

City of Alexandria, Virginia

MEMORANDUM

DATE: MARCH 09, 2015

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

THROUGH: MARK JINKS, ACTING CITY MANAGER

FROM: NELSIE BIRCH, DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

SUBJECT: BUDGET MEMO #1: PROPOSED SCHEDULE AND ADD/DELETE PROCESS FOR FY 2016 BUDGET DELIBERATIONS

As mentioned at the March 3, 2015 presentation of the FY 2016 Proposed Budget, OMB staff will provide a memo that outlines the proposed schedule for the FY 2016 Budget deliberations and the process for Add/Delete. This memo includes:

1. A timeline with specific due dates for requests for budget memoranda.
2. An overview of the add/delete process and timeline. How budget amendments such as add/deletes are to be handled was reviewed by action of City Council and adjusted in Resolution No. 2653 adopted on November 11, 2014.
3. A timeline with specific dates for public hearings, publication of public notices, worksessions and budget-related legislative or special meetings.

Staff Responses to Council Requests for Information on the Proposed Budget and Capital Improvement Program

All requests for information from members of Council should be sent to OMB Director Nelsie Birch by e-mail request or orally at Council meetings or work sessions. Staff's practice is to respond to all of these Council requests as soon as feasible. The City Manager may also discuss requests with individual members as needed. The earlier those questions are asked in the process, the better the chance that Council will have full and complete answers in time to influence the add/delete process. Depending on the complexity of the request, information requested after Friday, April 17th may be too late for Council members to receive a response to a request for a budget memorandum before April 23rd; the due date for the City Council Budget Proposal forms.

Add/Delete Process: The City Council shall follow the process outlined below. This process is compliant with the procedure for Add/Delete, as outlined in City Council adopted Resolution 2653.

1. A City Council Budget Proposal form will be required in order to add or delete anything from the City Manager's Proposed Budget. The form will require the following prior to Council consideration:
 - i. Additional information related to how the change advances the Council's goals/priorities.
 - ii. Additional information related to how this change impacts the performance of that program, service or goal.
 - iii. A five year cost estimate for any proposed addition to the budget. Any capital budget addition must also show the corresponding operating budget impact over the five year period.
 - iv. A corresponding offset (whether revenue enhancement or other programmatic/service reductions) for any additions proposed to the budget.
 - v. The sponsor and two additional co-sponsors (3 of 7 members of Council) to support the proposal.
2. The completed City Council Budget Proposal form must be returned to the Office of Management & Budget (OMB) at least 14 days prior to the adoption of the budget [for FY 2016, April 23].
3. A combined list of all City Council Budget Proposals that meet the criteria in #1, any technical adjustments from OMB, and any City Manager recommended changes, will be provided and discussed at the 2nd Legislative Meeting in April [for FY 2016, April 28].
4. Council will work with OMB to refine/develop funding figures based on the proposals submitted, to be completed 7 days prior to budget adoption [for FY 2016, April 30].
5. Completed Council Budget Proposals, with funding, will be circulated to Council and the public the Friday prior to budget adoption [for FY 2016, May 1].
6. Final decisions will be made 72 hours prior to budget adoption and discussed at a Special City Council work session [for FY 2016, May 4].
7. Final decisions will be made available to the public 48 hours prior to budget adoption [for FY 2016, May 5]

City Council will be required to keep the budget in balance once all decisions are made. Council will be required to either increase tax/fee rates or make cuts to other programs to fund their priorities in order to maintain a balanced budget. Budget Adoption will occur on May 7, 2014 with all City Council Budget Proposals, those approved and those not approved, made public upon adoption of the budget.

The City Council Budget Proposal form is attached to this memo. Please fill out the form electronically (preferred for ease in distributing) or by hand and submit the completed forms to OMB by Thursday, April 23, 2015.

Proposed Schedule

Below is the timeline recommended by staff for the FY 2016 budget approval process, based on the budget calendar recently adopted by City Council. The timeline includes the actions required by statute to be taken by certain dates for adopting the real estate and personal property tax ordinances.

Other considerations that shaped this schedule include:

- The budget public hearing is to be held Monday, March 16, 2015 at 4:00 pm. This schedule allows Council to have public input from the hearing available to it before it establishes a maximum real estate tax rate to advertise.
- The Council should decide the maximum possible real estate tax rate to advertise 30 days before a public hearing on that rate is held. Such a public hearing is scheduled for Tuesday, April 21, 2015. **Therefore, the Council must make this maximum real estate tax rate determination during a special meeting scheduled for Tuesday, March 17, 2015.** The same schedule applies to the personal property tax rate.

BUDGET WORK SESSION AND HEARING SCHEDULE ACTION DATES

Tuesday, March 3	5:00	Presentation of FY 2016 Proposed Budget (Council Chambers)
Wed., March 11	6:30	Public Budget Presentation (Beatley Library)
Thursday, March 12	6:30	Work Session: Compensation/Revenues/5-Year Financial Model (City Hall; 1101)
Monday, March 16	4:00	Public Hearing: FY 2016 Budget (Council Chambers)
Tuesday, March 17	6:30	Work Session: Alexandria City Public Schools (ACPS Headquarters)
	8:00	Introduction of Tax Rate Ordinance (ACPS Headquarters)
Thursday, March 19	6:30	Work Session: "Safe, Secure & Just Community" (City Hall; 1101)
Monday, March 23	6:30	Work Session: "Livable, Green & Prospering City" (City Hall; 1101)
Tuesday, April 7	6:30	Work Session: "Healthy & Thriving Residents" (City Hall; 1101)
Thursday, April 9	6:30	Work Session: Capital Improvement Program (City Hall; 1101)
Tuesday, April 21	5:30	Work Session: "Accountable, Effective & Well-Managed Government" (City Hall; 1101)
	6:30	Work Session: Budget & Fiscal Affairs Advisory Committee (City Hall; 1101)
	7:30	Public Hearing: FY 2016 Tax Rate (Council Chambers)
Thursday, April 23	5:00	Add/Delete Forms Dues (Submit to OMB)
Tuesday, April 28	7:00	Legislative Meeting: Preliminary Add/Delete Discussion (Council Chambers)
Monday, May 4	6:30	Special Meeting: Final Add/Delete Discussion (Council Chambers)
Thursday, May 7	6:30	Special Meeting: Budget Adoption (Council Chambers)

ATTACHMENTS:

Attachment 1 – City Council Budget Proposal Form



FY 2016 CITY COUNCIL BUDGET PROPOSAL (ADD/DELETE FORM)

Date:

City Council Sponsor:

Co-Sponsors

<input type="checkbox"/> Mayor Euille	<input type="checkbox"/> Councilman Chapman	<input type="checkbox"/> Councilman Smedberg
<input type="checkbox"/> Vice Mayor Silberberg	<input type="checkbox"/> Councilman Lovain	<input type="checkbox"/> Councilman Wilson
	<input type="checkbox"/> Councilwoman Pepper	

Requested Change Affects

Operating
 Capital
 Both

<input type="radio"/> Add <input type="radio"/> Delete					
Initiative/Programmatic	Description				
<i>Five Year Impact - Expenditure/ (Savings)</i>	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020
<i>What is the impact of this add/delete?</i>					
<i>Does this add/delete impact leveraging of other funds (i.e. matching funds from grants, State programs or Federal Programs)? How?</i>					
<i>Is this change aligned with the City Council Guidance? How?</i>					

Due By:

