

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 22, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER

SUBJECT: BUDGET MEMO # 82 : OVERTIME COSTS FOR PUBLIC SAFETY AND NON-PUBLIC SAFETY EMPLOYEES AND BREAKDOWN OF VACANCY SAVINGS IN POLICE, FIRE, AND SHERIFF

This memo is in response to a request from Mayor Euille regarding information on the overtime costs for public safety and non-public safety employees and a request from Mayor Euille and Vice Mayor Donley regarding a breakdown of turnover savings for the Police Department, Fire Department, and Sheriff's Office.

Overtime

Mayor Euille asked for the total costs for public safety and non-public safety employees compared to the FY 2009 actual expenditures, FY 2010 budget, and FY 2010 actual expenditures to date. The following chart details the overtime costs for FY 2009 through FY 2011.

| General Fund Overtime Costs | | | | | |
|---------------------------------|--------------------|--------------------|------------------------|--------------------|----------------------------|
| Department | FY 2009 Actual | FY 2010 Approved | FY 2010 Actual to date | FY 2011 Proposed | % Change FY 2010 - FY 2011 |
| Total Public Safety: | \$4,621,607 | \$3,864,779 | \$3,487,490 | \$3,742,206 | -3.2% |
| Total Non-Public Safety: | \$1,135,192 | \$1,118,733 | \$851,754 | \$1,085,641 | -3.0% |
| Total Overtime | \$5,756,799 | \$4,983,512 | \$4,339,244 | \$4,827,847 | -3.1% |

Through March 2010, public safety overtime expenditures total 90% of the FY 2010 Approved Budget amount. Non-public safety overtime expenditures through March 2010 total 76.1% of the FY 2010 Approved Budget amount. Total overtime expenditures for all departments through March 2010 equal 87.1% of the FY 2010 Approved Budget Amount. Attachment 1 includes a chart showing all department overtime expenditures from FY 2009 through FY 2011.

Public Safety Vacancy Savings

Mayor Euille and Vice Mayor Donley requested a breakdown of vacancy savings for the Police Department, Fire Department, and Sheriff's Office including actual data from FY 2009.

In FY 2011, the City revamped the way it applies savings from vacancies and turnover. In prior years, a vacancy savings percent was applied to most departments that reflected their prior years' history of savings. In many cases, to achieve this savings, departments were forced to continue to hold positions vacant. Beginning in FY 2011, the rate that is applied to departments reflects the savings that can be attributable to normal turnover and attrition. For example, turnover typically results in a higher paid employee being replaced by a new, lower paid employee. There is also a lag from when an employee vacates a position to when the position is filled due to the average time it takes to conduct a hiring process. Using the new methodology, most departments have a 2 percent turnover savings rate applied to their total personnel budget. Small departments with fewer than 10 employees have no rate applied. Larger non-public safety departments, such as Transportation and Environmental Services; Recreation, Parks and Cultural Activities, Human Services and Mental Health, Mental Retardation and Substance Abuse have rates of approximately 2.5 percent. Public safety agencies tend to have lower turnover than other City departments. The rate applied to Police, Fire and Sheriff is 1.2 percent.

Attachment 2 details vacancy savings in FY 2009 and FY 2010 as well as turnover savings expected in FY 2011 for the 4 public safety departments. In FY 2009 the Sheriff's Office and Code Enforcement came in under their personnel compensation budget including the vacancy savings. The Police Department exceeded their personnel compensation budget but had adequate resources in their non-personnel budget to cover the overages on the personnel side. It is important to remember that in FY 2009 these three public safety departments experienced mid-year adjustments as a result of FY 2009 Budget Rescissions to their personnel budgets beyond what was taken for vacancy savings. These adjustments are reflected in Attachment 2.

Attachment 1

| General Fund Overtime Costs | | | | |
|------------------------------------|---------------------------|-----------------------------|--|-----------------------------|
| Department | FY 2009 Actual | FY 2010 Approved | FY 2010 through Month 9 | FY 2011 Proposed |
| Public Safety | | | | |
| Sheriff | \$296,035 | \$521,053 | \$276,653 | \$521,053 |
| Fire | \$2,093,846 | \$1,108,254 | \$2,039,250 | \$1,132,381 |
| Code Enforcement | \$45,126 | \$79,122 | \$46,954 | \$78,025 |
| Police | \$2,186,600 | \$2,156,350 | \$1,124,633 | \$2,010,747 |
| Total Public Safety: | \$4,621,607 | \$3,864,779 | \$3,487,490 | \$3,742,206 |
| Non-Public Safety | | | | |
| City Manager | \$0 | \$0 | \$267 | \$0 |
| Office On Women | \$31,094 | \$32,311 | \$21,260 | \$32,311 |
| Management & Budget | \$0 | \$0 | \$728 | \$0 |
| Commonwealth Attorney | \$178 | \$0 | \$55 | \$0 |
| Clerk of the Circuit Court | \$0 | \$0 | \$214 | \$0 |
| Court Services | \$56,073 | \$3,579 | \$44,074 | \$3,579 |
| Human Rights | \$69 | \$0 | \$0 | \$0 |
| Information Technology Svs | \$45,087 | \$125,688 | \$31,141 | \$125,688 |
| Office Of Communications | \$15,201 | \$8,000 | \$23,040 | \$8,000 |
| City Clerk & Clerk of Council | \$383 | \$772 | \$10 | \$772 |
| Finance | \$31,586 | \$123,910 | \$19,979 | \$124,117 |
| Real Estate Assessment | \$330 | \$0 | \$980 | \$0 |
| Human Resources | \$1,761 | \$2,071 | \$44 | \$905 |
| Planning & Zoning | \$5,953 | \$0 | \$2,218 | \$0 |
| City Attorney | \$135 | \$779 | \$24 | \$779 |
| Registrar of Voters | \$132,311 | \$60,687 | \$36,895 | \$60,687 |
| General Services | \$183,957 | \$250,723 | \$115,273 | \$252,019 |
| Procurement | \$0 | \$0 | \$1,482 | \$0 |
| T & E S | \$386,298 | \$309,881 | \$345,400 | \$288,573 |
| MH/MR/SA | \$13,974 | \$6,848 | \$17,832 | \$6,848 |
| Health | \$440 | \$0 | \$0 | \$0 |
| Human Services | \$2,465 | \$0 | \$943 | \$0 |
| Historic Alexandria | (\$32) | \$0 | \$929 | \$0 |
| Recreation & Cultural | \$227,927 | \$193,484 | \$178,418 | \$181,363 |
| Non Departmental | \$0 | \$0 | \$10,548 | \$0 |
| Total Non-Public Safety: | \$1,135,192 | \$1,118,733 | \$851,754 | \$1,085,641 |
| Total Overtime | \$5,756,799 | \$4,983,512 | \$4,339,244 | \$4,827,847 |

Attachment 2

Vacancy Savings

| Department | FY 2009 | | | | End of Year Personnel Surplus/Deficit including Reduction for Vacancies | FY 2010 | | FY 2011 | |
|-------------------------------|-----------------------------|--------------------------------|-------------------------------------|-------------------------------------|---|-----------------------------|-------------------------|-----------------------------|--------------------------|
| | Salary & Benefits (Month 1) | Mid Year Personnel Adjustments | Budget Salary & Benefits (Month 12) | Actual Salary & Benefits (Month 12) | | Salary & Benefits (Month 1) | Vacancy Savings Applied | Salary & Benefits (Month 1) | Turnover Savings Applied |
| Sheriff | \$22,156,919 | -\$208,136 | \$21,948,783 | \$21,806,920 | \$141,863 | \$70,000 | \$21,591,791 | \$21,918,714 | \$252,145 |
| Police | \$46,437,354 | -\$258,802 | \$46,178,552 | \$46,487,483 | \$308,931 | \$393,183 | \$46,161,444 | \$44,896,070 | \$531,902 |
| Fire | \$28,212,617 | \$400,000 | \$28,612,617 | \$29,019,650 | -\$407,033 | \$0 | \$28,650,831 | \$28,950,653 | \$315,373 |
| Sub-total | \$96,806,890 | -\$66,938 | \$96,739,952 | \$97,314,053 | -\$574,101 | \$463,183 | \$96,404,066 | \$95,765,437 | \$1,099,420 |
| Code Enforcement | \$6,138,702 | -\$86,864 | \$6,051,838 | \$5,914,806 | \$137,032 | \$310,046 | \$5,981,827 | \$6,196,307 | \$128,594 |
| Total (including Code) | \$102,945,592 | -\$153,802 | \$102,791,790 | \$103,228,859 | -\$437,069 | \$773,229 | \$102,385,893 | \$101,961,744 | \$1,228,014 |

General Fund Only