



Executive Branch
Executive Order JMR2010-1

The Administration of the City of Alexandria, Louisiana, finds the following:

WHEREAS, the Administration proclaimed the effectiveness of Executive Order JMR 2007-1 in 2007 and formally in 2009, again. JMR 2007-1 is reaffirmed subject to this order; and

WHEREAS, the Administration is obligated by law to submit annual budgets to the City Council on March 15, 2010, and will do so this day; and

WHEREAS, the city of Alexandria is under unique budgetary concerns this cycle, with unemployment in Louisiana topping 8.2% and the effects of the national recession lingering in Louisiana and central Louisiana in particular; and

WHEREAS, the Mayor, consistent with his duties under the Charter, specifically, *Alexandria Home Rule Charter*, § 3-07 (powers and duties of the mayor), has provided this year a special message to the City Council in preparation for the budget process; and

WHEREAS, the Mayor, who shall be the chief executive officer of the City, shall prepare and submit the annual budget and five (5) year capital program to the council; submit to the council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year; and make such other reports as the council may reasonably request to enable the council to conduct its councilmanic function. The Mayor shall also keep the council fully advised as to the financial condition and future needs of the City and make such recommendations to the council concerning the affairs of the City as the Mayor deems desirable; and

WHEREAS, the Administration confirms trends indicate the region is lagging behind national recovery, and therefore there is a need to take protective action. Balancing this fiscal year's budget will take special effort. Even more daunting, the balancing of the fiscal year 2012 budget will involve significant work, unless there is significant sales tax recovery or some other new revenue or financial aid; and

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WHEREAS, specifically, some appropriations, still subject to budgetary constraints and a council-approved cooperative endeavor agreement, are used to provide municipal services and therefore are considered adjunctive to operations of City government; and

WHEREAS, it is the responsibility of the Executive Branch and Administration of municipal government to administer and monitor all such cooperative endeavors as well as to initially ensure that any such cooperative endeavor shall comply with the policies contained herein, remain in compliance with all rules, regulations, and policies, and remain within yearly funding capacity if budgetary shortfalls occur or the budget is altered by other legislative action, unplanned costs, or economic downturns are experienced; and

WHEREAS, the city of Alexandria is in an economic downturn, and accordingly it is further appropriate that NGOs not only meet objective criteria when partnering with the city of Alexandria, such as complying with a "Community Action Partnership Request" or similar objective form, but also that such requests receive prior Council approval for funding; and

WHEREAS, the city of Alexandria faces three impacts in FY 11 outside of City control: a large drop in local and parish sales tax generated revenue caused by national economic factors (projected at -8.5% for fiscal year 2011, creating a shortfall of \$5.3M versus FY 10); payment of state estimates for funding fire and police pensions (projected as increasing from 14% to 21.5 and 25%, respectively, at a cost of over \$2M)(fire and police retirement funds are required by state law to be solvent by FY 2029); and an increase in the health premium contribution by the City of 11%, resulting in a recurring increase to FY 11 (and beyond) of \$0.869M; and

WHEREAS, the Administration, and therefore the City, is overall 6.6% *under* the most conservative budget (FY 10) in years for general fund expenses. Thus, the City employee complement is to be commended; and

WHEREAS, in each of these cases, an external threat is posed to the process that is not easily absorbed internally by any cost control or budget cutting methods for the City. **In any case, preservation of public safety and then preservation of general employment positions shall supersede all other methods of reducing expenses to protect life and property and to continue with needed City services.**

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THEREFORE, IT IS ORDERED:

- 1) That, consistent with my duties, effective today, **March 15, 2010, at 6:00 p.m.**, the following areas continue to be seriously studied for special budgetary action as necessary and proper to “see that all laws, provisions of this charter and acts of the council, subject to enforcement by [me] or by officers subject to [my] direction and supervision, are faithfully executed”:
 - Maintenance of 15% of the operational budget in surplus per council ordinance.
 - Special treatment relative to current nongovernmental organizations (NGOs) and proposed new programming for NGOs. New requests by council members for increases to NGO activity should demonstrate proposed sources of funding for the proposed NGO partnerships.
 - Overtime, contract labor, and other labor should be addressed.
 - Operational capital, furniture, fixtures, and other equipment must be curtailed.
 - Travel must be cut.
 - Sanitation services must be re-evaluated. Seasonal workers should be limited, except in cases of extreme, certified need.
 - Recreation items of a non-capital improvements nature must be considered for impact determinations, including existing, popular programming.
 - Recreation capital improvements in S.P.A.R.C. should be operationally budget neutral for one to two years.
 - Targeted and across-the-board cuts to community services must be considered.

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- 2) The administration of all divisions, departments, offices and agencies of the city, except as otherwise provided by this charter or by law, to abide by the following orders relative to the operational budget:
- An extension of the partial hiring freeze of FY 2010 to a full hiring freeze **beginning March 15, 2010**, for remainder FY 2010 and through budgeting of FY 2011, the only exceptions being those positions required to be filled by law or regulation, or as certified to meet Executive Order JMR 2009-2 regarding implementation of community policing and other policing needs, or after formal appeal by division head to the Senior Personnel Committee. In any case, preservation of public safety and then preservation of general employment positions shall supersede all other methods of reducing expenses to protect life and property and to continue with needed City services. Attrition shall be treated distinctly from separations of employment for existing employees. Attrition shall be available for cost reduction.
 - A freeze on contract labor except in the case of division approval by executive staff committee; a freeze on overtime except in the case of division approval by executive staff committee, or as required by law or contract.
 - A freeze on new NGO partnering absent council hearings on need and pre-approval by council before completing the NGO partnering process. Pursuant to current executive order, JMR 2007-1, a community action form is completed before approaching Council. For new requests, there will be no unallocated funds, so the council will need to hear and vote on use of surplus funds.
 - A freeze on travel without executive staff approval and “necessity proof”; a freeze on executive staff travel except to obtain federal or other funds for aiding in the S.P.A.R.C. plan or crises outlined by the “Special Budget Message.”
 - A freeze on operating capital expenses without executive staff approval.

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IN WITNESS WHEREOF, I have set my hand officially and caused to be affixed the seal of the City of Alexandria, at Alexandria, Louisiana, on this 15 day of March, 2010.



Mayor, City of Alexandria

Witnessed to by the City Attorney or Clerk of the City of Alexandria



