

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 16, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: BUDGET MEMO # 73: TRAVEL AND EDUCATION SPENDING

This memorandum is in response to Vice Mayor Donley's request for a summary of the activities encompassed by the \$1.3 million in travel and education across various agencies, including a historical perspective of these expenditures over the past two fiscal years.

The first attachment shows the City's spending for each of the particular categories within the travel and education category. The second attachment provides a further breakdown by Department and by Fund for FY 2009, FY 2010 through March 31, 2010, and the proposed budget amount for FY 2011. The category of travel and education includes the following sub-categories: education and training, long distance travel, conferences and registrations, and regional travel. In addition, the City-wide tuition reimbursement program is budgeted in this category. In the proposed budget, this is being transferred from the Human Resources budget to the non-departmental account. Also, in the FY 2011 budget, there is a \$76,000 savings in education and training that will be distributed proportionally to all City departments.

Generally speaking, City employees require education and training for a number of reasons. Many professional certifications required continuing education credits. Attorneys, accountants, auditors, assessors, engineers nurses, social workers and municipal clerks are among those professionals needing to maintain a certain amount of education credits to retain their certifications. In the public safety field, employees are required to maintain skill-oriented certifications, including OSHA, firearms, CPR, and other training required to maintain department accreditation. The City provides training for childcare providers to ensure a quality pre-school experience. In addition, many of our grant funded programs include training as part of the grant award and grant program requirements. Special Revenue Funds are used in the Department of Human Services to provide mandated training for foster care and eligibility workers. Local and regional opportunities are encouraged and continued education credits are often able to be achieved through area venues, but occasionally, long distance travel is necessary.

There is also a certain amount of training associated with new software and computer systems. The City's Geographic Information System, the new Permit Plan system, Voice over Internet Protocol are just a few of the complicated systems recently put in place in the City. The implementation of these systems requires training of staff to maintain the systems, as well as training of City employees to use the system. In many cases, a small number of staff are sent to be trained by outside experts and they in turn are tasked with training the remaining users in-house. These trainings are often only conducted once a year and the locations occur throughout the United States. Employees are encouraged to seek opportunities close to the Washington Metropolitan area.

A component of the City's travel budget is related to regional travel. This includes travel to and from regional meetings, such as the Council of Governments and Washington Metropolitan Area Transit Authority, or travel to and from various public meetings, including civic association and school board meetings. Employees are reimbursed for mileage in their personal vehicle at a rate of \$0.55 per mile. In addition to meetings, employees are reimbursed for travel related to their jobs. For example, custodians use their personal vehicles to drive to and from the various Library and museum facilities. Social workers, eligibility workers and probation officers drive to and from court appearances and home visits for a variety of client services.

City employees also travel and attend conferences as presenters or to receive recognition. In FY 2009, Planning and Zoning staff traveled with staff from Arlington County to the annual users conference of the Environmental Systems Research Institute, Inc to deliver a presentation on GIS-driven analysis for medical emergency preparedness.

For each of the past several years, City officials travel to New York to meet with the rating agencies prior to the issuance of City General Obligation Bonds. Also, the City's Legislative Director spends approximately two months residing in Richmond and traveling to and from the State Capital to brief City Council on legislation impacting the City of Alexandria. Members of City Council attend the Virginia Municipal League conference and the International City/County Managers Association conference

In mid-FY 2009, in light of the declining economic situation, severe restrictions were placed on travel. All requests for travel required City Manager approval and were severely curtailed. In FY 2010 this approval process was relaxed, departments were permitted to pursue training and education that required travel, as long as they had the funds available within their travel and education budget.

Attachments

Travel and Education Expenditure	FY 2009 Final Budget	FY 2009 Actual Expenditures	FY 2010 Current Budget	FY 2010 Expenditures Through Month 9	FY 2011 Proposed Budget
Education and Training	\$895,438	\$545,933	\$820,213	\$319,829	\$684,358
Long Distance Travel	\$221,803	\$198,344	\$254,658	\$103,657	\$237,819
Conferences and Registration	\$172,167	\$83,265	\$165,061	\$61,510	\$136,100
Regional Travel	\$227,313	\$248,637	\$247,008	\$137,844	\$230,481
Total Travel and Education	\$1,516,721	\$1,076,179	\$1,486,940	\$622,840	\$1,288,758

Fund	Department	FY 2009 Actual Expenditures	FY 2010 Expenditures Through Month 9	FY 2011 Proposed Budget
General Fund	18th Circuit Court	\$1,741	\$475	\$3,814
General Fund	18th General District Court	3,157	1,775	3,000
General Fund	Citizens Assistance	0	0	600
General Fund	City Attorney	8,130	8,465	15,553
General Fund	City Clerk & Clerk of Council	907	490	1,506
General Fund	City Council	6,574	3,948	5,788
General Fund	City Manager	9,902	6,932	15,114
General Fund	Clerk of the Circuit Court	0	0	1,000
General Fund	Code Administration	29,206	684	52,077
General Fund	Commonwealth Attorney	8,838	7,151	13,286
General Fund	Court Services	901	0	5,782
General Fund	Emergency Communications	0	0	3,500
General Fund	Finance	13,960	7,713	22,027
General Fund	Fire	81,532	35,161	182,478
General Fund	General Services	6,613	8,745	8,000
General Fund	Health	5,623	2,424	16,874
General Fund	Historic Alexandria	4,460	728	3,365
General Fund	Human Resources	185,907	159,482	8,705
General Fund	Human Rights	2,395	0	727
General Fund	Human Services	43,506	5,260	23,085
General Fund	Human Services Contributions	937	500	0
General Fund	Information Technology Services	2,196	1,356	21,510
General Fund	Internal Audit	388	1,065	3,885
General Fund	Juv & Domes Relations Dist Ct.	6,204	1,902	9,300

Fund	Department	FY 2009 Actual Expenditures	FY 2010 Expenditures Through Month 9	FY 2011 Proposed Budget
General Fund	MH/MR/SA	\$149	\$275	\$0
General Fund	Non Departmental	9,294	13,677	124,567
General Fund	Office Of Communications	5,484	427	700
General Fund	Office of Management & Budget	205	671	3,796
General Fund	Office On Women	9,707	5,088	8,754
General Fund	Planning & Zoning	7,567	1,677	8,650
General Fund	Police	80,312	34,028	95,255
General Fund	Procurement	0	41	3,648
General Fund	Real Estate Assessment	13,898	7,640	21,721
General Fund	Recreation & Cultural	8,848	2,634	36,799
General Fund	Registrar of Voters	18,584	14,061	15,815
General Fund	Sheriff	27,502	14,871	60,706
General Fund	T & E S	24,046	16,191	37,550
Total General Fund		\$628,675	\$365,537	\$838,937

Fund	Department	FY 2009 Actual Expenditures	FY 2010 Expenditures Through Month 9	FY 2011 Proposed Budget
Grants	Commonwealth Attorney	1,870	3,383	6,663
Grants	Court Services	2,385	376	2,600
Grants	Fire	92,384	49,118	59,010
Grants	Health	2,711	180	0
Grants	Housing	36	1,529	1,950
Grants	Human Rights	2,861	0	2,913
Grants	Human Services	73,004	38,275	135,612
Grants	MH/MR/SA	157,999	96,176	191,312
Grants	Non-Departmental	0	11,228	
Grants	Office On Women	5,208	735	2,264
Grants	Police	19,487	200	0
Grants	Recreation & Cultural	933	308	3,480
Grants	Sheriff	1,747	1,760	4,697
Grants	T & E S	1,649	0	4,500
Total Grant Funded		\$362,274	\$203,268	\$415,001

Fund	Department	FY 2009 Actual Expenditures	FY 2010 Expenditures Through Month 9	FY 2011 Proposed Budget
Donations	Court Services	\$2	\$0	\$0
Donations	Fire	\$0	\$1,000	\$0
Donations	Historic Alexandria	1,507	315	1,400
Donations	Human Services	30,552	1,136	21,950
Donations	Office On Women	4,054	2,833	4,450
Total Donations		\$36,115	\$5,284	\$27,800
Other Special Revenue	Commonwealth Attorney	\$1,578	\$0	\$0
Other Special Revenue	Finance	0	1,475	0
Other Special Revenue	Code Administration	269	0	0
Other Special Revenue	Historic Alexandria	0	0	850
Other Special Revenue	Law Library	2,750	160	0
Other Special Revenue	Planning & Zoning	77	0	0
Other Special Revenue	Police	12,156	18,570	0
Other Special Revenue	Sheriff	420	210	1,500
Other Special Revenue	T & E S	188	0	0
Total Other Special Revenue		\$17,438	\$20,415	\$2,350
Library	Library	\$0	\$0	\$650
Affordable Housing	Housing	\$2,811	\$1,360	\$3,421
Sewer Fund	T & E S	\$468	\$0	\$599
DASH	Transit Subsidies	\$28,399	\$26,976	\$0
City-wide All Funds Total		\$1,076,179	\$622,840	\$1,288,758