

City of Alexandria, Virginia

MEMORANDUM

DATE: FEBRUARY 18, 2011

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: BUDGET MEMO # 6 : CONTINUATION OF CONTRACT SERVICES,
TRAVEL AND TRAINING REDUCTIONS FROM FY 2011 TO FY 2012

This memorandum is provided to supplemental information presented in the budget document related to savings for contractual services and travel, training and education that have been applied to departments in FY 2012.

As part of the approved FY 2011 operating budget, City Council adopted \$375,000 in savings in a non-departmental account and instructed staff to identify specific areas in the budget to apply these reductions. In December 2010, City Council approved these reductions with the passing of the Fall 2010 Reappropriations Ordinance. (See attached December 16, 2010 memo to City Council "Follow Up Information Related to Department Reductions in the Supplemental Appropriation Ordinance.") Most of these reductions were continued in whole or in part in FY 2012. Further analysis and review produced an additional \$795,000 for a total reduction due to efficiencies in contractual services and travel, training and education of \$1,170,000 for FY 2012.

Staff indicated in the FY 2012 proposed operating budget that a budget memorandum would be provided to detail the contractual and travel and training savings by department. The attached table provides further details about these reductions in a form similar to that presented to City Council last December.

Attachment: December 16, 2010 memo from the City Manager to City Council "Follow Up Information Related to Department Reductions in the Supplemental Appropriation Ordinance."

SAVINGS IN TRAVEL, TRAINING, EDUCATION AND CONSULTANTS, CONTRACTS AND PROFESSIONAL SERVICES

Department	Travel, Training and Education	Consultants, Contracts and Professional Services	Total	Description
Court Service Unit		-\$10,000	-\$10,000	Based on actual spending in prior years, the budget for contracted services related to monitoring and lanuage line services is able to be reduced.
Finance	-\$3,000	-\$12,000	-\$15,000	Training for CDL licenses is being brought in house, eliminating the need to contract for this service and saving \$12,000. Based on prior year actual spending, travel and education can be reduced by \$3,000.
City Attorney		-\$395,000	-\$395,000	Outside legal counsel costs can be reduced based on actual expenditures and the FY 2010 addition of two employees
Police		-\$10,000	-\$10,000	Based on actual spending in prior years the budget for shooting range cleaning, background checks and pre-screening tests is able to be reduced.
Recreation		-\$14,000	-\$14,000	Based on several years of actual spending the budget for travel and training is able to be reduced.
Sheriff	-\$20,000		-\$20,000	The cost for mental health services for inmates will be less than anticipated in FY 2012 and results in a \$20,000 savings.
TES		-\$14,000	-\$14,000	Based on prior year actual costs for renting Arlington County's tub grinder for leaf mulch an additional \$14,000 can be reduced.
Non-Departmental - Tuition Assistance	-\$10,000		-\$10,000	Based on actual expenditures, the City-wide tuition assistance program can be reduced with no impact on services.
Non-Departmental - City-wide Wireless Radios		-\$57,000	-\$57,000	Based on actual expenditures, the budgeted amount for the City-wide wireless radio maintenance is reduced with no impact on services.
Non-Departmental - Efficiency Studies		-\$275,000	-\$275,000	With sufficient funding available from prior years for efficiency studies, the budget for this was eliminated in FY 2012. The need for such funding will be reexamined for the FY 2013 budget.
Non-Departmental - City-wide Telecommunications		-\$350,000	-\$350,000	Other sources of funding have been identified in the CIP for this initiative and the operating budget was reduced.
Net Totals	-\$33,000	-\$1,137,000	-\$1,170,000	

EXHIBIT NO. 1

ATTACHMENT

12

12-18-10

City of Alexandria, Virginia

MEMORANDUM

DATE: DECEMBER 16, 2010

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: JAMES K. HARTMANN, CITY MANAGER 

SUBJECT: FOLLOW UP INFORMATION RELATED TO DEPARTMENT REDUCTIONS
IN THE SUPPLEMENTAL REAPPROPRIATIONS ORDINANCE

This memorandum is in response to Tuesday night's request for additional information related to the Supplemental Reappropriations Ordinance. Attachment 5 of the ordinance provided a breakdown by department of inter-departmental transfers, including the distribution of \$375,000 in savings related to travel and consultants.

During the FY 2011 budget process, a 10% reduction was proposed by the City Manager in city-wide education and training to produce a savings of approximately \$75,000. City Council approved this savings, and increased it by \$300,000. The City Manager was asked to determine the most appropriate way to achieve the entire savings amount through a combination of education, training and contracted professional service reductions.

The attached spreadsheet provides further detail by department of how the savings were derived and what implication the reductions may have. You may recall from the budget work session in November related to the City's non-personnel budget that the area of contractual services is a category of expenditures that includes professional services (legal, accounting and medical); temporary services; consulting; and outsources of services such as construction, health services, landscaping and computer support. For the purposes of reducing the City's budget by \$375,000, staff examined all areas of the budget related to contractual services and travel and education.

Attachment

Department	Travel, Training and Education	Consultants, Contracts and Professional Services	Total	Description
Court Service Unit		-10,000	-10,000	Based on actual spending in prior years, the budget for contracted services related to monitoring and language line services is able to be reduced.
Finance	-3,000	-12,000	-15,000	Training for CDL licenses is being brought in house, eliminated the need to contract for this service and saving \$12,000. Based on prior year actual spending, travel and education can be reduced by \$3,000.
City Attorney		-195,000	-195,000	Outside legal counsel costs can be reduced based on actual expenditures and the FY 2010 addition of two employees
Health		-10,000	-10,000	Based on actual spending for pre-natal diagnostic tests, the budget can be reduced by \$10,000 with no impact on services.
Human Services		-25,000	-25,000	The revenue source to pay for fees for client care in Adult Day Care has been able to be shifted, in part, to an outside revenue source, freeing up \$15,000 in general fund resources. Additional general resources are available in General Relief - Public Assistance.
MHM RSA	-15,000		-15,000	Based on actual spending in prior years, the budget for education and training for MHM RSA staff is able to be reduced by \$15,000.
Police		-20,000	-20,000	Based on actual spending in prior years the budget for shooting range cleaning, background checks and pre-screening tests is able to be reduced.
Recreation		-20,000	-20,000	Based on several years of actual spending the budget for park facility maintenance is able to be reduced by \$20,000.
Sheriff		-20,000	-20,000	The cost for mental health services for inmates will be less than anticipated in FY 2011 and results in a \$20,000 savings.

