


City of Alexandria, Virginia

MEMORANDUM

**DATE:** DECEMBER 16, 2010  
**TO:** THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
**FROM:** JAMES K. HARTMANN, CITY MANAGER   
**SUBJECT:** FOLLOW UP INFORMATION RELATED TO DEPARTMENT REDUCTIONS  
IN THE SUPPLEMENTAL REAPPROPRIATIONS ORDINANCE

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This memorandum is in response to Tuesday night's request for additional information related to the Supplemental Reappropriations Ordinance. Attachment 5 of the ordinance provided a breakdown by department of inter-departmental transfers, including the distribution of \$375,000 in savings related to travel and consultants.

During the FY 2011 budget process, a 10% reduction was proposed by the City Manager in city-wide education and training to produce a savings of approximately \$75,000. City Council approved this savings, and increased it by \$300,000. The City Manager was asked to determine the most appropriate way to achieve the entire savings amount through a combination of education, training and contracted professional service reductions.

The attached spreadsheet provides further detail by department of how the savings were derived and what implication the reductions may have. You may recall from the budget work session in November related to the City's non-personnel budget that the area of contractual services is a category of expenditures that includes professional services (legal, accounting and medical); temporary services; consulting; and outsources of services such as construction, health services, landscaping and computer support. For the purposes of reducing the City's budget by \$375,000, staff examined all areas of the budget related to contractual services and travel and education.

Attachment

Department	Travel, Training and Education	Consultants, Contracts and Professional Services	Total	Description
Court Service Unit		-10,000	-10,000	Based on actual spending in prior years, the budget for contracted services related to monitoring and language line services is able to be reduced.
Finance	-3,000	-12,000	-15,000	Training for CDL licenses is being brought in house, eliminated the need to contract for this service and saving \$12,000. Based on prior year actual spending, travel and education can be reduced by \$3,000.
City Attorney		-195,000	-195,000	Outside legal counsel costs can be reduced based on actual expenditures and the FY 2010 addition of two employees
Health	-10,000		-10,000	Based on actual spending for pre-natal diagnostic tests, the budget can be reduced by \$10,000 with no impact on services.
Human Services	-25,000		-25,000	The revenue source to pay for fees for client care in Adult Day Care has been able to be shifted, in part, to an outside revenue source, freeing up \$15,000 in general fund resources.
MHM RSA	-15,000		-15,000	Based on actual spending in prior years, the budget for education and training for MHM RSA staff is able to be reduced by \$15,000.
Police	-20,000		-20,000	Based on actual spending in prior years the budget for shooting range cleaning, background checks and pre-screening tests is able to be reduced.
Recreation	-20,000		-20,000	Based on several years of actual spending the budget for park facility maintenance is able to be reduced by \$20,000.
Sheriff	-20,000		-20,000	The cost for mental health services for inmates will be less than anticipated in FY 2011 and results in a \$20,000 savings.

Department	Travel, Training and Education	Consultants, Contracts and Professional Services	Total	Description
TES		-35,000	-35,000	A lower than anticipated rate in the tip fee provides \$20,000 in savings in FY 2011 and based on prior year actual costs for renting Arlington County's tub grinder for leaf mulch an additional \$15,000 can be reduced.
Non-Departmental	-10,000		-10,000	Based on actual expenditures, the City-wide tuition assistance program can be reduced with no impact on services

Net Totals\*                      -123,000              -252,000      -375,000

\* It should be noted that the total on Attachment 5 of \$365,000 reflects the net difference between the total reduction of \$375,000 that is currently budgeted in non-departmental and will be transferred out and the amount that will remain in non-departmental which is \$10,000.