

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 4, 2008
TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL
FROM: JAMES K. HARTMANN, CITY MANAGER *J*
SUBJECT: APPROPRIATION ORDINANCE FOR FISCAL YEAR 2009

ISSUE: Consideration of an Appropriation Ordinance to make appropriations for the support of the government of the City of Alexandria, Virginia for the Fiscal Year (FY) 2009.

RECOMMENDATION: That City Council approve the proposed Ordinance on first reading and set it for public hearing, second reading, and final passage on Saturday, June 14, 2008.

DISCUSSION: On May 5, 2008, City Council approved the FY 2009 General Fund Budget and adopted an ordinance setting the City's real property and personal property tax rate for calendar year (CY) 2008. In accordance with sections 6.07 and 6.14 of the City Charter, an ordinance is also annually required to appropriate the Approved Operating and Capital Budgets. This ordinance contains the appropriation of the adopted operating budget, the reappropriation of expected encumbrances; and an appropriation from the Special Revenue Fund for new grants.

- A. **ADOPTED OPERATING BUDGET:** Sections 1 - 9 of the attached proposed appropriations ordinance legally established the revenues and expenditures of the FY 2009 budget. As detailed in section 7 of the attached ordinance, a significant portion of the General Fund's revenues are transferred to other funds and component units, principally to finance operations of the Alexandria City Public Schools. The total expenditure appropriation must be reduced by the amount of these transfers (referred to as "Interfund Transfers") to eliminate double counting and accurately reflect the aggregate expenditure appropriations.

- B. **APPROPRATION OF FUND BALANCE FOR INVESTMENT TRUST:** Section 10 of the attached proposed appropriation ordinance appropriates General Fund fund balance to begin funding the City's obligation for other post-employment benefits (see the docket item on creating an investment trust for post-retirement benefits). As discussed earlier, these funds will be placed in a separate trust fund to be used to fund health insurance and life insurance benefits for retirees after they retire from the City.

C. **REAPPROPRIATION OF PROJECTED ENCUMBRANCES:** Section 11 of the attached proposed appropriation ordinance reappropriates monies authorized and expected to be obligated in FY 2008 but not expected to be expended as of June 30, 2008. By City Charter, all appropriations lapse at the end of the fiscal year. When budgeted goods and services are ordered prior to the end of the previous fiscal year, but not delivered until the next fiscal year, monies need to be reappropriated to cover the expenditures paid in the current fiscal year. As introduced in 2006, encumbrances are now authorized based on existing encumbrances. The actual encumbrance amount that is carried over from FY 2008 into FY 2009 will likely be lower than this amount. The final encumbrance amount that is carried over into FY 2009 will be adjusted to reflect actual authorized encumbrances.

FISCAL IMPACT: This Ordinance authorizes the receipt and expenditure of \$759,414,583 for FY 2009 in the following funds (\$745,713,583 in sections 1 – 9, \$4,200,000 in section 10 and \$9,501,000 in section 11):

Section 1 to Section 9:

| | |
|---|------------------------------|
| General Fund | \$ 541,978,347 |
| Special Revenue Fund | 83,138,444 |
| Housing Special Revenue Fund | 5,780,738 |
| Sewer Special Revenue Fund | 7,632,575 |
| Capital Projects Fund | 98,261,469 |
| Equipment Replacement Internal Service Fund | 6,097,326 |
| Schools | 215,658,423 |
| Library | 7,610,690 |
| Alexandria Transit Company | 11,488,000 |
| Less: Interfund Transfers | <u>(231,932,429)</u> |
| Total | <u>\$ 745,713,583</u> |

The amounts listed for the Alexandria Transit Company, the Schools, and the Library represent their total budgets, including the City’s General Fund appropriation to each agency and any fee revenue (such as farebox revenue for the Alexandria Transit Company), grants, State aid or other revenues that are part of the total budgets. By the City Charter, Council must appropriate all monies, including those for the Alexandria Transit Company, irrespective of the source. The “Less: Interfund Transfers” line backs out dollars counted both in the General Fund and Sewer Fund amount and each of the agency budgets for the City’s appropriation to these individual agencies.

Section 10:

The appropriation of \$4,200,000 of General Fund Balance designated in FY 2009 Adopted Budget to fund Other Post Employment Benefits.

| | |
|---|----------------------------|
| Section 10: Designated General Fund Balance | \$ 4,200,000 |
| Total | <u>\$ 4,200,000</u> |

Section 11:

The reappropriation of \$9,501,000 of existing FY 2009 encumbrances.

| | |
|--|----------------------------|
| Section 11: Reappropriation of monies encumbered as of June 30, 2008 | \$ 9,501,000 |
| Total | <u>\$ 9,501,000</u> |

ATTACHMENT: Appropriation Ordinance

STAFF:

Mark Jinks, Deputy City Manager

Laura B. Triggs, Director of Finance

Bruce Johnson, Director, Office of Management and Budget

Kendel Taylor, Budget Analyst, Office of Management and Budget

| | | |
|---|---------------------------------|----------|
| 1 | Introduction and first reading: | 06/10/08 |
| 2 | Public hearing: | 06/14/08 |
| 3 | Second reading and enactment: | 06/14/08 |

INFORMATION ON PROPOSED ORDINANCE

7 Title

9 AN ORDINANCE making provision for the support of the government of the City of
10 Alexandria, Virginia, for fiscal year 2009.

12 Summary

14 The proposed ordinance appropriates funds for the operation of the city government in
15 fiscal year 2009.

17 Sponsor

19 Laura B. Triggs, Director of Finance

21 Staff

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

27 Authority

29 § 2.02(c), Alexandria City Charter

31 Estimated Costs of Implementation

33 None

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

37 None

ORDINANCE NO. _____

AN ORDINANCE making appropriations for the support of the government of the City of Alexandria, Virginia, for fiscal year 2009.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That, pursuant to section 6.07 of the city charter, the sum of \$745,713,583 be, and the same hereby is, appropriated for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009.

Section 2. That, pursuant to section 6.07 of the city charter, the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 be, and the same hereby is, further appropriated to the following city departments, major operating units, component units and major categories of expenditures in the amounts set forth below:

| <u>Department/Unit/Component Unit/ Category of Expenditure</u> | <u>Appropriation</u> |
|--|----------------------|
| 18 th Circuit Court | \$ 1,368,046 |
| 18 th General District Court | 78,571 |
| 18 th Juvenile Court | 34,327 |
| Citizen Assistance | 778,771 |
| City Attorney | 3,341,753 |
| City Clerk and Clerk of Council | 415,455 |
| City Council | 524,157 |
| City Manager | 1,845,208 |
| Clerk of Court | 1,637,190 |
| Commonwealth's Attorney | 3,030,463 |
| Contingent Reserves | 816,218 |
| Court Services Unit | 1,535,785 |
| Economic Development | 3,422,182 |
| Finance | 9,833,109 |
| Fire | 41,980,039 |
| General Debt Service | 33,640,327 |
| General Services | 13,267,828 |
| Health | 6,921,499 |
| Human Rights | 691,695 |
| Human Services | 54,134,798 |
| Human Services Contributions | 2,324,880 |
| Information Technology Services | 7,342,566 |
| Internal Audit | 239,606 |
| Law Library | 163,013 |

| | | |
|----|--|-----------------------------|
| 1 | Mental Health/Mental Retardation/Substance Abuse | 30,745,556 |
| 2 | Non-Departmental | 10,393,531 |
| 3 | Office of Communications | 1,389,716 |
| 4 | Office of Historic Alexandria | 3,325,052 |
| 5 | Office of Housing | 5,780,738 |
| 6 | Office of Management and Budget | 1,183,001 |
| 7 | Office on Women | 1,884,598 |
| 8 | Other Correctional Activities | 5,482,834 |
| 9 | Other Educational Activities | 12,004 |
| 10 | Other Health Activities | 1,038,600 |
| 11 | Personnel | 3,427,143 |
| 12 | Planning & Zoning | 6,531,751 |
| 13 | Police | 53,607,272 |
| 14 | Real Estate Assessments | 1,635,473 |
| 15 | Recreation, Parks & Cultural Activities | 21,559,389 |
| 16 | Registrar of Voters | 1,275,383 |
| 17 | Sheriff | 27,179,088 |
| 18 | Transit Subsidies | 20,168,745 |
| 19 | Transportation and Environmental Services | 32,098,315 |
| 20 | Capital Projects | 98,261,469 |
| 21 | Component Unit-Library | 7,610,690 |
| 22 | Component Unit-Schools | 215,658,423 |
| 23 | Internal Services | <u>6,097,326</u> |
| 24 | TOTAL APPROPRIATIONS | <u>\$745,713,583</u> |

25
26 **Section 3.** That, pursuant to section 6.07 of the city charter, the sum of \$745,713,583
27 appropriated in section 1 of this ordinance for the support of the City of Alexandria in the fiscal
28 year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 be, and
29 the same hereby is, further appropriated to the following principal objects of city expenditures:

| | | |
|----|---|------------------------------|
| 31 | <u>Object of Expenditures</u> | <u>Appropriation</u> |
| 32 | | |
| 33 | Personnel Services | \$ 237,201,665 |
| 34 | Non-Personnel Services | 169,041,028 |
| 35 | Capital Outlay | 354,982 |
| 36 | Component Unit-Library | 7,610,690 |
| 37 | Component Unit-Schools | 215,658,423 |
| 38 | Component Unit-Alexandria Transit Company | 11,488,000 |
| 39 | Equipment Replacement | 6,097,326 |
| 40 | Capital Projects | <u>98,261,469</u> |
| 41 | TOTAL APPROPRIATIONS | <u>\$ 745,713,583</u> |

42
43 **Section 4.** That the sum of \$745,713,583 appropriated in section 1 of this ordinance for
44 the support of the government of the City of Alexandria in the fiscal year beginning on the first
45 day of July 2008 and ending on the thirtieth day of June 2009 is estimated to be derived from the
46 following sources of revenue:

47
48

| <u>Source of Revenue</u> | <u>Amount</u> |
|---|------------------------------|
| General Property Taxes | \$ 329,070,498 |
| Other Local Taxes | 121,493,000 |
| Permits, Fees and Licenses | 9,706,232 |
| Fines and Forfeitures | 4,755,300 |
| Intergovernmental Revenue | 163,026,284 |
| Charges for Services | 36,613,565 |
| Revenue from Use of Money and Property | 8,506,436 |
| Miscellaneous Revenue | 7,152,851 |
| Bond Proceeds - Future Sale | 47,081,311 |
| Unreserved Fund Balance - General Fund | 11,950,000 |
| Subsequent Year's Budget as Designated | |
| Unreserved Fund Balance – Capital Projects Fund | 1,074,500 |
| Unreserved Fund Balance – Sewer Fund | 1,153,444 |
| Retained Earnings - Internal Services | 4,130,162 |
| TOTAL ESTIMATED REVENUE | <u>\$ 745,713,583</u> |

Section 5. That, pursuant to section 6.14 of the city charter, the sum of \$98,261,469 be, and the same hereby is, appropriated for capital improvement project expenditures of the City of Alexandria and the Alexandria City Public Schools in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009. This sum, which consists of the \$98,261,469 appropriated as Capital Projects in section 2 of this ordinance, is appropriated as follows: (i) \$76,324,058 to capital projects which are included in the city's government fiscal year 2009 - 2012 capital improvement program adopted by City Council on May 5, 2008 \$19,879,886 to the capital projects identified in the Alexandria City Public Schools' capital budget approved by the school board on January 3, 2008 and (iii) \$2,039,525 for the Open Space Trust Fund.

Section 6. That the sum of \$98,261,469 appropriated in section 5 of this ordinance for capital improvement project expenditures of the City of Alexandria and the Alexandria City Public Schools in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is estimated to be derived from the following sources of revenue:

| <u>Source of Revenue</u> | <u>Amount</u> |
|--|-----------------------------|
| Transfer In from General Fund | \$ 4,917,687 |
| Transfer In from Special Revenue Fund – Sewer | 4,631,000 |
| Permits and Licenses | 1,207,125 |
| Use of Money and Property – Bond Interest Earnings | 2,500,436 |
| Miscellaneous Revenue | 2,015,060 |
| Designated General Fund Balance | 7,350,000 |
| Designated Capital Projects Fund Balance | 1,074,500 |
| Intergovernmental Revenue | 27,484,350 |
| Bond Proceeds - Future Sale | 47,081,311 |
| TOTAL ESTIMATED REVENUE | <u>\$ 98,261,469</u> |

Section 7. That the sum of \$231,932,429 be, and the same hereby is, authorized to be transferred between the following funds maintained by the city, as set forth below:

| <u>From</u> | <u>Amount</u> | <u>To</u> | <u>Amount</u> |
|------------------------------|------------------------------|---|------------------------------|
| General Fund | \$ 34,003,133 | Special Revenue Fund – General | \$ 34,003,133 |
| Special Revenue Fund – Sewer | 1,323,910 | General Fund | 1,323,910 |
| General Fund | 3,830,815 | Special Revenue Fund – Affordable Housing | 3,830,815 |
| Special Revenue Fund – Sewer | 4,631,000 | Capital Projects | 4,631,000 |
| General Fund | 4,917,687 | Capital Projects Fund | 4,917,687 |
| General Fund | 167,953,749 | Component Unit-Schools | 167,953,749 |
| General Fund | 8,067,000 | Component Unit-Alexandria Transit Company | 8,067,000 |
| General Fund | <u>7,205,135</u> | Component Unit-Library | <u>7,205,135</u> |
| TOTALS | <u>\$ 231,932,429</u> | TOTALS | <u>\$ 231,932,429</u> |

Section 8. That the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is, for accounting purposes and in accordance with generally accepted accounting principles, attributed, for each city department, major operating unit, component unit and major category of expenditure, to the funds maintained by the city as shown in Table I on following page of this ordinance.

Section 9. That the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is, for accounting purposes and in accordance with generally accepted accounting principles, attributed, for each major source of revenue, to the funds maintained by the city as shown in Table II on the following page of this ordinance.

Section 10. That the sum of \$4,200,000 be appropriated from fund for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is appropriated in the amounts set forth below:

ESTIMATED REVENUE:

| | |
|---------------------------------|---------------------|
| Designated General Fund Balance | <u>\$ 4,200,000</u> |
| Total Estimated Revenue | <u>\$ 4,200,000</u> |

APPROPRIATION:

| | |
|---------------------|---------------------|
| Non Departmental | <u>\$ 4,200,000</u> |
| Total Appropriation | <u>\$ 4,200,000</u> |

ORDINANCE NO. 4554

AN ORDINANCE making appropriations for the support of the government of the City of Alexandria, Virginia, for fiscal year 2009.

THE CITY COUNCIL OF ALEXANDRIA HEREBY ORDAINS:

Section 1. That, pursuant to section 6.07 of the city charter, the sum of \$745,713,583 be, and the same hereby is, appropriated for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009.

Section 2. That, pursuant to section 6.07 of the city charter, the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 be, and the same hereby is, further appropriated to the following city departments, major operating units, component units and major categories of expenditures in the amounts set forth below:

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| 18 th Circuit Court | \$ 1,368,046 |
| 18 th General District Court | 78,571 |
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| Citizen Assistance | 778,771 |
| City Attorney | 3,341,753 |
| City Clerk and Clerk of Council | 415,455 |
| City Council | 524,157 |
| City Manager | 1,845,208 |
| Clerk of Court | 1,637,190 |
| Commonwealth's Attorney | 3,030,463 |
| Contingent Reserves | 816,218 |
| Court Services Unit | 1,535,785 |
| Economic Development | 3,422,182 |
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| Human Services | 54,134,798 |
| Human Services Contributions | 2,324,880 |
| Information Technology Services | 7,342,566 |
| Internal Audit | 239,606 |
| Law Library | 163,013 |

| | |
|--|-----------------------------|
| Mental Health/Mental Retardation/Substance Abuse | 30,745,556 |
| Non-Departmental | 10,393,531 |
| Office of Communications | 1,389,716 |
| Office of Historic Alexandria | 3,325,052 |
| Office of Housing | 5,780,738 |
| Office of Management and Budget | 1,183,001 |
| Office on Women | 1,884,598 |
| Other Correctional Activities | 5,482,834 |
| Other Educational Activities | 12,004 |
| Other Health Activities | 1,038,600 |
| Personnel | 3,427,143 |
| Planning & Zoning | 6,531,751 |
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| Registrar of Voters | 1,275,383 |
| Sheriff | 27,179,088 |
| Transit Subsidies | 20,168,745 |
| Transportation and Environmental Services | 32,098,315 |
| Capital Projects | 98,261,469 |
| Component Unit-Library | 7,610,690 |
| Component Unit-Schools | 215,658,423 |
| Internal Services | 6,097,326 |
| TOTAL APPROPRIATIONS | <u>\$745,713,583</u> |

Section 3. That, pursuant to section 6.07 of the city charter, the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 be, and the same hereby is, further appropriated to the following principal objects of city expenditures:

| <u>Object of Expenditures</u> | <u>Appropriation</u> |
|---|------------------------------|
| Personnel Services | \$ 237,201,665 |
| Non-Personnel Services | 169,041,028 |
| Capital Outlay | 354,982 |
| Component Unit-Library | 7,610,690 |
| Component Unit-Schools | 215,658,423 |
| Component Unit-Alexandria Transit Company | 11,488,000 |
| Equipment Replacement | 6,097,326 |
| Capital Projects | 98,261,469 |
| TOTAL APPROPRIATIONS | <u>\$ 745,713,583</u> |

Section 4. That the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is estimated to be derived from the following sources of revenue:

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| General Property Taxes | \$ 329,070,498 |
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| Subsequent Year's Budget as Designated | |
| Unreserved Fund Balance – Capital Projects Fund | 1,074,500 |
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| Designated Capital Projects Fund Balance | 1,074,500 |
| Intergovernmental Revenue | 27,484,350 |
| Bond Proceeds - Future Sale | 47,081,311 |
| TOTAL ESTIMATED REVENUE | <u>\$ 98,261,469</u> |

Section 7. That the sum of \$231,932,429 be, and the same hereby is, authorized to be transferred between the following funds maintained by the city, as set forth below:

| <u>From</u> | <u>Amount</u> | <u>To</u> | <u>Amount</u> |
|------------------------------|------------------------------|---|------------------------------|
| General Fund | \$ 34,003,133 | Special Revenue Fund – General | \$ 34,003,133 |
| Special Revenue Fund – Sewer | 1,323,910 | General Fund | 1,323,910 |
| General Fund | 3,830,815 | Special Revenue Fund – Affordable Housing | 3,830,815 |
| Special Revenue Fund – Sewer | 4,631,000 | Capital Projects | 4,631,000 |
| General Fund | 4,917,687 | Capital Projects Fund | 4,917,687 |
| General Fund | 167,953,749 | Component Unit-Schools | 167,953,749 |
| General Fund | 8,067,000 | Component Unit-Alexandria Transit Company | 8,067,000 |
| General Fund | <u>7,205,135</u> | Component Unit-Library | <u>7,205,135</u> |
| TOTALS | <u>\$ 231,932,429</u> | TOTALS | <u>\$ 231,932,429</u> |

Section 8. That the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is, for accounting purposes and in accordance with generally accepted accounting principles, attributed, for each city department, major operating unit, component unit and major category of expenditure, to the funds maintained by the city as shown in Table I on following page of this ordinance.

Section 9. That the sum of \$745,713,583 appropriated in section 1 of this ordinance for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is, for accounting purposes and in accordance with generally accepted accounting principles, attributed, for each major source of revenue, to the funds maintained by the city as shown in Table II on the following page of this ordinance.

Section 10. That the sum of \$4,200,000 be appropriated from fund for the support of the government of the City of Alexandria in the fiscal year beginning on the first day of July 2008 and ending on the thirtieth day of June 2009 is appropriated in the amounts set forth below:

ESTIMATED REVENUE:

| | |
|---------------------------------|---------------------|
| Designated General Fund Balance | <u>\$ 4,200,000</u> |
| Total Estimated Revenue | <u>\$ 4,200,000</u> |

APPROPRIATION:

| | |
|---------------------|---------------------|
| Non Departmental | <u>\$ 4,200,000</u> |
| Total Appropriation | <u>\$ 4,200,000</u> |

Section 11. That the Council of the City of Alexandria, Virginia, does hereby make provision for and appropriation to the funds hereafter named the amounts required to defray the expenditures and liabilities of the city for which commitments were established in the form of encumbrances or otherwise on or before June 30, 2008 but which are payable in fiscal year 2009 and for which amounts were appropriated but not expended in fiscal year 2008 and further that the council does hereby allot the amounts so appropriated to the several city departments for fiscal year 2009 as follows:

GENERAL FUND

| | |
|---|---------------------|
| Citizen Assistance | \$ 7,000 |
| City Attorney | 4,000 |
| City Manager | 4,000 |
| Commonwealth’s Attorney | 5,000 |
| Finance | 989,000 |
| Fire | 590,000 |
| General Services | 520,000 |
| Health | 114,000 |
| Human Rights | 5,000 |
| Human Services | 504,000 |
| Information and Technology Services | 739,000 |
| Non-Departmental | 265,000 |
| Office of Historic Alexandria | 25,000 |
| Office on Women | 15,000 |
| Other Correctional Activities | 21,000 |
| Personnel | 7,000 |
| Planning and Zoning | 520,000 |
| Police | 291,000 |
| Recreation and Cultural Activities | 412,000 |
| Registrar of Voters | 22,000 |
| Sheriff | 497,000 |
| Transit Subsidies | 1,004,000 |
| Transportation and Environmental Services | 2,941,000 |
| Total General Fund | \$ 9,501,000 |

Section 12. That this ordinance shall become effective upon the date and at the time of its final passage.

WILLIAM D. EUILLE
Mayor

Final Passage: June 14, 2008