



**MEMORANDUM**

**TO:** Timothy J. Baroody, City Manager  
**FROM:** Mark Whitley, Assistant City Manager  
**RE:** Amending the FY 2020 Budget for Additional Resources  
**DATE:** October 22, 2019

---

**ISSUE**

Shall City Council amend the FY 2020 budget to supplement resources for a variety of operational areas, including Public Works, Social Services, Stormwater Management, and Information Technology?

**RECOMMENDATION**

Staff recommends the adoption of the attached resolution on first reading. If approved, second reading would be scheduled for the City Council meeting of November 12, 2019.

**BACKGROUND**

*Introduction*

The attached resolution requests funding for several additional positions, plus additional funding for IT security needs. The need to invest in IT security is critical, as local governments are increasingly under cyber-attack by sophisticated criminals, both foreign and domestic. The IT Department has identified additional resources that will help strengthen our current defenses.

City staff is also identifying a need for additional full-time positions based upon a change in the pace and nature of the City operations – particularly as it relates to capital project management. These positions, if approved, will work to advance Council Priorities (#8, #13 for capital projects, and #22, #23 for environmental stewardship and storm water management). The City has a need to hire positions that are dedicated to the management of special or capital projects, and allow departmental leaders to focus more on operations.

Finally, the City Social Services Department is requesting additional assistance to help manage their caseload, which is increasing in both number and complexity.

For reference, here is a table of the requested new positions, by Fund and title.

| Fund                   | Department      | Position Title                        |
|------------------------|-----------------|---------------------------------------|
| <b>General</b>         | Public Works    | Programs and Special Projects Manager |
| <b>Social Services</b> | Social Services | Family Services Specialist            |
| <b>Social Services</b> | Social Services | Case Aide                             |

**Stormwater  
Management**

Public Works

Environmental Programs Manager

*General Fund*

The staff is requesting additional funding for two separate purposes – additional security upgrades in Information Technology and a mid-year position for Public Works in the Engineering and Administration division.

The Information Technology upgrades include the purchases of software and security services that have been identified by the City's IT Department as enhancements to the City's current IT environment.

The additional position is a Programs and Special Projects Manager that would be dedicated to special project and capital project management for a variety of small and mid-level capital projects. These might include the repairs to the pedestrian bridges over the Rappahannock Canal, repairs to the aeration system in the Canal, the installation of streetlights along Fall Hill Avenue, or repairs and replacements of downtown street lights. The ability of a staff member to handle these important but numerous smaller projects will assist Public Works staff greatly.

The new position would also enable the department to have an additional focus on special programs or events that might need additional attention outside of the normal operations of Public Works. An example might be the administration of the Utility Street Cut Permit program or smaller scale neighborhood enhancements.

The position is funded in the resolution at eight months for the first fiscal year – that is, beginning in November 2019.

*Social Services*

The Department of Social Services is requesting the addition of two positions due to an ongoing increase in the City's foster care caseload. The City's DSS foster care caseload had traditionally been shared by three positions, and two of these are currently vacant. The Department is moving to fill the vacancies.

These three positions handled more than just foster care cases, and this is an important note. The Family Services Specialists in the Department also carry caseloads for step-parent adoptions, Interstate Compact Adoptions, and Adoption Subsidy cases. The general standard for a foster care caseload is one per fifteen, if the foster care caseworker is dedicated solely to that work. Even when fully staffed, the number of foster care cases is currently such that the cases per worker is equal to or greater than fifteen.

The state is also changing the methodology for handling foster care cases state-wide, and these changes will make handling foster care cases much more labor intensive.

As a result of the increase of cases and the changes to case-handling mandated by the state, the Department is requesting the addition of a fourth Family Services Specialist.

In addition, the Department is requesting the addition of a Case Aide position for foster care and child protective services. This position would help with administrative intake tasks related to the overall cases received by the Department, and remove some of the administrative burdens from the social workers tasked with handling these cases.

These two positions are funded in the attached resolution at eight months.

#### *Stormwater Management*

The Stormwater Management Fund currently has six full-time positions – a Senior Stormwater Manager (formerly the Senior Environmental Planner), a Stormwater Administrator (formerly an Environmental Planner), and four positions at the City Shop that help serve as the Drainage Crew. In the area of stormwater management, the City is both a regulator of private development activity, and an owner / operator of a large system of infrastructure that carries rain to the local creeks and the Rappahannock River. The federal and state governments in recent years have recognized that the rain that falls and is carried to the river can pick up contaminants from the built environment, and they have put requirements in place for the City to purify the water through various methods.

The two Stormwater positions in the Community Planning & Building Department are currently responsible for managing the demands of the City's stormwater management permit, conducting plan review for stormwater and erosion and sedimentation control on private development, and handling similar duties as the City's primary stormwater regulators. These two positions must maintain the required state certifications in stormwater management and erosion and sedimentation control that are required by the state Department of Environmental Quality. These positions are also responsible for applying floodplain regulations and Chesapeake Bay Preservation Act requirements.

In the past, the Stormwater Manager position has also been tasked with handling capital projects for stormwater, such as the redevelopment of "Pond D." The management of capital projects has been shared in the past with the City's Assistant Director of Public Works for Utilities, or, before that position existed, with the Director of Public Works position. The two Stormwater positions currently in existence would remain part of Community Planning & Building, with a focus on the regulation of private development.

The attached resolution would authorize and fund a new position from the City's Stormwater Management Fund. The proposed Environmental Programs Manager would handle the public capital project management needs of the City's municipal separate storm sewer system ("MS4") program, including the "Pond D" expansion project. The primary focus of the proposed position would be to focus on the ponds, culverts, catch basins, and storm sewer lines that comprise the storm sewer infrastructure of the City. The proposed position would also assist with environmental education, as required by the City's MS4 permit. The proposed position would work closely with the two Stormwater positions in Community Planning and Building, but would work for Public Works and would closely coordinate with the Drainage crew and senior Public Works Management on all aspects of the City's storm sewer system.

This new position is funded in the attached resolution at six months – that is, effective in January, based on current operating needs.

**FISCAL IMPACT**

The attached resolution amends the budget by authorizing an additional \$297,413 in additional resources in three separate funds: the General Fund, the Social Services Operating Fund, and the Stormwater Management Fund. With the exception of the Social Services Fund, which includes additional federal and state revenue to assist in the cost associated with the two proposed positions, the source of funds is either local fund operating contingency or local special revenue fund balance.

Here is a breakdown of the proposed fiscal impact in FY 2020 by Fund and by source.

**FY 2020 Summary for Mid-Year Amendment By Fund**

| Fund                                | Total Expenditure | Source of Funds  |
|-------------------------------------|-------------------|------------------|
| <b>General Fund</b>                 | <b>\$149,273</b>  |                  |
| <i>General Fund Contingency</i>     |                   | <i>\$149,273</i> |
|                                     |                   |                  |
| <b>Social Services Fund</b>         | <b>\$89,109</b>   |                  |
| <i>Federal Revenue</i>              |                   | <i>\$46,987</i>  |
| <i>State Revenue</i>                |                   | <i>\$10,693</i>  |
| <i>Social Services Fund Balance</i> |                   | <i>\$31,429</i>  |
| <b>Total Social Services Source</b> |                   | <b>\$89,109</b>  |
|                                     |                   |                  |
| <b>Stormwater Management Fund</b>   | <b>\$59,031</b>   |                  |
| <i>SWMF Fund Balance</i>            |                   | <i>\$59,031</i>  |
|                                     |                   |                  |

It is important to note that the attached resolution does create funding needs for future budgets by creating full-time positions. The four new positions are funded in various mid-year states, and additional funding will be needed for full years of these positions. The table below shows the cost of these positions on an annualized basis, so that City Council will be aware of the additional resources needed for the FY 2021 budget and beyond for each position.

**Four New Positions – Annual Costs**

| Position                     | Partial Cost in FY 2020 | Annualized Cost |
|------------------------------|-------------------------|-----------------|
| PW Projects – General Fund   | 75,045                  | 113,067         |
| DSS – Foster Care            | 48,745                  | 72,367          |
| DSS – Intake                 | 40,364                  | 59,796          |
| SWMF – Public Infrastructure | 59,031                  | 113,067         |

If the resolution is approved, the balance of the General Fund contingency will become \$350,727 for FY 2020.

cc: Doug Fawcett, Assistant City Manager  
 Robyn Shugart, Director of Finance



**MOTION:**

**October 22, 2019  
Regular Meeting  
Resolution 19-\_\_**

**SECOND:**

**RE: Amending the Fiscal Year 2020 Budget to Supplement Resources for Public Works, Social Services, Stormwater Management, and Information Technology**

**ACTION: APPROVED: Ayes: 0; Nays: 0**

**FIRST READ: \_\_\_\_\_ SECOND READ: \_\_\_\_\_**

The City of Fredericksburg is a rapidly growing community at the center of the fastest growing region in the Commonwealth of Virginia. Due to population growth and increases in service demands, the City Council wishes to amend the FY 2020 budget to authorize several additional full-time positions in a variety of operating funds. This increase in resources will enable the City to better meet the challenges of serving the community.

The City of Fredericksburg is also mindful of changes in the environment as advances in telecommunications and computer processing tools provide both opportunities to excel in providing services but also threats to the City’s security from all over the world. Local governments over the past several years have become the targets of sophisticated criminal attacks. The City Council wishes to amend the FY 2020 budget to procure additional tools and resources to help monitor and circumvent these threats.

Therefore, the City Council hereby resolves that the following revenues be recognized and further resolves that the following authorization and appropriations amending the FY 2020 budget be recorded:

**GENERAL FUND (FUND 0100)**

**Source**

|                          |                    |    |                       |
|--------------------------|--------------------|----|-----------------------|
| General Fund Contingency | 0100-00000-4-99010 | \$ | 149,273               |
| Department Total:        |                    | \$ | <u>149,273</u>        |
| <b>Total Source:</b>     |                    | \$ | <u><b>149,273</b></u> |

**Use**

Information Technology

|                               |                    |    |               |
|-------------------------------|--------------------|----|---------------|
| Professional Services - Other | 0100-12510-4-31600 | \$ | 15,628        |
| Maintenance Service Contracts | 0100-12510-4-33200 |    | 29,600        |
| Telecommunications            | 0100-12510-4-52300 |    | 7,000         |
| EDP Software - Additions      | 0100-12510-4-82120 | \$ | <u>22,000</u> |
| Department Total:             |                    | \$ | <u>74,228</u> |

Public Works – Engineering and Administration

|                                |                    |    |        |
|--------------------------------|--------------------|----|--------|
| Salaries and Wages – Full-time | 0100-41100-4-11010 | \$ | 52,000 |
|--------------------------------|--------------------|----|--------|

|                                |                    |                 |
|--------------------------------|--------------------|-----------------|
| FICA                           | 0100-41100-4-21000 | 3,978           |
| Virginia Retirement System     | 0100-41100-4-22100 | 6,432           |
| Medical Insurance              | 0100-41100-4-23100 | 8,447           |
| Dental Insurance               | 0100-41100-4-23300 | 200             |
| Group Life Insurance           | 0100-41100-4-24000 | 681             |
| Long Term Disability Insurance | 0100-41100-4-24100 | 307             |
| Office Supplies                | 0100-41100-4-60010 | 1,000           |
| EDP Equipment – Additions      | 0100-41100-4-82070 | <u>\$ 2,000</u> |

Department Total: \$ 75,045

**Total Use: \$ 149,273**

**SOCIAL SERVICES FUND (FUND 0201)**

**Source**

Revenue from the Commonwealth

Public Assistance - State 0201-53110-3-24011 \$ 10,693

Revenue from the Federal Government

Public Assistance - Federal 0201-53110-3-33051 \$ 46,987

Fund Balance

Social Services Fund Balance 0201-53110-3-61010 \$ 31,429

**Total Source: \$ 89,109**

**Use**

Administration

Salaries and Wages – Full-time 0201-53110-4-11010 \$ 56,444

FICA 0201-53110-4-21000 4,318

Virginia Retirement System 0201-53110-4-22100 6,982

Medical Insurance 0201-53110-4-23100 16,893

Dental Insurance 0201-53110-4-23300 400

Group Life Insurance 0201-53110-4-24000 739

Long Term Disability Insurance 0201-53110-4-24100 333

Office Supplies 0201-53110-4-60010 1,000

Furniture and Fixtures – Additions 0201-53110-4-82020 \$ 2,000

Department Total: \$ 89,109

**Total Use: \$ 89,109**

**STORMWATER MANAGEMENT FUND (FUND 0229)**

**Source**

Fund Balance

|                              |                    |                  |
|------------------------------|--------------------|------------------|
| Fund Balance Committed to SM | 0229-00000-3-06010 | \$ 59,031        |
| <b>Total Source:</b>         |                    | <b>\$ 59,031</b> |

**Use**

Drainage

|                                    |                    |           |
|------------------------------------|--------------------|-----------|
| Salaries and Wages – Full-time     | 0229-41310-4-11010 | \$ 39,000 |
| FICA                               | 0229-41310-4-21000 | 2,981     |
| Virginia Retirement System         | 0229-41310-4-22100 | 4,824     |
| Medical Insurance                  | 0229-41310-4-23100 | 6,335     |
| Dental Insurance                   | 0229-41310-4-23300 | 150       |
| Group Life Insurance               | 0229-41310-4-24000 | 511       |
| Long Term Disability Insurance     | 0229-41310-4-24100 | 230       |
| Office Supplies                    | 0229-41310-4-60140 | 2,000     |
| Furniture and Fixtures – Additions | 0229-41310-4-82020 | 1,500     |
| EDP Equipment – Additions          | 0229-41310-4-82070 | \$ 1,500  |

Department Total: \$ 59,031

**Total Use:** \$ 59,031

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

\*\*\*\*\*

***Clerk's Certificate***

*I certify that I am Clerk of Council of the City of Fredericksburg, Virginia, and that the foregoing is a true copy of Resolution No. 19-xx, adopted at a meeting of the City Council held \_\_\_\_\_ 2019, at which a quorum was present and voted.*

---

***Tonya B. Lacey, MMC***  
***Clerk of Council***