

RESOLUTION NO.   

**WHEREAS**, pursuant to Section 2.02(c) of the City Charter, City Council has the authority to make appropriations for the support of the city government and any other purposes authorized by the charter and not prohibited by the laws of the Commonwealth; and

**WHEREAS**, pursuant to Section 6.07 of the City Charter, City Council appropriates funds to the general fund budget itemized by departments and the major operating units thereof, and by courts, bureaus, boards, commissions, offices and agencies submitting separate budget estimates, and by the principal object of the expenditure; and

**WHEREAS**, pursuant to Section 6.13 of the City Charter, City Council may make additional appropriations by not less than a majority affirmative vote of all members of Council, only if there is available in the general fund a sum unencumbered and unappropriated sufficient to meet such appropriation.

**WHEREAS**, pursuant to Section 5.07 of the City Charter, the City Manager may at any time transfer any unencumbered appropriation balance or portion thereof within the accounts of an office, department or agency; and

**WHEREAS**, pursuant to Section 5.07 of the City Charter, City Council, when advised of the details by the City Manager, may by duly docketed resolution transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another; and

**WHEREAS**, there are times and circumstances when City offices, departments, and agencies encounter unanticipated costs in operations that require immediate funding before such time as a supplemental appropriation ordinance may be considered by City Council; and

**WHEREAS**, City Council desires to affirm the authority under the City Charter for the City Manager to transfer any unencumbered appropriation balance or portion thereof within the accounts of an office, department or agency; and

**WHEREAS**, City Council desires to delegate its authority under the City Charter to the City Manager to transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another to address immediate funding needs.

**NOW, THEREFORE, BE IT RESOLVED**  
**BY THE CITY COUNCIL OF ALEXANDRIA, VIRGINIA:**

1. City Council affirms that the City Manager or their designee, pursuant to Section 5.07, may at any time transfer any unencumbered appropriation balance or portion thereof within the accounts of an office, department or agency.
2. City Council delegates to the City Manager or their designee authority to transfer any unencumbered appropriation balance or portion thereof from one office, department or agency to another. In lieu of docketing a resolution for consideration by City Council, staff will identify and present to City Council any such transfers by the City Manager or their designee at the same time as the next annual or supplemental appropriation ordinance.
3. These transfers may be made to address unanticipated costs in City operations that require immediate funding and any such transfer may not result in a change in the total funding appropriated by City Council.
4. Nothing in this resolution shall be interpreted as preventing or discouraging the City Manager from seeking City Council's approval and authorization for the transfer of any unencumbered appropriation balance.
5. City staff are directed to develop a policy formalizing the process described herein.
6. This resolution shall become effective upon its adoption by the City Council.

Adopted:

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**ALYIA GASKINS, MAYOR**

ATTEST:

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Gloria A. Sitton, CMC City Clerk