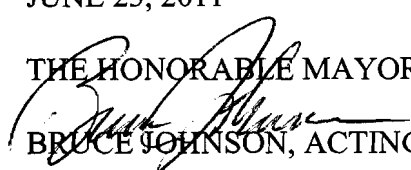


City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 23, 2011

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM:  BRUCE JOHNSON, ACTING CITY MANAGER

SUBJECT: CONSIDERATION OF A TRANSFER RESOLUTION - FY 2011 GENERAL FUND OPERATING BUDGET

ISSUE: Transfer Resolution – FY 2011 General Fund Operating Budget.

RECOMMENDATION: That City Council adopt the attached resolution which transfers \$1,460,000 in budgeted funds to two departmental accounts from one departmental account.

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 four-tenths of one percent of the FY 2011 General Fund budget. The transfers, in the amount of \$1,460,000 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, two departments require additional funds of \$1.5 million: the Department of Emergency Communications (DEC) and the Fire Department. To cover these costs, there is one department account under budget (Human Services) from which the reallocated funds would originate. It should be noted that there are additional departments with remaining FY 2011 budget authority but for simplicity only one source department is being utilized. The surplus available in the Department of Human Services that is being transferred is available due to a lower than anticipated number of clients seeking assistance in FY 2011. The accounts where these unexpended funds are proposed to be transferred to include:

- Fire Department (\$1,300,000): to cover overtime expenditures, primarily due to a large number of firefighter and medic vacancies in the Department during the first half of the year, as reported in the Monthly Financial Reports. In addition to the overtime impacts related to minimum staffing requirements, the Department provided unbudgeted staff to help in the response to large fires in Prince William and Prince George's Counties, as well as to the February snow emergency.

- Department of Emergency Communications (\$160,000): to cover unbudgeted expenditures related to the establishment of the new department, including overtime and shift differential, as well capital expenses for furniture and equipment. Although emergency communications employees were transferred to DEC in mid-FY 2011, the associated overtime and shift differential funds were not transferred to the new department. In the future those expenses will be included in the DEC budget.

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:

Attachment 1: FY 2011 Transfer Resolution

STAFF:

Laura Triggs, Acting Chief Financial Officer

Ray Welch, Comptroller

Morgan Routt, Acting Budget Director

Kendel Taylor, Assistant Budget Director

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:

Human Services	\$1,460,000
TOTAL:	<u>\$1,460,000</u>

TRANSFER APPROPRIATIONS TO:

Fire	\$1,300,000
Emergency Communications	160,000
TOTAL:	<u>\$1,460,000</u>

ADOPTED: June 28, 2011

WILLIAM D. EUILLE, MAYOR

ATTEST:

Jacqueline M. Henderson, MMC City Clerk

RESOLUTION NO. 2461

WHEREAS, certain appropriation accounts of the City of Alexandria, Virginia will be over expended 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:

Human Services	\$1,460,000
TOTAL:	<u>\$1,460,000</u>

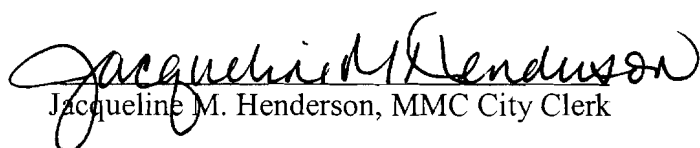
TRANSFER APPROPRIATIONS TO:

Fire	\$1,300,000
Emergency Communications	160,000
TOTAL:	<u>\$1,460,000</u>

Adopted: June 28, 2011


WILLIAM D. EULLE MAYOR

ATTEST:


Jacqueline M. Henderson, MMC City Clerk