

At the February 23rd budget work session, Councilwoman Hughes also requested details of the FY 2012 increase in contractual services. The total all funds contractual services increase is \$3.3 million, from \$54.7 million in FY 2011 to \$58.0 million in FY 2012. Of the \$3.3 million increase, \$1.2 million is for the Schools and \$2.1 million is for the City government.¹ Over half of the City increase is due to a \$1.3 million reclassification of the DOT Paratransit subsidy budget from miscellaneous Other Charges to Contractual Services.² The remaining \$0.8 million increase is detailed in Attachment 2.

¹ The amount budgeted for Schools contractual services in the City Manager's FY 2012 Proposed Budget does not necessarily reflect the amount adopted in the Schools final FY 2012 Approved Budget due to the City Proposed budget having been presented prior to the Schools budget approval.

² During its review of the FY 2012 current services budget, staff discovered that DOT Paratransit subsidy expenditures were budgeted in Other Charges and expended from Contractual Services and transferred the budget to Contractual Services. This increased the City-wide Contractual Services budget by \$1.3 million but had no net impact on the overall budget.

FY 2011 Consultant Studies

Project	Department	Project Description	Estimated Total Cost (All Funds)
Administrative Regulations (ARs) Evaluation	City Manager's Office	Outside expertise to review the City's current ARs and identify those most in need of revision due to the potential for legal exposure, changes in the rules and laws under which they operate, or differences from current practices. The consultant work is complete. In-house staff is developing revisions based on the consultant recommendations.	\$ 9,344
Torpedo Factory Study	City Manager's Office	The Torpedo Factory study consultant presented its findings of its report to community groups in the fall.	\$ 955
Aging Strategic Plan	DCHS	Develop a 5 year strategic plan for the aging population. Funded from Contingent Reserves in May 2010.	\$ 74,000
Healthy Teams	DCHS	Develop a logic model for healthy teams.	\$ 3,071
Emergency Communications Consolidation	Dept. of Emergency Communications	Provide technical assistance with combining the emergency communications functions of the Fire and Police departments into a new Department of Emergency Communications for implementation in FY 2012.	\$ 10,000
Organizational Assessment	General Services	Organizational assessment of the Department of General Services.	\$ 3,000

Project	Department	Project Description	Estimated Total Cost (All Funds)
ARHA Strategic Plan	Housing	Collaborative effort between the City and ARHA to develop a long-term strategic plan for the operations and capital needs of all ARHA properties. Funded by the Affordable Housing Fund. Completion expected by the end of FY 2011.	\$ 271,625
Housing Master Plan	Housing	Develop a guide for future development to preserve and enhance affordable housing, community diversity, and long term economic sustainability. Funded by the Affordable Housing Fund. Completion expected by the end of calendar year 2011.	\$ 235,210
Health Benefits Advisor	Human Resources	External expertise and recommendations on employee health benefit plans (e.g. assessing the impact of new federal legislation; negotiation of insurance rates with carriers; plan design consulting services).	\$ 60,000
Compensation & Classification Study	Human Resources	Continuation of the compensation and classification study to develop strategies for updating the current salary structure.	\$ 33,000
HR Strategic Plan	Human Resources	Provide consulting services on strategic planning for the Department of Human Resources.	\$ 26,648
Classification Appeals Process	Human Resources	Review and present recommendations to the City Attorney's office on EEO compliance after the implementation of the new classification system.	\$ 22,000

Project	Department	Project Description	Estimated Total Cost (All Funds)
Beauregard Traffic Study	P&Z	Analyze the impact of development on traffic in Beauregard area intersection. Developer funded.	\$ 55,000
Waterfront Plan	P&Z	Develop a plan for redevelopment of the waterfront.	\$ 48,433
Way-finding Plan	P&Z	Develop a design guidelines manual for implementing a comprehensive City-wide signage program.	\$ 16,322
City-wide Aquatics Analysis	RPCA	Review and analyze current aquatic programs and facilities. Recommend prioritization of facility operations and anticipate needs based on economic analysis of future service delivery in comparison.	\$ 95,000
City-wide Recreation Needs Assessment	RPCA	The needs assessment survey will ask residents to assess physical park facilities, recreational/cultural programs, and the outreach efforts between RPCA and City residents. The goal of the survey is to determine community need and desire for existing and new park and recreation functions and subsequently prioritize the funding to meet these needs.	\$ 27,435
BRAC-133 Traffic Study	T&ES	A study to provide short-term, mid-term, and long-term traffic mitigation solutions for the BRAC area. 50% funded by VDOT.	\$ 250,631
Dedicated Transit Corridor Study	T&ES	Investigate the feasibility of implementing dedicated corridor transit service in the Route 1 & Van Dorn-Beauregard transit corridors. Grant funded.	\$ 90,583

Project	Department	Project Description	Estimated Total Cost (All Funds)
Long Range TDM Study	T&ES	Develop a comprehensive road map for Transportation Demand Management (TDM) programming and initiatives to promote non-single-occupancy-vehicle modes of transportation. Grant funded.	\$ 55,102
Community-wide Transit Analysis	T&ES	Grant funded. The project provides funding for an analysis of WMATA bus routes in Alexandria and transit needs in the western portion of Alexandria based on BRAC relocation of the DoD Washington Headquarters Service.	\$ 42,031
MS4 Permit	T&ES	Consultants are used to supplement staff efforts to meet extensive and changing requirements of storm water management regulations and Municipal Separate Storm Sewer System (MS4) permit requirements. Their expertise in the subject matter allows the city to better focus its limited resources and keep city in compliance with permit requirements and regulations.	\$ 11,833
Mount Vernon Avenue Parking Study	T&ES	This project consists of studying parking availability and parking solutions in the Del Ray Community	\$ 10,160
		Total Estimated Project Costs (All Funds)	\$1,451,383

FY 2012 Proposed Consultant Studies

Project	Department	Project Description	Estimated Total Cost (All Funds)
Youth Master Plan	DCHS	Develop a comprehensive youth master plan for ages 0-21 that is aligned with the ACPS strategic plan and will focus on efforts to prepare children to succeed in school, graduate and become self-sufficient and result in diminished risks to children and youth.	\$ 100,000
Health Benefits Advisor	Human Resources	Provide external expertise and recommendations on employee health benefit plans (e.g. assessing the impact of new federal legislation; negotiation of insurance rates with carriers; plan design consulting services).	\$ 60,000
Compensation & Classification Study	Human Resources	Continuation of the compensation and classification study to develop strategies for updating the current salary structure.	\$ 33,000
HR Strategic Plan	Human Resources	Human Resources Strategic and Organizational consulting services.	\$ 26,648
Classification Appeals Process	Human Resources	Assistance with classification/compensation related issues and assistance with processing of JAQ requests.	\$ 22,000
Small Area Plans	Planning & Zoning	Funding for small area plans was eliminated from the budget in FY 2011 due to the availability of federal planning grant funds. It has been restored in the FY 2012 Proposed budget. Specific plans are to be determined by the Planning Work Plan approved by City Council.	\$ 120,000
Total Estimated Project Costs (All Funds)			\$361,648

City-Wide Contractual Services

Department	FY2011	FY2012	\$ Change	% Change	Comments
City Council	\$10,297	\$10,297	\$0	0.0%	
City Manager	\$3,809	\$5,273	\$1,464	38.4%	
					The decrease in FY 2012 reflects the reallocation of funds from the contractual services line item to other areas of the budget to more accurately account for where expenditures related to the Teen Pregnancy Prevention program are taking place in the FY 2012 budget.
Office On Women	\$58,322	\$36,254	-\$22,068	-37.8%	
					The change from FY2011 to FY2012 is due to the reallocation of the former Citizen Assistance contractual services to the new Office of Communications and Public Information.
Citizens Assistance	\$43,287	\$0	-\$43,287	-100.0%	
Office of Management & Budget	\$22,640	\$24,350	\$1,710	7.6%	
18th Circuit Court	\$44,930	\$48,931	\$4,001	8.9%	
18th General District Court	\$31,442	\$34,309	\$2,867	9.1%	
Juv & Domes Relations Dist Ct.	\$6,557	\$8,174	\$1,617	24.7%	
Commonwealth Attorney	\$2,113	\$5,834	\$3,721	176.1%	
					The increase from FY2011 to FY2012 reflects the reallocation of telecommunications system costs (\$28,466) from ITS to user departments. The increase also reflects a 1.6% (\$50,000) increase in the food services contract, based on CPI-U in the Baltimore-Washington DC region; also, increased maintenance costs for the Detention Center X-Ray machine (\$5,000); and, increased maintenance costs for the kitchen equipment (\$6,518); partially offset by reductions in fees for temporary services (\$10,210), Professional Health Services (\$13,719) as well as reductions related to the State Alien Assistance Program (SCAAP - \$18,300).
Sheriff	\$3,926,390	\$3,968,461	\$42,071	1.1%	
Clerk of the Circuit Court	\$45,076	\$48,767	\$3,691	8.2%	
Law Library	\$0	\$397	\$397	NA	
					The increase from FY2011 to FY2012 reflects the reallocation of telecommunications system costs (\$7,157) from ITS to user departments.
Other Criminal & Justice Serv	\$15,100	\$22,257	\$7,157	47.4%	
Court Services	\$52,194	\$45,641	-\$6,553	-12.6%	
Human Rights	\$20,713	\$21,689	\$976	4.7%	
Internal Audit	\$357	\$744	\$387	108.4%	
					The change from FY2011 to FY2012 is partially due to the elimination of the Lotus Notes environment (\$244,800) leading to the establishment of the Microsoft Outlook email service and the reallocation of telecommunication system costs (\$244,874) from ITS to user departments.
Information Technology Svs	\$1,580,714	\$1,194,656	-\$386,058	-24.4%	
					The change from FY2011 to FY2012 is due to the reallocation of the former Citizen Assistance contractual services to the new Office of Communications and Public Information.
Communications and Public Info	\$45,382	\$91,323	\$45,941	101.2%	
City Clerk & Clerk of Council	\$9,405	\$11,662	\$2,257	24.0%	

City-Wide Contractual Services

Department	FY2011	FY2012	\$ Change	% Change	Comments
					The change from FY2011 and FY2012 reflects increased maintenance contract costs for the personal property tax application (\$2,995); the financial and asset management system (\$3,530); increased costs for the independent audit for the City and Schools (\$15,600); annual support for the procurement system (\$20,000); and increased costs for the payroll system (\$2,981); offset by a reduction in advertising and the reallocation of professional services costs to be
Finance	\$2,396,759	\$2,418,489	\$21,730	0.9%	appropriately reflected in temporary services.
Real Estate Assessment	\$120,531	\$122,575	\$2,044	1.7%	
Human Resources	\$336,069	\$395,301	\$59,232	17.6%	The increase from FY2011 to FY2012 is attributable to a continued implementation of enhanced employee wellness program.
Planning & Zoning	\$248,211	\$317,054	\$68,843	27.7%	The change from FY11 to FY12 is due to a \$120,000 restoration of funding for the Planning Work Program; partially offset by the reallocation of temporary services funds (\$75,592) from non-personnel to the personnel budget to be expended there.
City Attorney	\$1,090,341	\$697,507	-\$392,834	-36.0%	The change from FY11 to FY12 is a \$395,000 reduction in outside legal fees to reflect the City Attorney's Office shift to a greater use of internal resources than contracting.
Registrar of Voters	\$60,168	\$61,724	\$1,556	2.6%	
General Services	\$2,830,493	\$2,905,206	\$74,713	2.6%	The change from FY11 to FY12 reflects contract cost increases for City Hall security guards (\$43,000), funds to maintain the EnergyCap Software (\$7,800) and a 1% (\$8,943) increase in parking management contract costs as well as increases in facilities and other equipment maintenance costs (\$14,836).
T & E S	\$8,155,411	\$8,375,533	\$220,122	2.7%	The change from FY11 to FY12 is attributable to Waste Management fee charges (\$26,641) and several maintenance costs including, Sanitary Sewer System Capacity Monitoring (\$300,000), Parking Meters (\$100,000), Streets and Sidewalks (\$20,200), Fire Hydrants (\$30,676), Storm Sewer Maintenance (\$125,000), and Impounded Lot Towing Services (\$75,000). It also includes professional services related employer outreach (\$11,155) and ridership administration (\$14,700); partially offset by a reallocation of the snow and ice removal budget from T&ES (\$564,700) to be centralized in the Non-Departmental budget as well as small increase in various other contractual services including credit card processing fees, facility and other equipment maintenance.
Transit Subsidies	\$6,901,305	\$7,861,422	\$960,117	13.9%	During the FY 2012 current services budget review, staff observed that the DOT Paratransit subsidy was budgeted in the miscellaneous "Other Charges" category and expended in the "Contractual Services" category and transferred the budget to Contractual Services. This resulted in a \$1,330,328 increase in Contractual Services with no change to the overall budget. Other changes to Contractual Services in Transit Subsidies include a \$1,916,141 increase in the City's WMATA operating subsidy offset by a \$2,631,814 increase in the use of NVTC revenues to pay for transit and a \$1,030 reduction in the City's contribution to VRE. The increase also includes the transfer of a portion of WMATA funding from Contingent Reserves in FY 2011 to Transit Subsidies in FY 2012.
Fire	\$985,219	\$980,018	-\$5,201	-0.5%	

City-Wide Contractual Services

Department	FY2011	FY2012	\$ Change	% Change	Comments
Police	\$1,101,636	\$1,966,354	\$864,718	78.5%	The change from FY11 to FY12 is due to costs related to the new Police facility, including moving expenses (\$350,000), contracted security personnel (\$247,265) and annual facility maintenance (\$327,500); partially offset by the reallocation of other equipment maintenance cost from Police to the new Department of Emergency Communications.
Emergency Communications	\$500	\$108,130	\$107,630	21526.0%	The change from FY2011 to FY2012 reflects start-up charges as this new department becomes operational in FY 2012. The increase is partially attributable to training (\$100,000) for Emergency Communication Technicians and the reallocation of telecommunication system costs (\$6,630) from ITS to user departments.
Code Administration	\$479,068	\$568,405	\$89,337	18.6%	The increase from FY2011 to FY2012 is mostly attributable to increased contract costs for software maintenance, elevator inspection, copier leasing and rodent baiting (\$67,283) and vehicular maintenance (\$18,435).
Housing	\$100,074	\$149,121	\$49,047	49.0%	The change from FY2011 to FY2012 is mostly due to an increase in professional services fees related to the administration of the CDBG grant.
MH/MR/SA	\$2,167,302	\$2,202,149	\$34,847	1.6%	The majority of the increase is due to the adjustment to base that provides a small increase for contracted residential, vocational, and day support services. In addition to those increases, there are slight variations in restricted grant accounts to balance projected revenues and expenses.
Health	\$4,829,013	\$4,697,925	-\$131,088	-2.7%	The change from FY11 to FY12 is due to decreases in professional health costs (\$55,617); also, decreases in the City supplement to the State (\$137,403), due to the elimination of 4 State employees in the pharmacy division; partially offset by increases in Health facility maintenance (\$26,515) and other equipment maintenance costs (\$36,043).
Human Services	\$1,496,562	\$1,323,814	-\$172,748	-11.5%	Funding for contractual services is decreasing primarily for two reasons: 1) the Head Start local match budgeted in FY 2011 as contractual services is being budgeted elsewhere in FY 2012 to better reflect where those expenditure take place in the budget, and 2) specific grant funded through the Workforce Investment Act (WIA) is not being renewed in FY 2012.
Historic Alexandria	\$242,597	\$277,652	\$35,055	14.4%	The change from FY2011 to FY2012 reflects an adjustment to advertise heritage tourism activities associated with the Civil War 150th commemoration (\$25,000), bank fees associated with visitor credit card payments (\$4,900) and telecommunication system costs (\$5,155).
Recreation & Cultural	\$2,223,335	\$2,284,266	\$60,931	2.7%	The increase from FY2011 to FY 2012 is partially due to contractual costs to maintain several new areas including, the Carlyle Park (\$34,400), the Potomac Avenue Median (\$10,000), the Former Duron Paint Building located on 4109 Mt. Vernon Avenue (\$10,500), the Potomac Greens Park and Route 1 Maintenance (\$65,000). Approximately half of these new operational requirements are budgeted as seasonal employees costs in the personnel budget.
Library	\$143,058	\$229,411	\$86,353	60.4%	The change from FY11 to FY12 is partially due to costs associated with upgrades and support for e-mail, internet service and filtering software (\$34,089), the costs for security guards at the Burke Branch Library, and the transfer of some telecommunications costs to contractual services from other areas.

City-Wide Contractual Services

Department	FY2011	FY2012	\$ Change	% Change	Comments
Schools	\$12,359,201	\$13,511,167	\$1,151,966	9.3%	
					The change from FY11 to FY12 is due to increases in the City Share of costs for storm emergencies (\$540,120)(transferred from other departments to the Non-Departmental budget in FY 2012), insurance charges (\$12,500) and one time special event savings (\$150,000); offset by reductions in departmental service audit (\$230,000) and the PS Radio System (\$58,998).
Non Departmental	\$557,160	\$976,089	\$418,929	75.2%	
Total (Including ACPS)	\$54,742,741	\$58,008,331	\$3,265,590	6.0%	
City Total (Excluding ACPS)	\$42,383,540	\$44,497,164	\$2,113,624	5.0%	