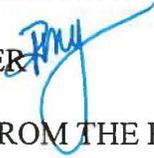


City of Alexandria, Virginia

MEMORANDUM

DATE: MAY 4, 2012

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: RASHAD M. YOUNG, CITY MANAGER 

SUBJECT: BUDGET MEMO #65: FOLLOW-UP FROM THE PRELIMINARY
ADD/DELETE WORK SESSION

This budget memorandum is in response to information requested at the Monday, April 30, 2012 preliminary add/delete budget work session and one question raised at the Budget and Fiscal Affairs Advisory Committee (BFAAC) work session of April 11, 2012. Information on career ladders will be provided in a separate memorandum. This memorandum addresses the following topics (in order):

1. Meals on Wheels Sunday service
 2. Proposed budget analyst dedicated to Schools operating and capital budgets
 3. Library hours
 4. Retiree life insurance benefits (question from Councilman Smedberg at the BFAAC work session)
1. Meals on Wheels Sunday service (\$60,000) – Since the February 2011 docket item when Council last explored expanding Meals on Wheels, the program has made plans to implement Monday through Saturday delivery. Senior Services of Alexandria will leverage donations to fund two Saturdays a month of deliveries and the City will fund the remaining two Saturdays a month. The City funding for the Saturday expansion, slated for implementation July 1, 2012, was available due to staff efforts to qualify seniors for the Medicaid home and Community-Based Waiver program. The Waiver program provides in-home services to seniors, which includes food preparation, and results in fewer participants in the Meals on Wheels program. No additional funding is available in the Department of Community and Human Services Division of Aging to support Sunday deliveries. City Council approval of Sunday deliveries will result in a full seven-day a week Meals on Wheels program.

Staff estimates the annual cost of expanding the Meals and Wheels program to Sundays to be \$53,311, or \$1,025 on a weekly basis. The annual cost estimate includes \$8,289 for the delivery and coordination of meals and an estimated \$45,022 for the preparation of 65 subsidized meals each Sunday.

Should Council approve funding for Sunday deliveries, staff recommends allocating \$39,983 to contingent reserve with the target of implementing the Sunday deliveries on October 1, 2012. Placing the funds in contingent reserve provides staff time to (1) survey current

participants to ascertain the need for Sunday deliveries and (2) complete a competitive process for selecting the Meals on Wheels delivery provider, and (3) complete a competitive process for selecting the Meals on Wheels Sunday food preparer. The City currently contracts with Senior Services of Alexandria through a sole source agreement that expires June 30, 2012 and staff from the Department of Community and Human Services plan to request an extension of the sole source until such time as the competitive process is completed. The City has an existing contract with The Hermitage for weekday food preparation, but The Hermitage has declined participation in Sunday preparation due to staffing constraints.

2. Management/program analyst dedicated to the Schools fiscal management (\$90,000) – This amount of funding would provide for one entry level Management/Program Analyst II in the City to be dedicated entirely to analysis of the Schools operating and capital budgets and processing of Schools capital payment vouchers. Due to restrictions on the City’s control over Schools expenditures, the position could not provide management or oversight of the Schools budget. Its functions would limited to review and authorization of Schools capital payments and analysis of audits and other financial reports provided by the Schools.
3. Library hours (\$50,000) - In FY 2010, the Special Collections branch, located in the Barrett Library, reduced its programs, services, hours, and budget by \$171,297. In FY 2011, the library as a system reduced its operational hours for a savings of \$173,081. In FY 2012, two additional hours were restored to each branch library, allowing them to be open one additional night at a cost of \$24,500. The current operating hours of the Alexandria Library are as follows:

Location	Weekday hours	Weekend Hours
Beatley Central Library	Monday-Thursday, 10am-9pm Fridays, 10am-6pm	Saturdays, 10am-5pm Sundays, 1-5pm
Barrett Branch Library	Monday, 1-9pm; Tuesday, 10am-9pm; Wednesday-Thursday, 10am-7pm; Friday, 10am-6pm	Saturdays, 10am-5pm
Burke Branch Library	Monday, 10am-9pm; Tuesday-Wednesday, 10am-7pm; Thursday, 1-9pm; Friday, 10am-6pm	Saturdays, 10am-5pm
Duncan Branch Library	Monday 10am-9pm; Tuesday, 10am-7pm; Wednesday, 1-9pm; Thursday, 10am-7pm; Friday, 10am-6pm	Saturdays, 10am-5pm
Special Collections	Monday, 1-9pm; Tuesday, 2-9pm; Wednesday, 10am-7pm; Friday, 10am-6pm	1 st Saturday of the month, 10am-5pm

The Library's Five Year Plan includes restoration of hours to full levels, at 65 hours per week at the branches and 69 hours per week at the central library. In order to restore any more hours, additional staff would be required. The Library would also need funds to restore currently unfunded positions in order to fully restore hours. While all libraries would

continue to open to the public at 10:00 a.m., a restoration of all other hours at Barrett, Burke, Duncan, Beatley, and Local History (including Saturdays) would be considered a full restoration. In FY2013, a supplemental request was submitted explaining the cost to restore the hours mentioned above at a cost of \$157,552.

The current Saturday hours for Special Collections, the system's local history and genealogy center, as well as its center to house photographs and rare books and materials, have proven to be inadequate and confusing for patrons who utilize these resources. An additional \$50,000 would enable Special Collections, which is currently only open the first Saturday of the month, to open every Saturday, like the other Alexandria Library branches.

Under the City of Alexandria 2010-2015 Strategic Plan, Goal 7, the Library has a number of initiatives that Special Collections supports. Restoring the regular Saturday hours is directly in line with the expectations of the community and tie in to the Library's 5 Year Plan.

4. Retiree life insurance benefits – The cost for the City to provide life insurance to retirees in FY 2011 was \$184,196 for basic life insurance for approximately 900 employees for a total of \$76 million in coverage, or approximately \$205 per employee for an average of \$84,000 of coverage. Retirees are eligible to purchase additional coverage at a cost to the retiree of \$100.

STAFF: Laura Triggs, Acting Chief Financial Officer
 Morgan Routt, Acting Budget Director
 Kendel Taylor, Assistant Budget Director