



MEMORANDUM

TO: Timothy J. Baroody, City Manager
FROM: Department of Finance
RE: Answers to City Council Questions
DATE: April 7, 2023

Work session Questions

- 1) *Can you please provide some detail on the duties of the Preservation position—UMW student. Why a paid position?*

The new permanent part-time preservation position is requested to create a recurring annual Fellowship opportunity with the UMW Historic Preservation Department. The position will provide support for the Senior Historic Resources Planner's increasing responsibilities. The paid status is critical to filling the role with a highly competent 4th year student who is preparing for a career in historic preservation. A paid position for a one-year term will provide the department with consistent, reliable assistance. Unpaid short-term interns have typically only been able to assist with individual projects with uneven results due to their minimal background and time commitment. In addition to the City job description for this position, the attached information sheet (on the last page of this document) is for distribution at UMW and demonstrates our shared desire for a high-quality experience for the City, UMW, and the selected student. Note: A recruitment process is unfolding now, and as UMW understands, this position will not further advance unless funding is approved.

- 2) *The water/sewer assessment is in the budget for the coming year. Can I get a timeline on when it is planned to be completed?*

The following information is from the recent Public Works Capital update:

Sewer and Water Master Plan Project – This project will involve a comprehensive analysis and assessment of the Sanitary Sewer Collection and Water Distribution Systems to determine the systems' abilities to meet current and future capacity needs of the City. Part of this assessment is to identify and prioritize future CIP projects for immediate, 5, 10, 15-year time periods. This project will also include development of a Pro Rata cost share program which, if approved, can be updated annually or as determined necessary. This project is proposed to be

funded utilizing City funds and is recommended in the City's FY 2023 budget. The project is anticipated to be completed in FY 2024.

Please see full "Spring 2023" update posted on the City website at:

<https://www.fredericksburgva.gov/DocumentCenter/View/23465/Wastewater-Utility-Projects-Update-Spring-2023>

3) Can Council get a copy of the FFD presentation on the issue of Step in Grade?

City Management (nor the Fire Chief) is aware of a "FFD presentation of a *Step in Grade* plan." It should be noted however, that the *Fire Department Recruitment and Retention Committee* has briefed City Management. Much of that productive dialogue late last year was on compensation.

4) *We need to get a brief on the current status on volunteer EMS to include an opportunity for the volunteers to present. Based on discussions to date, the FFD EMS staff is taking on more calls due to lack of volunteer staffing. That is why I am recommended that we add back the FFD medic position to the budget, as between recruiting/training issues it will take some time to have the person trained and on staff.*

The Fire Chief will provide an update on the current MOU with our valued volunteer Rescue Squad partners.

Additional Public Safety position requests were included by Departments for consideration for funding in FY2024. Three Public Safety positions were recommended for funding (of the five General Fund positions recommended); the EMS position (and almost 20 others) did not make the funding list. A Public Safety brief to Council on December 13, 2022, detailed a general near term Public Safety staffing plan. (See below link to presentation.) As requested, the positions not recommended for funding in FY2024 will be shared with Council on Tuesday – as we attempt to respond to a Council request to "Provide staff recommendation on staffing needs in the next three years." (Note: That list comprises Department requests for positions, and not a City Manager recommendations at this point.)

<https://www.fredericksburgva.gov/DocumentCenter/View/22422/Public-Safety-Briefing-Presentation->

The current proposition list is as follows:

- Reinstatement level funding from FY 2023 from \$60,000 to \$80,000 for Thurman Brisben Shelter
- Consider two or three additional pennies to potentially further advance public safety, and other salaries, while considering some budget offsets. City staff is

currently gathering information related to this proposition and will be bringing additional updates for discussion at the 4/11 worksession.

- Add an EMS position in FY2024



Renwick Fellowship

Community Planning & Building Department
City of Fredericksburg, Virginia

Applications due April 14, 2023

Fellowship Term: September 1, 2023 – August 31, 2024

The City of Fredericksburg and the University of Mary Washington Historic Preservation Department have partnered to develop a unique one-year fellowship opportunity to provide hands-on experience in urban and historic preservation planning to the selected student. In addition to the specified work in the City's Community Planning and Building Department listed in the job description, the fellow would complete a self-directed project to advance the City's preservation initiatives and further their study. The goals of this fellowship are to strengthen the collaborative partnership between the City and UMW, provide functional support to City staff, and create a pathway for impactful specialized research and projects that support the City's historic preservation goals.

The fellow will work under the supervision of the Senior Historic Resources Planner in the Community Planning and Building Department. The selected fellow may earn 3 credit hours per semester and will work 20 hours per week as a part-time City employee earning \$14.42 per hour (\$14,993 for the year). Part-time employees receive three days of leave annually in addition to federal/state holidays. Some remote work will be permitted on a schedule determined by the supervisor and fellow.

ESSENTIAL JOB FUNCTIONS:

- Assist in the administration of tasks to support the Architectural Review Board (ARB) process including:
 - Reviewing certificate of appropriateness applications for completeness.
 - Gathering background information to assist the Senior Historic Resources Planner in preparing memoranda for the ARB.
 - Attending ARB meetings in person. ARB public hearings take place on the second Monday of every month; working sessions are held on the fourth Monday of each month as needed.
- Conduct survey of historic properties in order to update existing records or gather new information into the City's records. Survey will include photographic and written documentation as well as data entry through the Virginia Cultural Resources Information System (VCRIS).
- Using survey data, make recommendations and/or prepare background information to support potential National Register nominations or additions to the City's local inventory of historic sites.
- Attend staff meetings in order to develop an understanding of land use planning and policy within the City and the intersection of historic preservation with development projects.
- Assist Community Planning and Building staff with other preservation planning-related activities as needed, including attendance at meetings and other administrative or clerical tasks.
- During the second semester of the fellowship, complete a research project that supports the City's historic preservation goals as defined in the City's Comprehensive Plan. The project should result in information, work products, or recommendations that can be implemented by City staff. A project concept will be developed during the first half of the fellowship and approved by City and UMW supervisors. A presentation will be required at the completion of the project.