacqueline M. Henderson, MMC City Clerk