City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 26, 2013

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

THROUGH: RASHAD M. YOUNG, CITY MANAGER

FROM: NELSIE L. SMITH, DIRECTOR OF MANAGEMENT & BUDGET

SUBJECT: BUDGET MEMO #3: DETAIL OF THE CITY MANAGER'S PROPOSED FY 2014 GENERAL FUND BUDGET REDUCTIONS AND ADDITIONS

The City Manager's FY 2014 Proposed General Fund Budget totals $626,629,791 and represents a 6.6%, or $38.8 million, increase compared to the FY 2013 Approved General Fund Budget. The primary drivers include:

- An increase in the investment of cash capital and debt service related to capital investments of $22.7 million, a 34.3% increase over the FY 2013 Approved General Fund Budget. Of this, $10.5 million is related to the additional 3.0 cents real estate tax rate increase as directed by the Council Guidance for capital investments. The remainder includes $8.2 million in debt service due on bonds previously issued, as well as new debt planned in FY 2014, and a $3.9 million increase in cash capital investments that were assumed during last year's budget process.
- An increase in the appropriation to the Alexandria City Public Schools of $6 million, a 3.3% growth from FY 2013 Approved Budget. This increase is related to enrollment growth anticipated.
- An increase in the City's investment in transit subsidies to WMATA and DASH of $2.5 million, a 13.6% increase from the FY 2013 Approved Budget.

The remaining increase reflects adjustments for total City operations. The attachments provide the details of the various General Fund expenditure reductions that were taken to close the budgetary gap and balance the revenue enhancements proposed. Attachment 1 includes $8.56 million in reductions to the General Fund budget. Attachment 2 includes a list of new initiatives, totaling $1.4 million, that will either provide additional revenue opportunities or enhance our service delivery.

Attachment 1

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Children, Youth and Family	Department of Community and Health Services	Virginia Department of Social Services Revenue Increase	-$397,402
Children, Youth and Family	Department of Community and Health Services	Eliminates two Therapist Supervisor positions	-$176,877
Children, Youth and Family	Department of Community and Health Services	Contracts out the Detox kitchen	-$150,000
Children, Youth and Family	Department of Community and Health Services	Reduces childcare non-personnel expenditures	-$148,535
Children, Youth and Family	Department of Community and Health Services	Reduces grant funding available to community organizations serving families and individuals from birth to old age.	-$121,996
Children, Youth and Family	Department of Community and Health Services	Eliminates a Community and Education Specialist that provides english language and citizenship orientation services for the Hispanic population.	-$115,620
Children, Youth and Family	Department of Community and Health Services	Eliminates one of twelve Child Protective Services Social Worker positions. The position is filled.	-$100,789
Children, Youth and Family	Department of Community and Health Services	Implement Senior Taxi service coupon system and increased eligibility screening	-$91,883

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Children, Youth and Family	Department of Community and Health Services	Community Services Board (CSB) Block Grant Revenue	-$66,562
Children, Youth and Family	Department of Community and Health Services	Eliminates the bullying coordination and bullying prevention services.	-$65,800
Children, Youth and Family	Department of Community and Health Services	Eliminates one of eighteen Employment Training Specialist.	-$63,705
Children, Youth and Family	Department of Community and Health Services	Reduces capacity of substance abuse detox to service medically complex clients by eliminating Detox Nurse position.	-$55,904
Children, Youth and Family	Department of Community and Health Services	Reduces the JobLink non-personnel expenditures ($29,928 in printing, office supplies, etc. and $23,800 in client support including transportation, clothing, and training).	-$47,728
Children, Youth and Family	Department of Community and Health Services	Reduces public assistance processing services by eliminating one of fifteen benefit technicians.	-$45,205
Children, Youth and Family	Department of Community and Health Services	Reduces Mental Health Systems Of Care Prevention training.	-$22,324
Children, Youth and Family	Department of Community and Health Services	Eliminates Aspen Apartments, this is an ongoing savings. Additional proposal to sell the Aspen Apartments ($440,000).	-$20,026

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Children, Youth and Family	Health	This is operational savings	-$116,228
Children, Youth and Family	Health	Reduces mosquitoes control by altering work schedules	-$16,070
Children, Youth and Family	Health	Reduces aquatic inspections by altering work schedules	-$16,070
Children, Youth and Family	Library	Reduces library hours from 52 to 50 per week for each branch	*-$93,454*
Children, Youth and Family	Library	Eliminates a talking books (visually impaired) full-time staff person	-$88,411
Children, Youth and Family	Library	Reduces the library's materials	-$56,000
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Pro-rates the maintenance of five new parks and one new ROW for mid-year implementation.	-$192,499
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Close Warwick Pool	-$92,000

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	For professional/contract services related to the planting of City horticulture sites.	-$40,000
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Decreases services over the entire department	-$34,750
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Charles Houston Recreation Center (CHRC) Early morning hours reduction	-$26,250
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	City Birthday Celebration	-$23,000
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	For professional services	-$18,488
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Close three Centers on City Holidays (Martin Luther King, President's Day, and the day after Thanksgiving). Centers to close these days include: Charles Barrett; Mt. Vernon & Patrick Henry.	-$18,000
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Minor Vehicle Repairs	-$16,143
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	City Marina Security Reduction	-$15,000

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Reduction in operating supplies	-$13,972
Children, Youth and Family	Recreation, Parks, & Cultural Affairs	Decrease in arts grants by 6%	-$11,000
Public Safety	Court Service Unit	Eliminates Coordinator of Youth Services Position. The position is vacant.	-$72,156
Public Safety	Court Service Unit	Reduces non-personnel budget expenses.	-$6,000
Public Safety	Police	Reduces the size of the motorcycle unit by two officers	-$177,065
Public Safety	Police	Reduces the size of the Tactical Anti-Crime (TAC) services by two officers	-$177,065
Public Safety	Police	Eliminates the Police Department's Domestic Violence victim outreach/support civilian position	-$99,660
Public Safety	Police	Reduces the size of the narcotic investigation services by eliminating one Vice Detective position	-$88,532

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Public Safety	Sheriff	Eliminates one of three inmate work details (1.0 FTE Deputy Sheriffs will be deleted).	-$75,839
Public Safety	Sheriff	Reduces Sheriff's mental health clinical assistance services with the deletion of one vacant Mental Health Probation Officer Position.	-$59,223
Public Safety	Sheriff	Reduces Sheriff's mental health and substance abuse services by one position.	-$42,900
Transportation/Community Development	Alexandria Convention and Visitors Association	Reduces Visitor Center operations in winter months (January - mid March; 10wks, Sun-Wed)	-$15,000
Transportation/Community Development	Alexandria Economic Development Partnership	National & International Marketing- Regional Greater Washington Initiative (GWI) Marketing program has been terminated. This is a membership savings.	-$25,000
Transportation/Community Development	Alexandria Economic Development Partnership	Façade Improvement Program - Complete elimination of program for Arlandria/ Enterprise Zone area properties	-$15,000
Transportation/Community Development	Code	Transfer code enterprise fund costs from the General Fund into the enterprise fund	-$40,000
Transportation/Community Development	Marketing Fund	Reduce economic development marketing funding from $185,000 to $135,000(allow carryover of up to $50,000 per year)	-$50,000

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Transportation/Community Development	Office of Historic Alexandria	Transfers of one development review related Archeologist I position to Code funding under Enterprise Fund	-$94,986
Transportation/Community Development	Office of Historic Alexandria	Reclassify Office of Historic Alexandria (OHA) Public Information Officer/Admin (Vacant) to part time	-$43,000
Transportation/Community Development	Office of Historic Alexandria	Personnel savings resulting from planned retirement of City Archeologist and hiring new Archeologists at a lower step	-$42,001
Transportation/Community Development	Office of Historic Alexandria	Reduces funding for Civil War sesquicentennial commemoration and marketing	-$30,000
Transportation/Community Development	Department of Planning and Zoning	Transfer of one development review position funding to Code Enterprise Fund to review building permits and locate position at expanded permit center	-$120,295
Transportation/Community Development	Alexandria Small Business Development Center	Communications Coordinator / Researcher / Intake Counselor - Elimination of FTE position	-$49,288
Transportation/Community Development	Transporation and Environmental Services	Eliminates the planned Arlandria/Del Ray Shuttle service.	-$450,000
Transportation/Community Development	Transporation and Environmental Services	Expands the fee-funded Code Administration Permit Center to include 3 T&ES Permit Techs currently funded by general tax support	-$220,799

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Transportation/Community Development	Transporation and Environmental Services	Increases King Street Trolley headways from 15min to 20 min. Start service at noon instead of 11:00 am.	-$140,000
Transportation/Community Development	Transporation and Environmental Services	Potential for advertising contracts on King Street Trolley. To be coordinated by ACVA with their membership.	-$10,000
Internal Services	General Services	Implement Automated Parking Facility	-$100,000
Internal Services	General Services	Reduces Space Management Services (1 position)	-$51,933
Internal Services	Human Resource	Eliminates Employee Recruitment via Job Fairs	-$15,000
Internal Services	Information Technology Service	Reduce Maintenance/equipment support funds	-$66,000
Internal Services	Information Technology Service	Transfers the location of where back-up data is stored from outside the City to within the City	-$15,000
City-wide	Multiple Departments Impacted	Eliminates Sick Leave Bonus Pay to Employees	-$305,000

General Fund Reductions

Cluster	Department	Reduction Option	GF Amount
Internal services	Finance	Eliminates Parking Adjudication Contract - Shift to the General District Court	-$134,580
Internal services	Human Resource	Shifts Employee Wellness Services from a Consultant to Current Staff	-$60,000
Public Safety	Fire	Redeploys fire suppression staff slated for Engine 210 to reduce Minimum Staffing overtime at other stations in the City until Station 210 opens in May 2014 (anticipated)	-$600,000
Public Safety	Fire	Delays hiring of 8 Medics for Medic 210 until November 2013 to be prepared for Station 210 opening in May 2014 (anticipated)	-$194,060
City-wide	Non-Departmental	Health plan design chagnes	-$1,571,000
Public Safety	Non-Departmental	Fire/Police Pension Employee Contribution Increase	-$632,000
Public Safety	Sheriff	Vacancy Savings for Holding Chief Deputy Position Open for Six Months (Sheriff's Office)	-$98,472
		Total	**-$8,564,545**

General Fund Investments

Cluster	Department	Investment	Amount
Public Safety	Police	Add two Parking Enforcement Officers (PEOs) and increase revenue collection	$106,000
Transportation/Community Development	Alexandria Convention and Visitor Association	Increase in visitor advertising which is anticipated to result in increased City revenue	$200,000
Transportation/Community Development	Planning and Zoning	Add one development review position.	$95,420
Transportation/Community Development	Office of Historic Alexandria	Add Alexandria Black History Museum part-time employee funding	$4,768
Internal Services	Finance	Add one Self Reporting Tax Compliance Officer	$69,345
Internal Services	Real Estate	Add one Real Estate appraiser	$66,498
Public Safety	Police	Regional Gang Task Force Contribution	$25,000
City-wide	Non-Departmental	Workers compensation costs have exceeded the budget authority for several years	$500,000

General Fund Investments

Cluster	Department	Investment	Amount
City-wide	Non-Departmental	Add funds to enhance the City's utilization of interns	$75,000
City-wide	Non-Departmental	Increase the amount available for outreach and programs	$30,000
City-wide	Non-Departmental	Provide City Council with an undesignated contingency fund	$250,000
		Total	**$1,422,031**