


City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 5, 2008

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 2008

ISSUE: Consideration of a Supplemental Appropriation Ordinance for the support of the City government for FY 2008.

RECOMMENDATION: That City Council approve the proposed Supplemental Appropriation Ordinance for FY 2008 (Attachment 1) on first reading on Tuesday, June 10, and set it for public hearing, second reading, and final passage on June 14, 2008.

DISCUSSION: Near the end of each fiscal year, a Supplemental Appropriation Ordinance is presented for Council consideration in order to reflect grant revenue adjustments, donations and other technical appropriation adjustments previously planned, and grants applied for and approved by Council where applicable, but not yet officially appropriated. Supplemental Appropriation Ordinances are brought to Council for action two to three times per year. 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 Schools' Fund Balance to pay for commitments established but not paid prior to June 30, 2007; the appropriation of Donation Revenues; and the appropriation of Designated Fund Balance for vehicle fuel costs and the Social Services Contingency. Staff recommends the FY 2008 Appropriations Ordinance be amended to accomplish the following:

- (1) The appropriation of grant revenue accepted or adjusted by the City in FY 2008, for specific programs, but not yet appropriated. A listing of grants is included as Attachment II and totals \$3,085,718. Staff continues to work on our City grant procedures, and we will be reporting to Council this fall on our overall grant process and procedures.
- (2) The appropriation of \$9,474,212 of revenue received by the City for various capital projects, including \$40,989 in developer contributions and SUP conditions of Capital Improvement Program Funds, \$2,000 for street cans, \$1,356,952 for flood control project reimbursements from FEMA, \$2,453,511 from Comcast per the City's contract for I-Net

related projects, and \$5,600,000 from future bond proceeds and other sources to be used for the Glebe Park loan to ARHA.

- (3) The appropriation and transfer of \$3,643,211 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, 2007, and planned initially and approved for the FY 2008 - 2013 Approved Capital Improvement Program.
- (4) The appropriation of \$3,014 of Equipment Replacement Retained Earnings not yet appropriated for vehicles and other equipment to be purchased in FY 2008.
- (5) The reappropriation of \$723,841 of the School Fund Balance to pay for commitments, in the form of encumbrances, established prior to, but not paid by June 30, 2007.
- (6) The appropriation of \$6,307,321 of Donation and Fee Revenue. Of the \$6,307,321 appropriated, \$6,000,000 is associated with the construction of affordable/workforce housing for the Station at Potomac Yard project; \$180,000 is associated with courthouse security fee revenue collected by the Clerk of the Courts; and \$116,521 is associated with the funding of ethanol response equipment and supplies provided for the Fire Department, and funded by Norfolk-Southern; and \$10,800 are Eco Summit-related donations.
- (7) The transfer of appropriation reduction of \$13,699 from the General Fund to the Special Revenue Fund for the Library and Law Library. This reflects an interfund transfer within each department to allocate the savings taken from the General Fund for health insurance costs in the November ordinance to the affected special revenue funded programs.
- (8) The appropriation of \$1,030,000 of General Fund Balance designated in the Comprehensive Annual Financial Report for the fiscal year ended June 30, 2007. These funds represent money set aside for vehicle fuel costs (\$500,000) and the social services contingency (\$530,000). Fuel prices have increased dramatically since the budget was initially approved. City costs for social service programs have increased due to a reduction in federal pass-through revenues and an increase in Comprehensive Service Act costs for foster care and special education services.

FISCAL IMPACT: The nine sections of the Ordinance appropriate a total of \$24,253,618 as follows:

Section 1	Appropriation of grant revenue authorized and adjusted, but not yet appropriated in FY 2008.	\$3,085,718
Section 2	Appropriation of Capital Project Fund revenues received, but not yet appropriated.	\$9,474,212
Section 3	Appropriation of previously Designated General Fund Balance to finance various capital projects.	\$3,643,211

Section 4	Appropriation of Equipment Replacement Retained Earnings to finance expenses for acquisitions.	\$3,014
Section 5	Reappropriation of Schools Fund Balance for commitments made prior to June 30, 2007.	\$723,841
Section 6	Appropriation of Donation Revenue.	\$6,307,321
Section 7	Appropriation adjustment to Special Revenue Fund.	\$(13,699)
Section 8	Appropriation of General Fund Balance.	\$1,030,000

ATTACHMENTS:

Attachment I. Ordinance to Amend Fiscal Year 2008 Operating Budget

Attachment II. Listing of Fiscal Year 2008 Grant Authorization and Adjustments

STAFF:

Mark Jinks, Assistant City Manager

Laura Triggs, Director of Finance

Bruce Johnson, Director, Office of Management and Budget

Introduction and first reading:	06/10/08
Public hearing:	06/14/08
Second reading and enactment:	06/14/08

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 2008.

Summary

The proposed ordinance appropriates supplemental funds for the operation of the city government in fiscal year 2008.

Sponsor

Laura B. Triggs, Director of Finance

Staff

Laura B. Triggs, Director of Finance
Ignacio B. Pessoa, City Attorney
Christina Zechman Brown, Assistant City Attorney

Authority

§ 2.02(c), Alexandria City Charter

Estimated Costs of Implementation

None

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

None

AN ORDINANCE making supplemental appropriations for the support of the government of the City of Alexandria, Virginia, for fiscal year 2008.

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 2008, the source of such amount being external grant awards for which revenues were authorized and adjusted after July 1, 2007, but not appropriated, and further that the Council does hereby allot the amount so appropriated to the several city departments for fiscal year 2008, as follows:

SPECIAL REVENUE FUND

ESTIMATED REVENUE:

Sheriff	\$ 7,538
Transportation and Environmental Services	1,257,850
Fire	922,675
Housing	166,158
Human Services	475,697
Economic Development Activities	<u>255,800</u>
Total Estimated Revenue	<u>\$ 3,085,718</u>

APPROPRIATION:

Sheriff	\$ 7,538
Transportation and Environmental Services	1,257,850
Fire	922,675
Housing	166,158
Human Services	475,697
Economic Development Activities	<u>255,800</u>
Total Appropriation	<u>\$ 3,085,718</u>

Section 2. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the fund hereafter named the amount hereafter stated that is required to defray certain expenditures and liabilities of the city for fiscal year 2008, the source of such amount being Capital Project Fund revenue, and further that the Council does hereby allot the amount so appropriated for fiscal year 2008, as follows:

CAPITAL PROJECTS

ESTIMATED REVENUE:

Capital Projects	\$ 9,474,212
Total Estimated Revenue	<u>\$ 9,474,212</u>

APPROPRIATION:

Capital Projects	\$ 9,474,212
Total Appropriation	<u>\$ 9,474,212</u>

Section 3. That the Council of the City of Alexandria, Virginia, does hereby authorize the transfer from the General Fund (Designated General Fund Balance) to the Capital Projects Fund (Reserved Capital Project Fund Balance), and does make provision for and appropriate to the latter fund, the amount hereafter stated that is required to defray certain expenditures and liabilities for the city in fiscal year 2008, and further, that the Council does hereby allot the amount so appropriated as follows: (i) to capital projects which are included in the city's government fiscal year 2008 - 2013 capital improvement program, adopted by Council May 7, 2007.

GENERAL FUND

FINANCING USE:

Transfer Out to Capital Project Fund	\$ 3,643,211
Total Transfer Out	<u>\$ 3,643,211</u>

CAPITAL PROJECT FUND

ESTIMATED REVENUE:

Transfer In from General Fund	\$ 3,643,211
Total Financing Source	<u>\$ 3,643,211</u>

APPROPRIATION:

Capital Projects	\$ 3,643,211
Total Appropriation	<u>\$ 3,643,211</u>

Section 4. 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 2008, 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 2008, as follows:

EQUIPMENT REPLACEMENT FUND

APPROPRIATION:

Historic Alexandria	\$ 3,014
Total Appropriation	<u>\$ 3,014</u>

Section 5. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the fund hereafter named the amount hereafter stated that is required to defray certain expenditures of the city for fiscal year 2008, the source of such amount being Component Unit - School Fund Balance, and further, that the Council does hereby allot the amount so appropriated, as follows:

COMPONENT UNIT

APPROPRIATION:

Component Unit – Schools	\$ 723,841
Total Appropriation	<u>\$ 723,841</u>

Section 6. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the fund hereafter named the amount hereafter stated that are required to defray certain expenditures and liabilities of the city for fiscal year 2008, the source of such amount being Donation revenues and further, that the Council does hereby allot the amount so appropriated for fiscal year 2008 as follows:

SPECIAL REVENUE FUND

ESTIMATED REVENUE:

Donation and Fee Revenue	\$ 6,307,321
Total Estimated Revenues	<u>\$ 6,307,321</u>

APPROPRIATION:

Transportation and Environmental Services	\$ 10,800
Fire	116,521

Sheriff	180,000
Housing	<u>6,000,000</u>
Total Appropriation	<u>\$ 6,307,321</u>

Section 7. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the fund hereafter named the amount hereafter stated that is required to defray certain expenditures and liabilities of the city in fiscal year 2008, the source of such amounts being Transfer In from General Fund, and further, that the Council does hereby allot the amount so appropriated for fiscal year 2008, as follows:

SPECIAL REVENUE FUND

ESTIMATED REVENUE:

Transfer From General Fund	\$ (13,699)
Total Estimated Revenue	<u>\$ (13,699)</u>

APPROPRIATION:

Law Library	\$ (223)
Library	<u>(13,476)</u>
Total Appropriation	<u>\$ (13,699)</u>

Section 8. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriate to the fund hereafter named the amounts hereafter stated that are required to defray certain expenditures and liabilities of the city for fiscal year 2008, the source of such amounts being Designated General Fund Balance, and further, that the Council does hereby allot the amounts so appropriated, as follows:

GENERAL FUND

ESTIMATED REVENUE:

Designated General Fund Balance	<u>\$ 1,030,000</u>
Total Estimated Revenue	<u>\$ 1,030,000</u>

APPROPRIATION:

General Services	\$ 500,000
Human Services	<u>530,000</u>
Total Appropriation	<u>\$ 1,030,000</u>

Section 9. That this ordinance shall become effective upon the date and time at the time of its final passage.

WILLIAM D. EUILLE
Mayor

Introduction: 6/10/08
First Reading: 6/10/08
Publication:
Public Hearing:
Second Reading:
Final Passage:

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
Sidewalk and Trail Improvements	Federal Highway Administration (FHWA) - Regional Surface Transportation Program (RSTP Projects) - VDOT allocation	This grant was approved by City Council on September 13, 2005, item number 24. Funds will be used to fund the design and construction of transportation facilities for pedestrians, bicyclists and people with disabilities.	\$ 750,000
		<u>Subtotal TES</u>	\$ 1,257,850

FIRE

EMS Four for Life - 864512	VA Department of Emergency Management	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 85,952
Fire Training Mini-Grant - 868653	Virginia Fire Services Board	This grant was approved by City Council on October 9, 2007, item number 11. Funds will be used to purchase equipment for the Fire & EMS Training Academy at Lee Center.	\$ 9,125
Exercise and Training Officer - 778805	U.S Department of Homeland Security through the District of Columbia Homeland Security and Emergency Management Agency on behalf of the National Capital Region Urban Area Security Initiative	Funds were accepted by City Council on September 27, 2007, item number 10. Funds will be used to pay for one training officer.	\$ 125,000

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<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
Regional Planner - 778794	U.S Department of Homeland Security through the District of Columbia Homeland Security and Emergency Management Agency on behalf of the National Capital Region Urban Area Security Initiative	These funds were accepted by City Council on November 19, 2007, item number 9, to hire one regional planner and to support emergency management and emergency response training and exercises.	\$ 250,000
NIMS Compliance Officer - 778839	U.S Department of Homeland Security through the District of Columbia Homeland Security and Emergency Management Agency on behalf of the National Capital Region Urban Area Security Initiative	Funds were accepted by City Council on September 27, 2007, item number 10. Funds will be used to pay for one compliance officer.	\$ 125,000
Northern Virginia 5-D Volunteer Program	National Capital Region Urban Area Security Initiative	The City was notified on May 7, 2008, that it is a subrecipient of the NCR-UASI.	\$ 83,675
Team Equipment and Training HazMat	Virginia Department of Emergency Management (VDEM)	This grant was approved by City Council on May 13, 2008, item number 13. Funds will be used to purchase equipment for the Northern Virginia Hazardous Materials Team, of which Alexandria is a part.	\$ 130,923
VDEM Burn Building	Virginia Fire Services Board/Virginia Department of Fire Programs	The grant was approved by City Council on February 12, 2008, item number 14. The funds will be used to begin to address immediate safety issues.	\$ 21,000

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<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
UASI/MMRS Northern Virginia Expansion - Assistance to Firefighters	US Department of Homeland Security	These are additional funds that were allocated to localities in conjunction with the Metropolitan Medical Response System grant approved by City Council on January 24, 2006, item number 8.	\$ 92,000
<u>Subtotal Fire</u>			\$ 922,675

HOUSING

Moderate Income Home Ownership - 773309	Program Income	The program income in the next column reflects the appropriation of Housing Trust Fund contributions.	\$ 44,000
Housing Development - 773432	Program Income	The program income in the next column reflects the appropriation of Housing Trust Fund contributions.	\$ 26,488
Employee Homeownership Incentive Program - 775064	Program Income	Actual program income more than original budget estimate by the amount in the next column	\$ 200
Non Federal Low to Moderate Housing - 775418	Program Income	Actual program income more than original budget estimate by the amount in the next column	\$ 340
Homeownership Assistance - 861062	Program Income	Unbudgeted program income in the next column reflects the payment of principal and interest on a loan.	\$ 39,810
Homeownership Assistance - 861427	Program Income	Actual program income more than original budget estimate by the amount in the next column.	\$ 126

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<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
CDBG HAP Loan - 861252	Program Income	Actual program income from loan repayments is more than the original budget estimate by the amount in the next column. The additional program income will be used for homeownership assistance loans.	\$ 130,376
Home Rehabilitation - 861443	Program Income	Actual program income more than original budget estimate by the amount in the next column	\$ 9,959
CDBG Rehabilitation 0% - 861401	Program Income	Actual program income from loan repayments is less than the original budget estimate by the amount in the next column. As a result less funding will be available for homeownership assistance loans.	\$ (85,141)
<u>Subtotal Housing</u>			\$ 166,158

h/ HUMAN SERVICES

Welfare Aid to Dependent Children - 834044	VA Department of Social Services	The appropriation has been adjusted to more accurately reflect anticipated expenditures based on current caseloads and expenditures. This program is 100% reimbursable.	\$ (118,020)
Welfare Adoption Subsidy - 834077	VA Department of Social Services	Program monies moved from other programs within the department. The appropriation has been adjusted to more accurately reflect anticipated expenditures based on current caseloads expenditures. This program is 100% reimbursable.	\$ 300,000

<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
General Relief - 834085	VA Department of Social Services	The reduction in the next column more accurately reflects the amount expended to date in FY 2008. Funding has been reallocated to CSA, Adoption Subsidy and Special Needs, which are mandated programs where case loads and costs of serving caseloads have increased.	\$ (185,861)
Welfare Special Needs Adoption - 834101	VA Department of Social Services	Program monies moved to other programs within the department. The appropriation has been adjusted to more accurately reflect anticipated expenditures based on current caseloads and expenditures. This program is 100% reimbursable.	\$ (372,496)
5 Welfare Refugee Resettlement - 834127	VA Department of Social Services	Client payments exceeded the original budget by the amount in the column to the right. Federal revenue is being appropriated to fully cover the increased costs.	\$ 15,000
TANF/VIEW Childcare - 834143	VA Department of Social Services	The appropriation has been adjusted to more accurately reflect anticipated expenditures based on current caseloads and expenditures. This program is 90% funded by federal and State dollars. The City match of \$25,000 is transferred from other programs with fewer caseloads within the department.	\$ 250,000

TITLE/DESCRIPTION GRANTOR AGENCY COMMENTS AMOUNT

Welfare Clerical Cost Pool - 834184	VA Department of Social Services	The amount to the right enables the department to shift personnel costs from the general fund to the correct program from which DHS can draw down revenue or reimbursement from a non-City source.	\$ 54,914
Welfare Income Maintenance Eligibility - 834192	VA Department of Social Services	Program monies moved to other programs within the department. The appropriation has been adjusted to portray program costs and revenue in the appropriate program. These funds are shifted to Fraud Free and the Office on Youth.	\$ (235,000)
Child Welfare Admin -834200	VA Department of Social Services	This money has been appropriated from Fund Balance to help address shortfalls in revenue due to a reduction in the reimbursement rate for federal pass thru dollars as well as additional expenditures for CSA-mandated cases.	\$ 530,000
WIA Adult -861278	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 11,782
WIA Youth In School - 861286	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 3,009
WIA Youth Out of School - 861294	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 3,009
WIA Dislocated Workers - 861310	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 16,669

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<u>TITLE/DESCRIPTION</u>	<u>GRANTOR AGENCY</u>	<u>COMMENTS</u>	<u>AMOUNT</u>
VA Cares/State - 865253	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 450
Federal Shelter Grant -865280	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 1,481
CSBG Supplemental - 865519	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 20,800
Homeless Intervention - 865915	VA Department of Social Services	Funds are being shifted from other available programs to meet higher than expected caseloads.	\$ 150,000
AmeriCorps - 867507	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 13,380
Fraud Free - 867515	VA Department of Social Services	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 5,000
VA Preschool Initiative - 868497	State Department of Education	Actual award amount more than original budget estimate by the amount shown in the next column.	\$ 11,580
		<u>Subtotal Human Services</u>	\$ 475,697

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TITLE/DESCRIPTION GRANTOR AGENCY COMMENTS AMOUNT

Economic Development Activities/Alexandria Economic Development Partnership, Inc.

Base Realignment and Closure (BRAC) Coordinator	Department of Defense Community Planning Assistance, Office of Economic Adjustment	The grant was approved by City Council on September 26, 2006, item number 24. Funds will be used to hire a BRAC Coordinator to work with various stakeholders to mitigate the impact of BRAC 2005.	\$ 255,800
<u>Subtotal Economic Development Activities</u>			\$ 255,800
<u>Total Supplemental Appropriation</u>			\$ 3,085,718

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