

## City of Alexandria, Virginia

## MEMORANDUM

DATE: JUNE 20, 2003  
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL  
FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*  
SUBJECT: TRANSFER RESOLUTION - FY 2003 OPERATING BUDGET

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**ISSUE:** Transfer Resolution - FY 2003 General Fund Operating Budget.

**RECOMMENDATION:** That City Council adopt this resolution which adjusts the various departmental accounts to projected final expenditure patterns.

**DISCUSSION:** In accordance with § 5.07 of the City Charter, at the end of each fiscal year, staff submits a resolution to Council to transfer appropriations to adjust the various departmental accounts according to projected final expenditure patterns. The transfers, in the amount of \$2,520,782, are required to accomplish the following:

- To adjust various departmental accounts, in the aggregate amount of \$2,020,782 for the following: to transfer funding to the Office of the Sheriff's budget for expenditures related to the sniper incident as well as security at the Alexandria Public Safety Center (\$1,000,000). Some of these security expenditures may be reimbursed by the Federal Government if the City's proposed grant application (docket item #13) is approved. To transfer funding to the Department of General Services budget for expenditures associated with overtime for snow removal during the winter of calendar year 2003, and higher than budgeted expenditures associated with fuel and parking management costs (\$300,000); to transfer funding to the Fire Department (due to retirements and turnover) for the approved overhire of twelve fire suppression personnel and eight emergency rescue technicians (\$500,000); to transfer funding to the Finance Department budget for the transfer of a Pension Administrator position and related non-personnel costs from the Personnel Department (\$80,000); to transfer funding to Information Technology Services from the Accounting Division of the Finance Department for the Clerk Typist position responsible for the billing component of the City's telecommunication system (\$35,811); to transfer to the Office of Human Rights the Affirmative Action Officer position and related non-personnel costs from the Office of the City Manager (\$84,045); to transfer funding to the Office of Human Rights for office space rental costs from the Office on Women (\$3,926); and to transfer funding from Non-Departmental to the Alternative Community Service Program more appropriately located in the Other Public Safety and

Justice Activities account to establish budget authority in a more appropriate account (\$17,000).

- To transfer budget authority for City legal expenses budgeted in a non-departmental account, in the amount of \$500,000 for the use of outside attorneys for special legal work, which, for administrative purposes (such as monitoring billable hours) are charged against the budget for the City Attorney's Office.

**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 included in this resolution.

**ATTACHMENT:** FY 2003 Transfer Resolution

**STAFF:**

Carol Anne Moore, Acting Deputy Director, Office of Management and Budget

Ray Welch, Financial Reporting Supervisor, Finance/Accounting

Laura Triggs, Deputy Director/Comptroller, Finance/Accounting

RESOLUTION #

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 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:

125302	Non-Departmental – City Legal Expenses	\$ 405,000
125302	Non-Departmental – Claims Against the City	95,000
125302	Non-Departmental – Miscellaneous Expenditures	1,017,000
104109	Personnel	80,000
101204	City Manager’s Office	300,000
101287	City Manager’s Office	84,045
101550	Office of Management and Budget	200,000
108765	Information Technology Services	300,000
103051	Finance	35,811
120931	Office on Women	3,926
		<u>\$2,520,782</u>

TRANSFER APPROPRIATIONS TO:

106104	City Attorney	\$500,000
102582	Sheriff	1,000,000
108100	General Services	300,000
111047	Fire	500,000
103051	Finance	80,000
108765	Information Technology Services	35,811
102939	Human Rights	87,971
102855	Other Public Safety and Justice Activities	17,000
		<u>\$2,520,782</u>

ADOPTED: June 24, 2003

KERRY J. DONLEY, MAYOR

ATTEST:

JACKIE HENDERSON, CITY CLERK

**RESOLUTION NO. 2075**

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**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;

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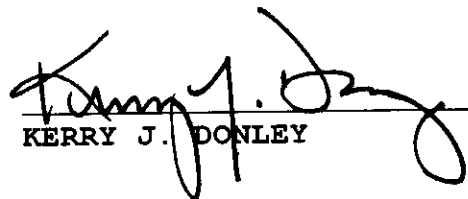
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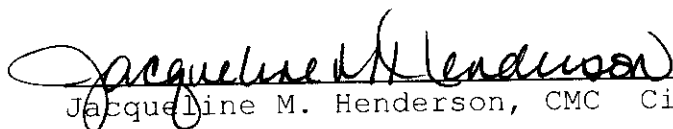
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ADOPTED: June 24, 2003

  
KERRY J. DONLEY MAYOR

ATTEST:

  
Jacqueline M. Henderson, CMC City Clerk