

Program Description

The City Attorney's office provides legal advice and counsel to the City Council and all City Departments. The office mission is to advance the interests of the City through its laws and legal instruments, and to reduce the risk of legal liability through advance planning and prevention. Programs include:

Document Preparation and Review: The office helps the City Council, the City Manager and the various departments accomplish their goals, through development of ordinances, resolutions, contracts, and deeds; issuance of legal opinions, provision of legal advice, review of various instruments, and advocacy in judicial, regulatory and legislative fora. The office works to keep routine work flowing and to advance non-routine priority projects.

Fiscal Year 2016 Goal

- Draft and review legal documents for transactions the City undertakes

Fiscal Year 2016 Objectives

- Develop or review instruments for complex transactions, including contracts, real estate acquisitions, franchises, and leases.
- Create and periodically update clear, timely, and effective templates for routine transactions, to foster efficiency and uniformity.
- Draft clear and comprehensive City policies and procedures related to procurement and tax increment financing policy.

Legislative Services: Researching, drafting, and presenting ordinances, resolutions, and motions for City Council consideration. In addition to the work done for City Council, the City Attorney is our legislative liaison to the Commonwealth of Virginia.

Fiscal Year 2016 Goal

- Provide legislative services to City Council and City staff.

Fiscal Year 2016 Objectives

- Develop and support City Council initiatives through the General Assembly.
- In order to best maintain the City Code during this fiscal year the City Attorney's office will explore capabilities of new website and implement beneficial changes.

Legal Advice: Research for and delivery of formal and informal verbal and written legal advice to City Council, the City Manager, and city staff. The strength of the office is that it handles a broad array of municipal legal matters, from land use to procurement, land acquisition, licensing and leasing, to employee relations, Freedom of Information Act, blight abatement and tax levies.

Fiscal Year 2016 Goal

- Provide timely and effective legal advice on matters of substance and process.

GENERAL FUND – CITY ATTORNEY

- Achieve favorable outcomes for the City in civil litigation and administrative proceedings.

Fiscal Year 2016 Objectives

- Assist with the development, review and revision of policies and ordinances related to the following items by the end of the fiscal year:
 - Procurement
 - Proffers
 - Archaeology ordinance
- Handle civil litigation and administrative proceedings in house when appropriate while coordinating effective representation by outside counsel as well

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
2	2	2	2

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	196,655	200,019	210,170	210,170	214,640	2.13%
Fringe Benefits	80,640	74,502	89,972	89,972	88,315	(1.84%)
Purchased Services	80,050	95,112	45,000	45,000	45,000	0%
Utilities, Communications, and Rental	1,950	841	1,950	1,950	1,950	0%
Travel & Training	3,550	3,180	3,550	3,550	3,550	0%
Other Non-Personal	300	241	300	300	300	0%
Dues & Memberships	1,100	1,130	1,100	1,100	1,100	0%
Materials & Supplies	15,700	4,850	15,700	15,700	15,700	0%
Total	379,945	379,876	367,742	367,742	370,555	0.76%

Significant Program Highlights

- ❖ The FY 2016 budget increase can primarily attributed to the increased cost of the employee bonus and final VRS statutory phase in adjustments. There are no programmatic changes that were requested or recommended in the FY 2016 Budget.

Program Description

The Fredericksburg City Council consists of a Mayor and six members, four of whom are elected by ward and two of whom are elected at-large. Elections are held in May in alternate years for either the ward Council members or the Mayor and the two at-large members. The Council holds regular sessions on the second and fourth Tuesdays of each month at 7:30 p.m. in the Council Chambers, City Hall, 715 Princess Anne Street.

City Council also directs the activities of three Council employees: the Clerk of City Council, the City Manager, and the City Attorney. Individual members of Council also serve on a variety of Regional agencies including the R-Board, VRE, FAMPO, Library Board and many others.

Fiscal Year 2016 Goal

- Monitor the progress on the two-year goals and initiatives work plan which reflects that vision and guides decision-making at all levels of City government.

Fiscal Year 2016 Objectives

- Adopt a Budget and Capital Improvements Plan
- Work as Council Champions on assigned Goal and Initiative projects.

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amend. Budget	FY 2016 Adopted Budget	% Change
Fringe Benefits	18,450	18,795	19,000	19,000	33,580	76.74%
Purchased Services	160,650	158,717	166,650	166,650	167,600	0.57%
Utilities, Communications, & Rentals	1,000	803	1,800	1,800	1,700	(5.56%)
Travel & Training	7,900	6,653	7,900	7,900	7,500	(5.06%)
Dues & Memberships	13,000	13,327	13,000	13,000	13,700	5.38%
Materials & Supplies	1,500	1,123	1,500	1,500	2,300	53.33%
Total	202,500	199,418	209,850	209,850	226,380	7.88%

Significant Program Highlights

- ❖ Funding for Fringe Benefits is increased based upon actual enrollment in health insurance programs.

Program Description

The City Manager is the chief administrative officer of the City and is appointed by City Council. The City Manager's Office has two programs; administration and budget.

Administration: The City Manager is responsible for implementing all ordinances and resolutions, supervising the functions of most City departments. The City Manager's Office also serves to lead or assist management teams for various major projects and studies conducted in all facets of City business.

Fiscal Year 2016 Goals

- Manage department heads and other staff in daily work as well as in the completion of projects related to the City's Goals and Initiatives as adopted by City Council

Fiscal Year 2016 Objectives

- Produce a work product for all Goals and Initiatives projects with identified funding by the end of the fiscal year.
- Continue to provide overall management and support for City Departments
- Implement City Council direction on other projects, not included as part of Goals and Initiatives.

Budget Office: The budgeting program portion of the office is responsible for preparing the annual operating and capital budgets, and advising the Council of the financial condition and policy requirements of the City.

Fiscal Year 2016 Goals

- Prepare the City Manager's Recommendations for the FY 2017 Operating and Capital Budgets and the upcoming five-year capital improvements plan.
- Prepare the documents for the FY 2016 and FY 2017 adopted budgets.

Fiscal Year 2016 Objectives

- Evaluate the budget document and make necessary changes to reapply for the Distinguished Budget Award by FY 2017.
- Continue to improve mid to long range forecasting tools
- Monitor Departments to ensure that the Turnover Credit adopted by City Council of \$242,650 is met by implementing budget transfers of turnover savings by the close of the fiscal year.
- Assist Departments and other offices to ensure that budget expenditures are not exceeded.
- Assist Fiscal Affairs as necessary to implement the City's borrowing plans to support the R-Board landfill construction and the Original Walker-Grant Renovation projects for City Schools.

GENERAL FUND - CITY MANAGER'S OFFICE

Bond Rating by Agency	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Fitch	AA+	AA+	AA+	AA+
Moody's	Aa2	Aa2	Aa2	Aa2
Standard and Poor's	AA	AA	AA	AA

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016 Adopted
4	4	4	4

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	416,945	414,639	431,250	431,250	443,595	2.86%
Fringe Benefits	169,740	173,903	181,930	181,930	174,535	(4.06%)
Purchased Services	51,447	31,168	36,700	29,680	36,000	21.29%
Utilities, Communications, & Rentals	21,000	18,999	21,000	21,000	20,700	(1.43%)
Travel & Training	20,300	17,052	20,300	20,300	21,000	3.45%
Dues & Memberships	5,000	4,199	5,000	5,000	5,000	0%
Materials & Supplies	5,100	3,197	5,100	5,100	4,250	(16.67%)
Capital Outlay	-	1,271	-	-	-	-
Total	689,532	664,428	701,280	694,260	705,080	1.56%

Significant Program Highlights

- ❖ There are no significant changes the departmental budget for FY 2016.

Program Description

The Circuit Court Clerk, a locally-elected constitutional officer, is charged by the Code of Virginia with over eight hundred (800) duties. The duties fall into four (4) major categories: probate, land records, court administration and license issuance.

The Clerk is responsible for probating wills, qualifying personal representatives of estate, and filing all paperwork associated with the estate. All transactions involving real estate located in the City are recorded with the Clerk and maintained as permanent records.

All felonies committed in the City are processed through the Circuit Court, as are misdemeanor and traffic cases appealed from the district courts. The Clerk is responsible for maintaining the files of these cases. Traditionally, the Clerk has been expected to prepare the appropriate court orders, although there is no statutory or constitutional mandate to do so. The Clerk is statutorily responsible for ensuring that the orders reach all necessary parties.

Suits for money and other actions, such as suits for divorce, are processed through the Clerk's Office. The Clerk's Office issues marriage licenses, qualifies notaries public and administers various oaths of office. The Fredericksburg Circuit Court Clerk is also responsible for one of the largest locally held collections of "historic" records in the Commonwealth.

Fiscal Year 2016 Goal

- Provide outstanding, efficient and accurate service to the citizens of Fredericksburg as they access the 800 services performed by the Clerk of the Circuit Court

Fiscal Year 2016 Objectives

- Continue to improve on coordination of juries.
- Continue to convert records, deeds and plats to electronic format.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
9	9	10	10

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	417,990	416,823	457,178	480,878	488,395	1.56%
Fringe Benefits	227,540	179,011	241,985	252,705	264,070	4.5%
Purchased Services	46,940	31,025	49,100	49,100	46,500	(5.3%)
Utilities, Communications, & Rentals	21,100	20,596	20,600	20,600	19,800	(3.88%)
Travel & Training	600	612	1,665	1,665	1,665	0%
Dues & Memberships	550	320	595	595	595	0%
Materials & Supplies	22,000	7,253	21,500	21,500	20,000	(6.98%)
Capital Outlay	2,160	2,160	-	-	-	-
Total	738,880	657,800	792,622	827,043	841,025	1.69%
Revenues						
Compensation Board	297,000	290,314	302,345	302,345	295,750	(2.18%)
% Recovery	40.20%	44.13%	38.14%	36.56%	35.17%	

Significant Program Highlights

- ❖ There are no significant changes to the recommended FY 2016 budget. Slight adjustments were made to the operating budget based on prior year actual expenditures.
- ❖ City Council added an additional Deputy Court Clerk position as a budget amendment during FY 2015 at the request of the Clerk in order to better staff the second courtroom in the new Courthouse building.

Program Description

The Clerk of City Council is responsible for the preparation and distribution of all City Council agendas. In addition, the Clerk attends and assists in conducting all of the meetings. The Clerk takes and prepares minutes for approval and adoption as the official record of all City Council meetings. The Clerk also serves to prepare and, once adopted, execute and archive all City ordinances and resolutions. The Clerk also serves as the initial point of contact for the general public, including requests for information and requests to speak at upcoming Council meetings.

Fiscal Year 2016 Goal

- To provide support and documentation of meetings and events to City Council and other boards and commissions as appropriate.

Fiscal Year 2016 Objectives

- Develop a proposal for electronic indexing of minutes and documents
- Research improving the process of documenting the Council Meeting Packet
- Continue working toward the Master Municipal Clerk Certificate through the International Institute for Municipal Clerks.

Performance Measures – Workload

	CY 2010	CY 2011	CY 2012	CY 2013	CY 2014
Resolutions	117	106	106	105	99
Ordinances	38	35	25	29	42

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
1	1	1	1

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	56,940	57,160	58,945	58,945	61,125	3.7%
Fringe Benefits	37,765	37,575	37,760	37,760	34,575	(8.43%)
Purchased Services	7,000	5,462	7,000	7,000	10,000	42.86%
Utilities, Communications, & Rental	800	3,495	-	-	3,500	-
Travel & Training	2,750	2,039	2,750	2,750	2,750	0%
Dues & Memberships	250	35	250	250	250	0%
Materials & Supplies	1,000	730	1,000	1,000	1,000	0%
Capital Outlay	-	-	-	-	-	-
Total	106,505	106,496	107,705	107,705	113,200	5.1%

Significant Program Highlights

- ❖ Increased funding in Utilities category is to properly account for telecommunications costs.

Program Description

The mission of the Commissioner of the Revenue’s office is to fairly and equitably assess taxes for the City of Fredericksburg as mandated by State and local code, and in doing so, serve the taxpayers with knowledge, courtesy, and respect in a manner that exceeds their expectations. The programs in this department include:

Real Estate: The Real Estate division is responsible for maintaining the land book for the City. In order to have an accurate property value the real estate division performs interim assessments and makes adjustments based on building permits to account for environmental changes to the overall value. The division also oversees policy impacts such as the Tax Relief for the Elderly program, Rehabilitation program, and Public Service program.

Fiscal Year 2016 Goal

- Maintain accurate and up-to-date real estate values in the City of Fredericksburg.
- Assist property owners as necessary with any general questions, as well as specific questions about the City’s various tax relief programs.

Fiscal Year 2016 Objectives

- Work with the general contract assessor hired by the City to perform the FY 2016 General Property Re-assessment, which will be effective July 1, 2016.
 - Assist the assessor with data collection and questions about particular parcels, as necessary
 - Assist, along with the Information Technology Department, in uploading and updating the field data into the City’s Geographic Information System
 - Assist in scheduling appeal hearings before the assessor in the spring of 2016
 - Provide other assistance and input as necessary to ensure an accurate and up-to-date assessment of real estate values in the City.

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Projected
Building Permits	1,554	1,556	1,560	15,75
Transfers	777	851	875	900
Land Parcels	8,264	8,276	8,285	8,300
Reassessment & New Construction	198	450	550	600
Customer Service	4,431	3,877	4,000	4,500

Assessments: The Assessments program performs the discovery and assessment of personal property, business license, and various excise taxes. Residents of the City are charged a personal property tax for items such as vehicles, trailers, motorcycles, and boats. Businesses must obtain a license to operate in the City and are assessed a tax based on their gross receipts each year. Excise taxes include meals tax, lodging tax, admissions tax and cigarette tax. Businesses that provide goods and services that fall under these local option taxes must remit the tax to the Commissioners’ Office monthly.

Fiscal Year 2016 Goal

- Perform accurate assessments and accounting on the property, goods and services that fall under these local option taxes

Fiscal Year 2016 Objectives

- Process multiple weekly DMV tapes for address and garage jurisdiction accuracy in order to bill and/or abate personal property taxes appropriately.
- Assess and collect all local option taxes. Assist taxpayers and others with questions, concerns, and essential information.

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Projected
Excise Tax Accounts	371	373	375	380
Business License Accounts	3,565	3,764	3,800	3,900
Landlord Licenses	1,314	1,512	1,550	1,550
Vehicles Assessed	26,757	28,254	29,000	29,500
Business Personal Property – Machinery & Tools	2,632	2,914	3,200	3,500
Customers Served	19,698	17,148	17,500	11,000

Audit: The Audit program reviews accounts and collections to ensure proper application of and compliance with City tax ordinances and State Code.

Fiscal Year 2016 Goal

- Ensure compliance and accuracy in all tax assessments.

Fiscal Year 2016 Objectives

- Review tax and business information to help maintain fair and equitable taxation in the City.

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Projected
Amount Assessed/Billed	\$401,266	\$384,225	\$400,000	\$400,000
Amount Paid	\$382,890	\$305,268	\$300,000	\$300,000

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016 Adopted
11	11	11	11

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	588,340	588,602	609,310	609,310	632,020	3.73%
Fringe Benefits	273,015	243,684	301,915	301,915	288,665	(4.39%)
Purchased Services	41,920	45,359	46,500	46,500	48,950	5.27%
Utilities, Communications, & Rentals	14,990	15,480	16,000	16,000	14,975	(6.41%)
Travel & Training	4,400	5,536	5,300	5,300	5,700	7.55%
Dues & Memberships	1,150	1,335	1,395	1,395	1,505	7.89%
Materials & Supplies	6,800	7,350	6,800	6,800	6,250	(8.09%)
Capital Outlay	-	-	-	-	-	-
Total	930,615	907,345	987,220	987,220	998,065	1.10%
Revenues						
Compensation Board	131,140	134,155	133,700	133,700	132,850	(0.64%)
% Recovery	14.09%	14.79%	13.54%	13.54%	13.31%	

Program Budget Summary – Assessors & Equalization

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	5,100	-	-	-	-	-
Purchased Services	6,000	-	7,000	207,000	7,000	(96.62%)
Total	11,100	-	7,000	207,000	7,000	(96.62%)

Significant Program Highlights

- ❖ The increase in Travel and Training can be attributed to the cost of necessary training for our real estate assessment division as well as participation in the Commissioner’s Association Career Development Program. Currently the City receives approximately \$4,500 in additional salary reimbursement from the Compensation Board for the two participants in this program.
- ❖ The City Council will be requested to amend the FY 2016 budget to carryover the amount set aside during FY 2015 for the general re-assessment, so that this important work can be accomplished.

Program Description

The Office of the Commonwealth’s Attorney is responsible for providing the City of Fredericksburg and the Commonwealth of Virginia with legal representation in the prosecution of criminal and serious traffic violations in the Circuit, General District and Juvenile and Domestic Relations Courts. The Commonwealth’s Attorney is also charged with prosecuting asset forfeiture matters. Legal advice is provided to all local and State law enforcement agencies and their officers investigating matters in the City of Fredericksburg.

The Office of the Commonwealth’s Attorney will strive to: hold offenders accountable; attain appropriate dispositions for offenses and offenders; deliver timely and efficient administration of justice; reduce crime and fear of crime; demonstrate competent and professional behavior; ensure that management and administration exhibit efficient and fiscally responsible behavior; work toward consistent and coordinated enforcement efforts and administration of justice in the prosecution of all criminal and serious traffic cases in the City of Fredericksburg.

Fiscal Year 2016 Goal

- Continue aggressive prosecution of crime in the City of Fredericksburg so we can provide a safe and secure environment for those who live, work, and visit the city.

Fiscal Year 2016 Objectives

- Develop strategies to maintain efficiency in criminal prosecutions with the increase in time needed on each case with body camera evidence.
- Manage the office on the first full fiscal year of the new Case Management Software.

Full-time Position Summary

	FY 2013	FY 2014	FY 2015	FY 2016 Adopted
General Fund	12	12	12	12
City Grants Fund	2	2	2	2

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	789,940	792,885	821,969	821,969	847,585	3.12%
Fringe Benefits	340,430	315,477	372,317	372,317	352,830	(5.23%)
Purchased Services	1,300	465	900	900	900	0%
Utilities, Communications, & Rentals	6,500	7,345	6,700	6,700	11,700	74.63%
Travel & Training	4,500	6,273	4,500	4,500	4,500	0%
Dues & Memberships	4,500	4,672	4,800	4,800	6,300	31.25%
Materials & Supplies	18,200	19,856	18,100	18,100	15,300	(15.37%)
Capital Outlay	-	241	-	-	-	-
Total	1,165,370	1,147,213	1,229,286	1,229,286	1,239,115	0.8%
Revenues						
Compensation Board	578,725	603,939	603,370	603,370	609,000	0.93%
% Recovery	49.66%	52.64%	49.08%	49.08%	49.15%	-

Significant Program Highlights

- ❖ The Commonwealth’s Attorney, as a Constitutional Officer, is a shared responsibility between the state and the City.
- ❖ The changes in the operational budget were requested by the Office of the Commonwealth’s Attorney in order to more properly allocate the recommended budget with current needs.
- ❖ The City Grants Fund includes two programs administered by the Commonwealth’s Attorney – a Victim Witness Program and a Domestic Violence special program.

**GENERAL FUND – COMMUNITY PLANNING AND BUILDING DEPARTMENT –
BUILDING SERVICES DIVISION**

Program Description

The mission of Building and Development Services Division is to promote the health, safety and general welfare of the public and to ensure safety to life and property from all hazards incident to building design, construction, maintenance, use, repair, removal or demolition. Each year, the Building and Development Services Division issues approximately 1,800 construction permits and conducts over 10,000 building and site inspections. Programs include:

Fiscal Year 2016 Goal

- Promote the health, safety and general welfare of the public and to ensure safety to life and property from all hazards incident to building design, construction, maintenance, use, repair, removal or demolition.

Fiscal Year 2016 Objective

- Ensure compliance with City ordinances and the Virginia Uniform Statewide Building Code

Building Code Enforcement: The first program is to enforce the Building Code of the Commonwealth. This is most commonly accomplished by the issuance of building permits for all new construction, additions, installations, alterations/remodeling, demolition, changes of use, changes of occupancy, movement of a lot or property line, removal or disturbing any asbestos, and any work not specifically exempted by the Building Code. The program inspects construction and alterations to ensure compliance all applicable building codes.

	FY 13 Actual	FY 14 Actual	FY 15 Projected	FY 16 Projected
Construction Inspections Performed	6,143	6,033	6,200	6,500
Construction Plans Reviewed	947	830	860	1,000
Walk-In Plan Reviews	250	248	250	250
Construction Permits Issued	1,554	1,556	1,660	1,800

**GENERAL FUND – COMMUNITY PLANNING AND BUILDING DEPARTMENT –
BUILDING SERVICES DIVISION**

Site Plan Review: The second is to review site plans to ensure code compliance in the development of land and to promote high standards and innovations in the layout, design, landscaping and implementation of development within the City of Fredericksburg.

	FY 13 Actual	FY 14 Actual	FY 15 Projected	FY 16 Projected
Site Inspections Performed	800	782	800	850
E&S Bi-weekly Maintenance Inspections	850	974	950	950
Lot Grading Plans Reviewed	84	71	90	100

Building Maintenance: The third programmatic function is to enforce the property maintenance code. The property maintenance code regulates the maintenance and repair of existing structures. The property maintenance official also assists in enforcing the general nuisance codes.

	FY 13 Actual	FY 14 Actual	FY 15 Projected	FY 16 Projected
Inoperative Vehicle Complaints	48	77	70	65
Building Maintenance Code Violations	155	266	275	300

Full-time Position Summary Table

FY 2013	FY 2014	FY 2015	FY 2016
10	10	9	9

**GENERAL FUND – COMMUNITY PLANNING AND BUILDING DEPARTMENT –
BUILDING SERVICES DIVISION**

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	532,435	536,747	567,285	567,285	591,165	4.21%
Fringe Benefits	280,215	223,674	276,945	276,945	273,475	(1.25%)
Purchased Services	7,000	2,986	7,000	7,000	4,250	(39.29%)
Utilities, Communications, & Rentals	11,000	6,885	11,000	11,000	10,000	(9.09%)
Travel & Training	2,800	3,194	2,800	2,800	2,800	0%
Dues & Memberships	1,000	550	1,000	1,000	1,000	0%
Materials & Supplies	13,000	10,710	13,000	13,000	12,000	(7.69%)
Capital Outlay	500	144	1,000	1,000	23,000	2200%
Total	847,950	784,890	880,030	880,030	917,690	4.28%
Revenues						
Building Permits	550,000	400,931	550,000	550,000	500,000	(9.09%)
Sign Permits	10,000	7,530	10,000	10,000	10,000	0%
Subdivision Review Fees	20,000	16,300	20,000	20,000	20,000	0%
Site Plan Review Fees	70,000	60,352	70,000	70,000	70,000	0%
Total	650,000	485,113	650,000	650,000	600,000	(7.69%)

Significant Program Highlights

- ❖ Capital Outlay includes funding to replace one vehicle in FY 2016.
- ❖ Based on prior year trends the anticipated revenue collected from building permits have been lowered for FY 2016.

Program Description

The Planning and Community Development department is responsible for overseeing and implementing the goals of the City’s Comprehensive Plan and enforcement of the Zoning Ordinance to ensure that the land use of the City is in accordance with the wishes of the community and the rights of property owners as prescribed by law. Programs include:

Planning: To guide and ensure orderly development in the City by overseeing and implementing the goals of the City’s Comprehensive Plan and by reviewing all new development proposals to ensure they reflect this vision.

Regulatory Processing: Assist citizens and developers through the land use and development process by providing expertise and technical assistance. Provide staff support Planning Commission, Architectural Review Board, Board of Zoning Appeals, Cable Commission and Wetlands Board.

Community Development: Administer the City’s Community Development Block Grant (CDBG) program funding to provide qualifying City residents with housing assistance and public services to promote homeownership, maintain affordable housing stock, and reduce and prevent cases of homelessness. CDBG Funding is located in the City Grants Fund. Required local matching support is funded through a transfer from the General Fund into the City Grants Fund.

Code Enforcement: Enforce provisions of the Zoning Ordinance and Nuisance Ordinance and other applicable statutes in order to better protect the character of the City and the neighborhood quality of life.

Fiscal Year 2016 Goal

- Implement the goals, policies, and initiatives of the City’s Comprehensive Plan and enforce the Unified Development Ordinance (zoning and subdivision regulations) to ensure that the land use of the City is in accordance with the wishes of the community and the rights of property owners as prescribed by law.

Fiscal Year 2016 Objectives

- Provide high quality professional staff support on land use to the City Council, Planning Commission, Architectural Review Board, FAMPO Technical Committee, Board of Zoning Appeals, and Wetlands Board.
- Complete the adoption of an update to the City’s comprehensive plan, and begin work on two neighborhood area plans as funded through the City’s capital budget.
- Protect the character of the City and the quality of life for residential and commercial neighborhoods by fairly enforcing the provisions of the Unified Development and Nuisance Ordinances as well as other applicable statutes.
- Provide qualifying City residents with housing assistance and public services to promote homeownership, maintain affordable housing stock, and reduce and prevent cases of homelessness.

GENERAL FUND – COMMUNITY PLANNING AND BUILDING DEPARTMENT –
PLANNING DIVISION

Application/ Permits	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Zoning Permit (CZU and Bldg Permit)	148 (Waivers 52)	250 (Waivers 75)	250 (Waivers 43)	250 (Waivers 45)
Home Occupation Permit	83 (Waiver 1)	59	60	60
Temporary Activity	14	19	16	15
Sidewalk Café	7	9	10	12
Signs	92	110	100	100
Fences/Accessory Structures	44	52	80	80
Certificate of Appropriateness	53	56	62	62
Rezoning	3	7	5	5
Special Use Permit	13	14	12	12
Special Exception	7	2	3	3
Change of Non- Conforming Use		2	2	2
Preliminary Subdivision Plat		2	2	2
Construction Plan (Subdivision)			3	2
Final Subdivision Plat	24	13	15	15
Residential Lot Grading Plan	72	50	65	65
Major Site Plan	23	9	15	15
Minor Site Plan *		1	4	4

Full-time Position Summary

	FY 2013	FY 2014	FY 2015	FY 2016
General Fund	6	6	7	7
City Grants Fund¹	1	1	1	1

Program Budget Summary

¹ The Community Development Block Grant Planner is funded through the City Grants Fund, and administers the City's Community Development Block Grant program. This person is housed in the Planning Department.

**GENERAL FUND – COMMUNITY PLANNING AND BUILDING DEPARTMENT –
PLANNING DIVISION**

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	404,190	409,415	485,100	485,100	500,720	3.22%
Fringe Benefits	158,160	162,327	216,095	216,095	214,910	(0.55%)
Purchased Services	73,107	29,337	24,700	43,700	41,500	5.03%
Utilities, Communications, and Rentals	5,100	10,559	5,100	5,100	7,000	37.25%
Travel and Training	3,800	7,398	5,450	5,450	6,500	19.27%
Dues & Memberships	1,000	1,065	1,000	2,000	2,000	0%
Materials & Supplies	6,300	7,830	8,100	8,100	8,900	9.88%
Capital Outlay	-	1,844	-	-	-	-
Total	651,657	629,775	745,545	765,545	781,530	2.09%
Revenues						
Re-zoning Fees	1,500	5,650	1,500	1,500	4,500	200%
Home Occupation Permits	6,000	5,800	6,000	6,000	6,000	0%
Special Use Permits	3,500	5,575	3,500	3,500	3,500	0%
BZA Variances	2,000	1,075	1,000	1,000	1,000	0%
ARB Certificate Fees	1,725	1,850	1,725	1,725	1,725	0%
Sidewalk Permits	1,000	350	1,000	1,000	1,000	0%
Sign Permits	10,000	7,530	10,000	10,000	10,000	0%

Significant Program Highlights

- ❖ The funding increase in Purchased Services over the FY 2015 original budget is to assist in the maintenance of historical signs located throughout the City.

Program Budget Summary – Other Commissions

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Architectural Review Board	2,000	-	2,000	2,000	2,000	0%
Board of Zoning Appeals	1,400	-	1,400	1,400	1,400	0%
Clean & Green Commission	3,000	954	3,000	3,000	3,000	0%

Program Description

The City of Fredericksburg provides operational support for three separate courts: the Circuit Court, the Juvenile and Domestic Relations Court, and the General District Court.

The Circuit Court is the trial court of general jurisdiction, and hears all types of cases, including all felony criminal cases, civil cases with large claims, family law cases including divorces, and appeals from the General District Court and the Juvenile and Domestic Relations Courts.

The General District Court hears most traffic cases, misdemeanor cases, preliminary hearings for felony cases, and civil cases involving claims for amounts under a certain threshold.

The Fredericksburg Juvenile and Domestic Relations District Court handles cases involving delinquents, juvenile traffic violations, child abuse and neglect cases, domestic violence cases, custody, visitation and support cases, juvenile mental commitment hearings, and Juvenile Drug Treatment Court.

Program Change – FY 2016

The City will open the new Juvenile and Domestic Relations Court in September 2015 on Princess Anne Street. The Juvenile and Domestic Relations Court will vacate the temporary premises in the 601 Caroline Street building and move to the newly renovated building, which formerly housed the General District Court.

The Circuit Court and the General District Court are housed in the new Fredericksburg Courthouse, which is located at 701 Princess Anne Street.



Performance Measures

	CY 2010	CY 2011	CY 2012	CY 2013	CY 2014
Circuit Court					
Civil Cases Commenced	745	717	756	832	
Criminal Cases Commenced	1,580	2,067	2,423	2,392	
Total	2,325	2,784	3,179	3,224	
Concluded Cases	2,403	1,530	2,106	2,631	
Juries Impaneled	12	10	13	16	
Total Defendants	516	681	718	706	
General District Court					
New Criminal	4,256	2,462	3,329	3,362	3,125
New Traffic	8,718	10,127	8,939	8,008	6,542
New Civil	20,578	19,392	17,087	15,758	17,690
Total	33,552	31,981	29,355	27,128	27,357
J&DR Court					
Juvenile	1,336	1,505	1,498	1,389	1,584
Domestic	1,164	1,147	1,192	1,196	1,262
Total	2,500	2,652	2,690	2,585	2,846

*Source: Caseload data from the Supreme Court of Virginia. Data for Circuit Court for CY 2014 was not available at the time this document was compiled.

Program Budget Summary – Circuit Court

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	70,000	57,022	61,795	61,795	64,030	3.62%
Fringe Benefits	26,950	15,015	28,960	28,960	28,535	(1.47%)
Purchased Services	400	305	400	12,900	15,400	19.38%
Utilities, Communications, & Rentals	4,200	3,869	4,200	4,200	4,200	0%
Travel & Training	500	-	-	-	-	-
Materials & Supplies	2,500	2,325	2,500	2,500	2,500	0%
Capital Outlay	-	-	-	-	-	-
Total	104,550	78,536	97,855	110,355	114,665	3.91%

Program Budget Summary – General District Court

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	9,250	3,679	9,250	9,250	7,100	(23.24%)
Utilities, Communications, & Rentals	15,100	14,977	15,100	15,100	16,000	5.96%
Travel & Training	900	1,083	900	900	1,100	22.22%
Materials & Supplies	5,200	3,740	5,200	5,200	4,400	(15.38%)
Capital Outlay	-	-	-	-	-	-
Total	30,450	23,479	30,450	30,450	28,600	(6.08%)

Program Budget Summary – Juvenile and District Relations Court

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	2,000	665	2,000	2,000	2,000	0%
Utilities, Communications, & Rentals	10,500	7,942	10,500	10,500	9,100	(13.33%)
Travel & Training	500	-	500	500	500	0%
Dues & Memberships	800	450	800	800	600	(25%)
Materials & Supplies	4,000	4,202	4,000	4,000	4,200	5.0%
Total	17,800	13,259	17,800	17,800	16,400	(7.87%)

Program Budget Summary – Special Magistrate Court

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	3,335	7,665	3,000	3,000	3,000	0%
Total	3,335	7,665	3,000	3,000	3,000	0%

Program Budget Summary – Juries

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	29,000	25,990	29,000	29,000	28,000	(3.45%)
Total	29,000	25,990	29,000	29,000	28,000	(3.45%)

Program Budget Summary – Court Appointed Attorney

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	13,000	6,931	13,000	13,000	12,000	(7.69%)
Total	13,000	6,931	13,000	13,000	12,000	(7.69%)

Significant Program Highlights

- ❖ The Circuit Court program includes an increase in purchased services to account for the cost paid to King George County for the City's share of Judge Hewitt's judicial assistant.
- ❖ The decrease in the Special Magistrate Court budget is attributed to no longer making a lease payment for the Magistrate's Office that was formerly located off Lafayette Boulevard. At this point, video magistrate capabilities have been installed at the Fredericksburg Police Department. The Magistrate Office staff has been relocated to the Rappahannock Regional Jail. The funds remaining in this account are used for maintenance services costs associated with the video magistrate system.
- ❖ All other adjustments have been made based on historical spending patterns.

Program Description

The Department of Economic Development and Tourism works to increase tax revenues to the City through business expansion, retention, and development. Tourism development and marketing is recognized as an essential revenue generator for the City and receives emphasis beyond a traditional economic development program. Programs include:

Economic Development: Business recruitment and retention, increased and improved employment and increased revenue to the city are the primary functions of economic development. This is achieved through marketing efforts, increased communication and advocacy, and utilizing local, state and federal business programs to the benefit of new or existing city businesses.

Fiscal Year 2016 Goal

- Attract and retain quality businesses in order to maintain the City’s strong tax base as well as attract nonresidents to increase travel related taxable sales.

Fiscal Year 2016 Objectives

- Manage the development process of an Economic Development Strategic Plan.
- To influence travel purchase decisions to the benefit of city businesses
- Increase the number of businesses that choose Fredericksburg as their business location.

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Projected
Meals and lodgings tax revenue	\$10,802,650	\$10,902,025	\$11,218,615	\$11,325,000
Number of new business licenses issued	54	59	65	70

Tourism: Increasing travel-related taxable sales from groups, meetings and conventions and independent travelers recruited through print and electronic media, sales and marketing efforts and excellent services providing a high quality visitor experience are the goals of the tourism division.

Fiscal Year 2016 Goal

- Promote Fredericksburg to groups, meetings and conventions

Fiscal Year 2016 Objectives

- Increase the number of people who visit Fredericksburg as part of a pre-formed group.

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Projected
Group & Meeting Visitation Bookings	1,804	2,053	2,150	2,200

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
6	6	6	6

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	524,165	517,233	550,196	550,196	569,650	3.54%
Fringe Benefits	186,670	173,241	197,118	197,118	196,045	(0.54%)
Purchased Services	146,780	123,105	135,000	143,918	237,000	64.68%
Utilities, Communications, and Rental	22,550	17,182	22,550	22,550	22,550	0%
Travel & Training	32,315	30,269	32,315	32,315	32,500	0.57%
Other Non-Personal	8,000	7,653	8,000	8,000	8,500	6.25%
Dues & Memberships	6,000	4,735	6,000	6,000	6,000	0%
Materials & Supplies	43,271	40,330	45,550	45,550	49,600	8.89%
Capital Outlay	10,194	2,278	-	7,915	-	(100%)
Total	979,945	916,026	996,728	1,013,562	1,121,845	10.68%
Revenues						
Visitor Center Ticket Sales	10,000	11,613	11,000	11,000	12,000	9%
Visitor Center Retail Sales	19,000	27,279	19,000	19,000	23,000	21%
Total	29,000	38,892	30,000	30,000	35,000	16.67%

Significant Program Highlights

- ❖ The major increase in this budget is \$85,000 in one time funding to complete an Economic Development Strategic Plan. The funding for this is located in the purchased services line items. Also in that grouping of funds is \$7,000 in additional funding for design and development services for print projects.

Program Description

Fredericksburg Fire Department EMS Division provides emergency medical care and transport service to the citizens of Fredericksburg and its visitors. The EMS Division also provides services through mutual aid agreements for emergency service to our neighboring counties. The thirteen positions in the EMS Division are filled by Emergency Medical Intermediates and Emergency Medical Paramedics. The EMS Division also employs qualified part-time personnel that are utilized when employees are sick, on vacation, training, or a vacancy exists. The EMS Division staffs two advanced life units for treatment and transport and respond to over 3,000 emergency calls from Fire Station 1 and Fire Station 2. The typical work schedule for our emergency medical personnel is Monday through Sunday, providing emergency care 12.5 hours each of those days.

Fiscal Year 2016 Goal

- Maintaining the highest level of emergency medical services to the City of Fredericksburg residents and visitors.

Fiscal Year 2016 Initiatives

- Continue to increase the number of calls for service answered by either the Fredericksburg Fire Department EMS Division or Fredericksburg Rescue Squad in order to reduce the number of mutual aid calls and calls for assistance answered by the Fire Suppression personnel of the Fire Department.
- The City Council’s Goals and Initiatives document for the current Council term includes an Initiative to provide ALS coverage by City Fire Department EMS Division personnel on a 24/7/365 basis. The provision of two additional EMS workers will enable the Fire Department to continue progress towards that goal, while continuing to partner for coverage with the Fredericksburg Rescue Squad.

	FY2013 Actual	FY2014 Actual	FY2015 Estimate	FY2016 Estimate
EMS Calls for Service	2,361	2,763	3,036	3,100
Revenue Recovery	\$762,578	\$787,368	\$815,000	\$820,000

Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
8	8	11	13

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	488,495	496,244	652,475	652,475	776,990	19.08%
Fringe Benefits	224,110	227,526	305,077	305,077	365,885	19.93%
Purchased Services	59,560	47,923	60,560	60,560	72,060	18.99%
Other Non-Personal	40,000	43,404	40,000	40,000	45,000	12.5%
Materials & Supplies	80,900	75,286	83,900	85,293	97,400	14.19%
Capital Outlay	15,000	13,892	-	-	12,500	-
Total	910,375	905,746	1,144,322	1,145,715	1,371,835	19.74%
Partners						
Fredericksburg Rescue Squad	250,000	250,000	250,000	250,000	250,000	0%
REMS	7,040	7,040	7,040	7,040	7,100	0.85%
Total EMS - Operating Revenues	1,167,415	1,162,786	1,317,462	1,402,755	1,628,935	16.12%
EMS Fee-for-Service	700,000	787,368	803,000	803,000	820,000	2.12%

Significant Program Highlights

- ❖ The budget includes funding for two additional Firefighter Medics. Three additional medics were approved in the FY 2015 budget. The additional medics approved in FY 2015 allowed the City to supplement EMS coverage with an Advanced Life Support – level crew during the daytime on weekends. The Fire Department will utilize the two additional medics to further progress towards City Council’s goal of ensuring ALS coverage 24 hours / 7 days per week.
- ❖ Capital Outlay includes funding for turnout gear and other safety equipment.
- ❖ The Public Safety Capital Fund includes funding to replace an ambulance for the Fredericksburg Fire Department in FY 2016 as well as complete station upgrades that benefit staff in the Fire and EMS divisions. During FY 2014 a replacement ambulance was purchased for the Fredericksburg Rescue Squad.

Program Description

The Fredericksburg Fire Department Hazardous Materials Team consists of personnel that provide assistance to other jurisdictions in emergency situations by request from the Virginia Emergency Operations Center (VEOC). The Fredericksburg team is one of 13 teams throughout the Commonwealth and covers 10 localities. The team members certification levels range from the Technician (80 hours of specialized training) to the Specialist (240 of specialized training).

Fiscal Year 2016 Goal

- Continue to keep members trained certified in the highly specialized area of hazardous material response

Fiscal Year 2016 Objectives

- Secure grant funding to update Hazmat specific equipment

Measure	FY2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Team Activation	4	4	5	6

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	-	11,479	15,000	15,000	15,000	0%
Fringe Benefits	-	1,319	-	-	-	-
Purchased Services	24,680	15,019	26,480	25,045	26,480	5.73%
Materials & Supplies	5,000	8,562	-	1,435	-	(100%)
Capital Outlay	-	10	-	-	-	-
Total	29,680	36,388	41,480	41,480	41,480	0%

Significant Program Highlights

- ❖ Materials and Supplies is allocated in order to allow for the purchase of hazardous materials response supplies. The state will reimburse the City for the cost of hazardous material incident responses.
- ❖ To better categorize costs, beginning in FY 2015 it is recommended that the Hazmat overtime be directly paid out of this departmental budget to ease tracking for reimbursement and better categorize local expenditures.

Program Description

The mission of the Fredericksburg Fire Department is to enhance the quality of those who live, work or visit the City of Fredericksburg by providing highly trained and courteous personnel for rapid response to their needs. Our mission statement includes, but is not limited to, the preservation of life, property and the environment. The Fredericksburg Fire Department protects an estimated \$5 billion dollars in real and personal property while serving a population in excess of 25,000.

Fire Administration – Manages the daily operations of the Fire Department, support services staff, training, grant processes and Emergency Management. The training aspect provides in-service training for our emergency providers as well as CPR and AED training for all City staff.

Fiscal Year 2016 Goal

- Educating the public on fire safety has proven to be the best method of prevention.
- Continue education and recertification of staff in order to provide the best service possible in order to mitigate loss of life and property in the event of a fire

Fiscal Year 2016 Objectives

- Use training, social media and safety videos in order to increase awareness about fire prevention
- Provide education and recertification to ensure familiarity with new processes, building materials, vehicles and medical protocols.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Open House Attendees	1,000	500	750	750
Fire Safety	2,454	2,653	2,675	2,750
Social Media Likes	762	1,880	2,200	2,500
Safety Video Views	300	10,000	15,000	15,000
Courses	9	10	10	10
Hours	649.5	688	690	690
Students	1,825	1,852	1,853	1,855

GENERAL FUND – FIRE DEPARTMENT

Fire Prevention –Responsible for all of the inspections and re-inspections required per the Statewide Fire Prevention Code, inspection of vendors at special events, the issuance of Fire Permits (yearly and special events), Fire Lane violations and the Smoke Detector Program which provides and installs smoke detectors to any Fredericksburg.

Fiscal Year 2016 Goal

- Ensuring fire prevention by yearly inspections as mandated by the VA Statewide Fire Prevention Code.

Fiscal Year 2016 Objectives

- Increase the number of inspections completed in FY 2016.
- Property inspect and permit special events in the City to make sure residents and visitors have a safe experience.

	FY13 Actual	FY14 Estimate	FY15 Estimate	FY16 Estimate
Inspections	1,650	1,673	1,822	1,835
Re-Inspections	400	427	657	660
B&D Fire Inspections	519	589	595	600
Special events	159	155	157	160
Fire Permits Issued	429	458	460	465

Fire Suppression – Basic line of defense responding to alarms, public service calls, motor vehicle accidents, gas leaks, structure fires, emergency service lift assists, tours and public education. The Fire Suppression Division consists of a three-platoon system which provides fire suppression and medic assistance to City residents. Each platoon consists of one Battalion Chief, one Lieutenant, two Sergeants and nine Firefighters/EMTs/Paramedics.

Fiscal Year 2016 Goal

- Continue safe response to calls for service within the City and mutual aid for surrounding localities while minimizing loss of property and lives and maintaining NFPA compliance.

Fiscal Year 2016 Objectives

- Maintain or decrease average response time to calls for services
- Maintain or decrease number of mutual aid calls received.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Calls for Service	5,087	5,311	5,568	5,575
Average Response Time	6.5 min.	6.6 min.	6.4 min.	6.3 min.
Mutual Aid Given	684	235	240	240
Mutual Aid Received	810	785	771	765

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
44	44	44	44

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	2,784,450	2,748,405	2,803,135	2,803,135	2,850,920	1.70%
Fringe Benefits	1,337,170	1,317,062	1,437,040	1,437,040	1,406,865	(2.10%)
Purchased Services	156,750	222,635	166,750	166,750	226,850	36.04%
Utilities, Communications, & Rentals	46,500	52,213	46,500	46,500	49,500	6.45%
Travel & Training	5,500	7,922	5,500	5,500	7,500	36.36%
Dues & Memberships	1,900	1,833	1,900	1,900	1,900	0%
Materials & Supplies	171,250	152,502	173,750	171,983	165,325	(3.87%)
Capital Outlay	109,400	77,652	174,100	184,731	104,000	(43.70%)
Total	4,612,920	4,580,224	4,808,675	4,817,539	4,812,860	(0.1%)

Significant Program Highlights

- ❖ Repair and Maintenance costs have increased over the past three fiscal years; an additional \$58,950 is included to cover those needs and is located in the Purchased Services category.
- ❖ Capital Outlay includes funding for various fire equipment replacement plus replacements for radio equipment.
- ❖ The Public Safety Capital Fund includes funding for the continued replacement of SCBA equipment.

Program Description

The Department of Fiscal Affairs manages the accounting and auditing functions for the City of Fredericksburg. This includes the centralized accounting, the centralized processing of payroll, and the processing of the City’s accounts payable transactions. The City’s utility billing functions are also coordinated by the Department of Fiscal Affairs; however, the funding for the Utility Billing function is located in the Water and Sewer Funds. The preparation of bills for monthly parking contract customers using the Parking Garage usage is another function performed by the Fiscal Affairs Department.

Accounting and Audit Preparation: The Department of Fiscal Affairs is responsible for keeping accurate accounting records for all City financial transactions. The City Fiscal Affairs Department prepares the financial reports for the City, including the reports necessary for the annual audit and the production of the City’s Comprehensive Annual Financial Report. The City’s independent auditors evaluate and report on the City’s efforts in this regard.

Fiscal Year 2016 Goal

- Account and record all City financial transactions accurately and efficiently.

Fiscal Year 2016 Objectives

- Establish a Procurement Division of the Office to manage a more centralized purchasing strategy for the City. The budget includes funding for a Purchasing Agent position, which was a key observation of the Novak Organizational Study.
- Improve financial, procurement and purchase card polices by the end of the fiscal year
- Produce a Comprehensive Annual Financial Report that wins a Government Finance Officer Association Award

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
GFOA Award	YES	YES	YES	YES

Utility Billing: The Department of Fiscal Affairs houses the utility billing function for the City, which is financed by the Water and Wastewater Operating Funds. Utility Billing prepares bills and maintains utility accounts. Field work, such as meter reading, is handled by Public Works employees, and the sending and collecting of bills is conducted by the City Treasurer.

Budgetary information for Utility Billing is reflected in the Water and Wastewater Operating Fund summary tables.

Fiscal Year 2016 Goal

- Manage the billing, customer service and account manage aspects for water, sewer and trash services

Fiscal Year 2016 Objectives

GENERAL FUND – FISCAL AFFAIRS

- Improve tracking and data collection on trash services
- Establish desired set of performance management data

Full-time Position Summary

	FY 2013	FY 2014	FY 2015	FY 2016
Fiscal Affairs	7	7	7	8
Utility Billing	2	2	2	2

Program Budget Summary – Fiscal Affairs

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	425,820	437,815	452,540	452,540	517,125	14.27%
Fringe Benefits	184,630	173,978	205,990	205,990	230,610	11.95%
Purchased Services	25,600	17,310	25,600	25,600	25,300	(1.17%)
Utilities, Communications, & Rentals	3,900	6,011	3,900	3,900	6,150	57.69%
Travel & Training	700	512	700	700	3,000	328.57%
Dues & Memberships	1,875	2,145	1,875	1,875	2,500	33.33%
Materials & Supplies	4,850	5,869	4,850	4,850	4,700	(3.09%)
Capital Outlay	4,000	-	-	-	-	-
Total	651,375	643,640	695,455	695,455	789,385	13.51%

Program Budget Summary – Independent Auditor

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Purchased Services	78,250	78,789	67,250	67,250	71,150	5.8%
Utilities, Communications, & Rentals	50	29	50	50	-	(100%)
Dues & Memberships	800	-	800	800	800	0%
Total	79,100	78,818	68,100	68,100	71,950	5.65%

Program Budget Summary – Postage Machine

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Purchased Services	5,000	3,168	5,000	5,000	4,000	(20%)
Total	5,000	3,168	5,000	5,000	4,000	(20%)

Program Budget Summary – Copy Machine

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Utilities, Communications, & Rentals	15,350	16,781	15,350	15,350	16,900	10.10%
Materials & Supplies	3,000	3,706	3,000	-	3,700	-
Total	18,350	20,487	18,350	15,350	20,600	34.2%

Significant Program Highlights (Fiscal Affairs)

- ❖ The increase in the Fiscal Affairs budget can be attributed to the addition of a Purchasing Agent position. Funding for this position will be split between the General, Water, Wastewater and Transit Funds. The entire cost of this position on the expenditure side is recognized in the Fiscal Affairs budget with revenue being transferred in from the other funds to cover their portion of the position. Government purchasing has many rules and regulations, especially when related to federal dollars which requires additional procedures to be followed. The addition of this position was the number one recommendation of the Novak Organizational Study, and the need for this position was reinforced by the findings of the Federal Transit Administration’s Triennial Review of FRED Transit.
- ❖ The increase in travel and training is to support the development of the employees in Fiscal Affairs who are currently or show interest in pursuing additional training through the Virginia Government Finance Officer’s Association.
- ❖ The increase in utilities and communications is to cover the true cost of the copier and telecommunications systems.

Program Description

The Human Resources Department provides services to the City Government function by addressing needs of the human element in the organization.

Human Resources Administration: The Human Resources Department is responsible for a variety of activities which can be summarized as Human Resources Administration. This includes recruitment and selection, employee training, classification and compensation, administering employee grievances, and general policy formulation and administration. The City is responsible for writing, revising, and administering a variety of Human Resources policies, some of which are internal and some of which are responses to external mandates, such as the Fair Labor Standards Act or the Family and Medical Leave Act.

Fiscal Year 2016 Goals

- Compete for top area talent with effective recruitment strategies and efficient recruitment processes.
- Support the talent development of our employees through professional and career development.
- Provide for a policy review of Human Resources policies to ensure that they are adequate, up-to-date, and that management and supervisory employees are well-trained and knowledgeable on them.
- Work to improve internal communications with employees

Fiscal Year 2016 Objectives

- Improve the application process for candidates to offer them the best information about an open position and a convenient way to apply.
- Increase the trainings offered employees to aid in their development.
- With the assistance of the City Attorney’s Office, finalize and implement a Hiring Manual to assist the organization in the hiring process. Other policies and procedures scheduled for review and / or training include:
 - Discipline and grievance procedures
 - Family & Medical Leave Act and other leave policies
- Improve internal communications with employees through an employee newsletter and information technology (such as the web page).

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Applications received	3,543	2,711	2,000	2,500
Payroll Changes Processed	1,413	1,287	1,440	42
Scheduled Orientations	26	26	33	26

GENERAL FUND – HUMAN RESOURCES

Benefits Administration: The Human Resources Department is responsible for the administration of the City’s very competitive package of employee benefits. Activities include accepting and processing retirement applications, and procuring and administering health insurance benefits. Other benefits include group life insurance, flexible spending accounts, dental insurance, retiree health insurance packages, employee assistance programs, and employee wellness.

Fiscal Year 2016 Goals

- Promote the achievement of health, wellness and safety of our employee community.
- Continue to assist employees in navigating interactions with various benefit providers such as VRS and our health insurance providers.
-

Fiscal Year 2016 Objectives

- The City’s contract with Cigna for the administration of the health care plan will expire at the close of FY 2016. The Human Resources Department will work to re-bid the administrative services and reinsurance for the City’s health insurance benefits.

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Retirements	24	18	16	25
Training through HR	20	18	25	30
Accident Investigation Packets Prepared	120	109	108	100

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
3	3	3	3

Program Budget Summary

Expenditures	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	190,200	188,618	195,510	195,510	200,550	2.58%
Fringe Benefits	84,650	70,258	92,450	92,450	92,845	0.43%
Purchased Services	51,200	46,914	51,200	51,200	60,750	18.65%
Utilities, Communications, & Rentals	2,300	1,688	2,300	2,300	1,950	(15.22%)
Travel & Training	2,750	5,362	2,750	2,750	4,800	74.55%
Dues & Memberships	1,000	889	1,000	1,000	1,000	0%
Materials & Supplies	4,600	4,293	4,600	4,600	4,200	(8.7%)
Capital Outlay	-	-	-	-	-	-
Total	336,700	318,021	349,810	349,810	366,095	4.66%

Significant Program Highlights

- ❖ The Human Resources budget includes funding in purchased services for professional recruiting assistance as needed to replace key positions.

Program Description

The mission of the Information Technology Department is to provide secure, efficient and effective information technology systems and services to support City departments in accomplishing their missions and goals. Information Technology affects the quality of work in all departments, and every employee in their service to the citizens of Fredericksburg.

Applications: IT provides comprehensive services in the research, evaluation and deployment of new application systems, support and enhancement of existing business systems, process improvement/re-engineering, systems acquisition support, project management, and day to day problem identification and resolution.

Fiscal Year 2016 Goals

- Research, evaluate and deploy new application systems, support and enhance existing business systems; improve/re-engineer work processes, provide systems acquisition support, project management, and day to day problem identification and resolution.

Fiscal Year 2016 Objectives

- Complete at least 30 projects per year for City stakeholders.
- Work with stakeholders to manage the vendor selection process, subsequent contracts, project schedule, deliverables, and budget for the effective and efficient implementation and maintenance of systems at the agreed upon due date and established budget at least 85% of the time.

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Number of projects completed	29	37	31	33
Percentage of Projects Completed on-Time	90%	85%	87%	90%
Percentage of Projects Completed within Budget	97%	93%	93%	95%

eGovernment: IT offers webpage design and support services for all City departments and agencies, and provides methods of communication with the public which have been expanded to include on-line fillable form submission. Citizens can pay City bills on line and use other eServices. New services planned with the website redesign this year include automated notifications, RSS feeds, and citizen request tracking.

Fiscal Year 2016 Goals

- Maintain and continuously enhance the City’s Website by keeping it up-to-date and optimized for new Internet technologies, which enables citizens to communicate with the City 24 hours a day/7 days a week – anytime, anywhere.

Fiscal Year 2016 Objectives

- Enable individual departments to update citizens and other website visitors with important and current City information by providing ongoing training and support, maintaining a user-friendly content management system, and providing automated notification functionality

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Number of Website Visits	326,773	406,765	434,700	450,000
Number of citizen notification subscriptions		2,882	3,882	4,880

Geographic Information Systems: IT provides geographical information to citizens and staff through the Internet, Intranet, desktop applications, direct system interfaces, and traditional mapping products. GIS is used for the enhancement of public safety, land development, and business systems by providing seamless access and easy methodologies to spatially view data according to geographical location.

Fiscal Year 2016 Goals

- Provide geographical information to citizens and staff through various mediums for the enhancement of public safety, land development, and business systems.

Fiscal Year 2016 Objectives

- Maintain parcel information, build new data layers and access paths to aid departments in leveraging the City’s GIS in service to our citizens.

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Percentage of Departments using GIS	76%	81%	81%	81%
GIS Website Pageviews	119,362	123,622	138,832	143,832
Pictometry Views – internal staff		4,338	4,500	4,500

Network Security: IT designs, administers, maintains, supports and optimizes the City’s local and wide area network systems (including the new Citywide Fiber Network), servers and firewalls, ensures the stability, security and integrity of all systems through the appropriate application of anti-virus and content filtering. Work involves monitoring operations of critical equipment, as well as reviewing log files and reports to prevent security breaches.

Fiscal Year 2016 Goals

- Design, administer, maintain, support and optimize the City’s local and wide area network systems (including the new Citywide Fiber Network), servers and firewalls; ensure the stability, security and integrity of all systems through the appropriate application of anti-virus and content filtering.

Fiscal Year 2016 Objectives

- Work involves monitoring operations of critical equipment, as well as auditing log files and reports to prevent security breaches and meet PCI compliance, which requires all staff (100%) be trained annually on IT security. Maintain adequate data backups, and ensure system availability at least 98% of the time through critical security updates and policy application.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
6	6	6	7

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	378,765	387,413	422,030	412,749	482,405	16.88%
Fringe Benefits	159,900	170,740	183,125	183,125	228,695	24.88%
Purchased Services	468,052	410,319	455,250	502,310	515,250	2.58%
Utilities, Communications, & Rentals	57,790	55,846	53,885	55,485	58,720	5.83%
Travel & Training	7,500	1,732	9,230	9,230	8,700	(5.74%)
Dues & Memberships	1,484	988	1,710	1,710	1,400	(18.13%)
Materials & Supplies	11,350	10,544	11,150	7,855	9,690	23.26%
Capital Outlay	35,521	35,607	-	1,138	-	(100%)
Total	1,120,362	1,073,189	1,136,380	1,173,602	1,304,860	11.18%

Significant Program Highlights

- ❖ After the completion of the Information Technology strategic plan, it was determined that the department was in need of additional staffing. The FY 2016 Budget includes funding for a PC Technician position. This position will allow for the IT Department to better serve City employees by increasing the ability to fulfill requests for assistance with technology. The total cost for this position is \$70,085.

GENERAL FUND – INSURANCE

Program Description

The City budget and chart of accounts provides for the overall general commercial liability premiums of the City and the automobile liability coverage to be paid from non-departmental accounts in the General Fund. Worker's compensation and employee health insurance premium charges are allocated to departments and are not included here.

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Fringe Benefits	-	10,290	33,000	33,000	35,000	6.06%
Purchased Services	20,000	-	23,000	23,000	25,000	8.70%
Utilities, Communications, and Rental	749,100	697,233	816,990	816,990	841,700	3.02%
Total	769,100	707,523	872,990	872,990	901,700	3.29%

Significant Program Highlights

- ❖ A small amount of funding is included for unemployment insurance, which is allocated throughout the year based upon need.

Program Description

The City of Fredericksburg provides an emergency communications center that serves as the initial point of contact for public safety calls for the City, including police, fire, and emergency medical services. The Police department operates and maintains a modern state-of-the-art public safety communications system, appropriately identified as the "Fredericksburg Emergency Communications Center." The communications center is a consolidated environment that coordinates the response efforts for Police, Fire, and Emergency Medical Services within the city limits, as well as to areas surrounding the city through mutual aid agreement. High quality equipment and personnel serve to enhance the ability of the center to maximize the response of public safety personnel and equipment in meeting the needs of the service area.

The Emergency Communications Center is staffed by certified communications personnel and provides twenty-four (24) hour, telephone access for emergency or non-emergency requests for service

Fiscal Year 2016 Goal

- Effectively and Efficiently Process Calls in the E911 Communications/Public Safety Answering Point (PSAP)

Fiscal Year 2016 Objectives

- Process calls as outlined in national standards

Performance Measures

Calls Dispatched	FY13 Actual	FY14 Actual	FY15 Estimate	FY15 Estimate
Answer 95% of calls within 15 seconds		99.7%	99.8%	100%
Answer 99% of calls within 40 seconds		100%	100%	100%
Answer 90% of calls within 10 seconds during busy day/hour		95.2%	100%	100%

** includes all police, fire and EMS emergency events.*

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
16	16	16	16

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	734,760	756,505	752,847	752,847	777,555	3.28%
Fringe Benefits	340,825	307,190	374,133	374,133	381,750	2.04%
Purchased Services	23,900	23,466	16,840	15,694	53,385	240.16%
Utilities, Communications, & Rentals	62,375	61,817	64,525	64,525	33,055	(48.77%)
Travel & Training	6,000	6,389	6,000	6,000	6,000	0%
Materials & Supplies	7,790	11,204	8,750	9,777	7,950	(18.69%)
Capital Outlay	13,030	13,104	2,960	3,079	2,100	(31.8%)
Total	1,188,680	1,179,674	1,226,056	1,226,055	1,261,795	2.92%
Revenue						
Wireless E911	150,000	164,857	175,000	175,000	165,000	(5.7%)

Significant Program Highlights

- ❖ The FY 2016 budget includes additional funding necessary to fund the software maintenance. This maintenance program is expended in the purchased services category. The software is out of warranty but under a maintenance contract for one more year until it is replaced in FY 2017.
- ❖ Capital Outlay includes funding to replace two touch screen monitors as well as two Emergency Medical Dispatch racks.
- ❖ Communications has secured a grant for \$1,000 to pay for attending the Virginia Association of Communications Officers conference; this is reflected in their budget.

Program Description

The City of Fredericksburg Police Department is a full service law enforcement organization and is subdivided into three divisions: Patrol, Detective, and Support Services. Each division is commanded by a Captain who reports directly to the Chief of Police. The Police Department has been awarded full accreditation by the Commission on Accreditation for Law Enforcement Agencies, and provides continuous law enforcement protection to the community.

Patrol Division: The Patrol Division is comprised of VA DCJS-certified police officers, supervisors, and specialists, enables the Fredericksburg Police Department to provide competent and professional police services to the citizens of Fredericksburg. The Patrol Division has overall law enforcement jurisdiction within the city limits, which encompasses criminal and traffic jurisprudence outlined in the Code of Virginia and the Ordinances of the City of Fredericksburg. Additional officers assigned to the Patrol Division include Community Policing, Animal Control, Parking Enforcement, Auxiliary, K-9 and School Resource. The ancillary functions of Crisis Negotiation and the Special Equipment Tactical Team (SETT) are also under the command of the Patrol Division

Fiscal Year 2016 Goals

- Increase Highway Safety
- Reduce Fear and Enhance Personal Safety

Fiscal Year 2016 Objectives

- Enforce high-risk driving offenses (speeding, red lights, reckless and impaired driving)
- Engage in crime prevention and safety education and reduce complaints

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
All Accidents with Injury or Possible Injury	88	96	80	75
Impaired Driving Accidents	55	51	45	42
DUI	253	197	240	250
Reckless Driving	291	237	250	260
Red Light	270	220	270	280
Speeding	2,619	1,780	2,000	2,000
Crime Prevention Classes/Events		15	15	15
Personal Safety Classes/Events	8	5	8	8
Citizen Generated Quality of Life Complaints	721	632	600	600

GENERAL FUND - POLICE DEPARTMENT

Detective Division: The Detective Division supports patrol officers by providing follow-up investigations on major and specialized crime incidents. Examples of some of the crimes that are investigated by the Detective Division are homicides and suspicious deaths, sex crimes, serial assaults, burglaries, arsons, frauds, domestic violence, forgeries, worthless checks and white collar crimes.

Fiscal Year 2016 Goal

- Hold Offenders to Account
- Reduce Domestic Violence Victimization

Fiscal Year 2016 Objective

- Use investigative technology to meet or exceed the national clearance rate
- Utilize best practices in domestic violence response; utilize victim advocate services within agency

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
AFIS Submissions	177	268	300	320
DNA Submissions	11	24	25	25
LInX Usages	2,126	2,224	2,600	2,700
Field Contact Entries	172	274	280	290
Repeat Domestic Violence Offenders	45	43	41	39
Victim Advocate Contacts	347	425	435	450
City Offense Clearance Rates National Average Listed with each Offense Category				
	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Robbery (28%)	22%	41%	33%	33%
Aggravated Assault (55%)	75%	77%	70%	70%
Burglary (12%)	23%	11%	20%	20%
Larceny (22%)	29%	34%	30%	30%
Motor Vehicle Theft (11%)	13%	22%	20%	20%

GENERAL FUND - POLICE DEPARTMENT

Support Services: The Administrative Services Divisions main purpose is to support the working functions of the Patrol Division, Detective Division and Emergency 911 Center. It is primarily comprised of non-sworn personnel responsible for payroll, supply, evidence storage, records retention, data entry, crime analysis and applicant processing.

Fiscal Year 2016 Goal

- Affirm Police Legitimacy
- Enhance Transparency

Fiscal Year 2016 Objective

- Engage the community and uphold professional standards to affirm police legitimacy
- Respond to all Freedom of Information Act (FOIA) inquiries from the public in a timely manner

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Number of Sustained Complaints Against Employees	14	16	15	15
Number of Events of Non-Compliant with Use of Force Policy	0	2	0	0
Number of FOIA Requests Received		127	130	130
Number of FOIA Requests Responded		127	130	130

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
79	79	80	81

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	4,235,820	4,200,668	4,446,950	4,450,994	4,727,465	6.21%
Fringe Benefits	2,184,475	2,129,515	2,362,831	2,362,831	2,423,215	2.56%
Purchased Services	177,225	180,000	204,540	212,380	212,240	(0.07%)
Utilities, Communications & Rentals	163,460	157,753	161,400	161,400	159,000	(1.49%)
Travel & Training	24,800	25,918	25,115	41,115	31,615	(23.11%)
Other Non-Personal	2,000	1,742	2,000	2,000	2,000	0%
Dues & Memberships	5,325	5,577	5,325	5,325	5,525	3.76%
Materials & Supplies	361,175	366,724	351,735	333,538	339,035	1.65%
Joint Operations	32,500	32,334	36,000	36,000	36,000	0%
Capital Outlay	296,170	302,583	210,500	222,600	206,500	(7.23%)
Total	7,482,950	7,402,815	7,806,396	7,828,183	8,142,595	4.02%
Revenues						
State Aid – HB 599	814,730	778,544	778,545	778,545	755,000	(3.02%)

Significant Program Highlights

- ❖ The FY 2016 Budget includes increasing the General Fund full time equivalents in the Police Department by one police officer position. Grant funding for a Community Police Officer expires, and the position will be moved from the City Grants Fund and to the General Fund and paid for with local funding. The net increase to the general fund is \$40,675.
- ❖ The increase in the Purchased Services category can be attributed to combining the funding from the Police Auxiliary budget into the main Police budget.
- ❖ The overall decrease in funding for Materials and Supplies can be attributed to lower fuel prices but this category does see an increase in \$25,500 to purchase replacement police equipment.
- ❖ Capital Outlay includes funding necessary to replace seven vehicles.
- ❖ The Public Safety Capital Fund includes \$100,000 as the City’s contribution to the Tactical Building with classrooms for firearms training located at the Stafford Sheriff’s Office Range. The City currently pays shared costs to Stafford County for use of the outdoor range.
- ❖ The Public Safety Capital Fund includes \$74,000 to purchase vehicle cameras for the new vehicles that are recommended for purchase in FY 2016.

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES –
ADMINISTRATION

Program Description

The Administration Division of the Parks, Recreation & Public Facilities Department provides the administrative basis for the overall department, with offices located in the Dorothy Hart Community Center. The Administration Division of the Parks, Recreation & Public Facilities Department also provides staff support to the City’s Recreation Commission.

Fiscal Year 2016 Goal

- To efficiently and effectively manage the business aspects of Parks, Recreation and Public Facilities

Fiscal Year 2016 Objectives

- To evaluate opportunities for additional contracting of facility and park maintenance operations and recommend at least one new area in each division.
- Successfully manage the transition period created by the retirement of the current Director.
- Maintain PCI and financial compliance on all transactions handled by PRPF.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
4	4	5	5

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	383,730	377,175	384,138	384,138	396,250	3.15%
Fringe Benefits	122,200	142,578	153,639	153,639	151,845	(1.17%)
Purchased Services	9,250	3,960	19,250	19,250	18,950	(1.56%)
Utilities, Communications, and Rental	57,000	49,861	57,000	57,000	50,000	(12.28%)
Travel & Training	3,750	3,795	3,750	3,750	6,000	60%
Dues & Memberships	17,000	15,054	17,000	17,000	19,000	11.76%
Materials & Supplies	17,500	13,023	17,500	17,500	15,000	(14.29%)
Capital Outlay	-	3,739	-	-	-	-
Total	610,430	609,185	652,277	652,277	657,045	0.73%

Significant Program Highlights

- ❖ There are no significant programmatic changes recommended in the FY 2016 budget.

Program Description

The Dixon Aquatics Facility is located in Dixon Park and includes a pool with a zero-depth entry area, lap pool, waterslide, bath house, concession area, outdoor pavilion, and sunbathing area. The facility is available for general use, water classes, swimming lessons, special events and rentals for private events. City Council declared that City residents were to be admitted to the Facility free of charge. Non-city residents are still required to pay an admission fee.

Fiscal Year 2016 Goal

- Provide a safe and fun environment for pool attendees during the summer 2015 season

Fiscal Year 2016 Objectives

- Ensure the safety, welfare and security of residents and visitors who utilize Dixon Pool by maintaining certifications of “C.P.R. for the Professional Rescuer” for all guards.

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Attendees	15,098	16,120	20,000	20,000
Swimmers in Swim Lessons	300	318	325	325

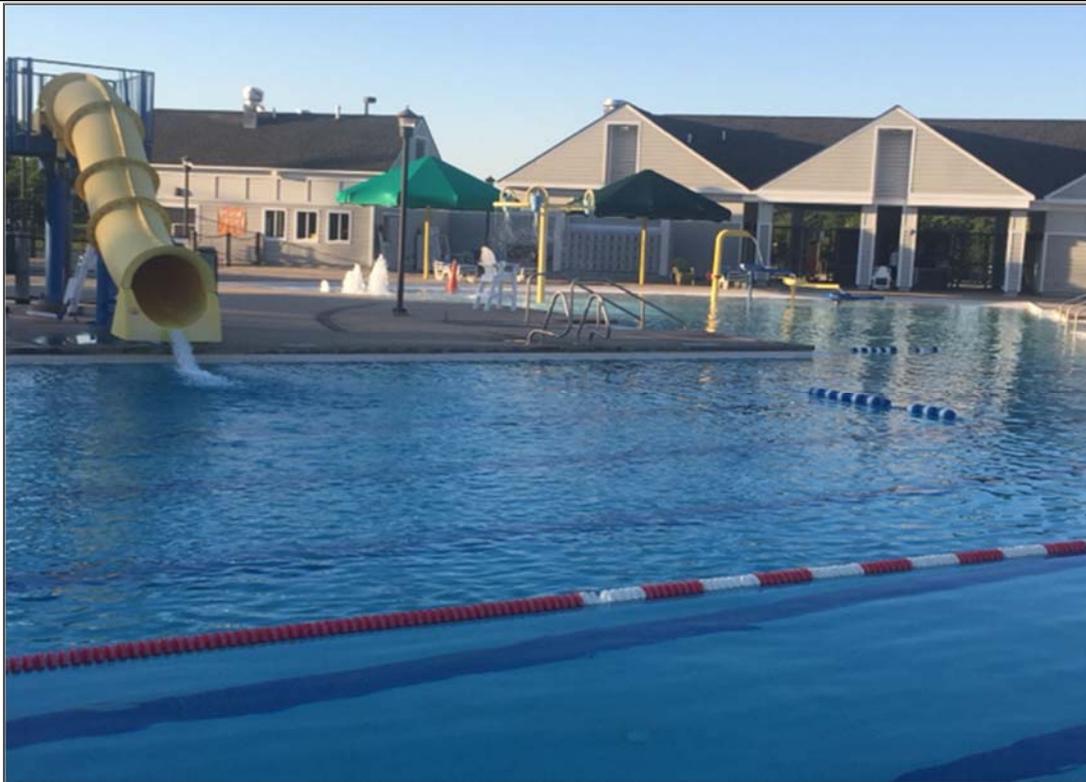


Figure 1. Dixon Pool

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES – AQUATICS

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	78,870	74,801	90,000	90,000	90,000	0%
Fringe Benefits	8,790	7,333	8,630	8,630	8,685	0.64%
Purchased Services	5,000	2,467	5,000	5,000	3,500	(30%)
Utilities, Communications, and Rental	14,500	17,383	14,500	14,500	17,500	20.69%
Travel & Training	-	-	-	-	500	-
Materials & Supplies	15,800	12,757	15,800	15,800	14,750	(6.65%)
Capital Outlay	8,000	2,784	8,000	10,799	7,485	(30.69%)
Total	130,960	116,805	141,930	144,729	142,420	(1.6%)
Revenues						
Admission Fees	25,000	30,989	25,000	25,000	25,000	-
Concession Revenue	1,500	979	1,500	1,500	1,000	(33%)
Program Fees	10,000	9,187	10,000	10,000	9,500	(5%)
Donations	60,000	50,715	60,000	60,000	60,000	-
Total	96,500	91,870	96,500	96,500	95,500	1.04%
% Recovery	73.69%	78.74%	67.99%	66.68%	67.06%	

Significant Program Highlights

- ❖ The City has received very generous support from the Sunshine Lady Foundation for this program. This support has enabled the City to allow City children free admission to the pool. The anticipated budget for FY 2016 is approximately \$60,000.

**GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES – PARKS
MAINTENANCE**

Program Description

The Park Maintenance Division of the Parks, Recreation and Public Facilities Department continues to meet all logistical and operational support required for park operations, maintenance, and events/programs to include the opening and closing and routine maintenance of the Dixon Park Pool, maintenance of the City’s beautification sites, City-owned properties, and athletic fields, sports turf management, and calibration of irrigation systems at Dixon Park, Dixon Park Pool and Snowden Park. Operations of the Motts Run boat facility are also accounted for in this division. The Division also has park maintenance, landscaping and gardening responsibilities at ninety-five (95) beautification sites and thirty-one park or green space locations throughout the City. This represents a continued increase in the number of beautification sites and park/green space locations in the City. This branch is augmented with regular and seasonal part time personnel during seasonal months.

This budget includes contracted services related to park facility maintenance and utility costs, agricultural, equipment and maintenance supplies, park furniture and playground supplies, along with minor park construction projects.

Fiscal Year 2016 Goal

- Maintain the standards, as set forth by the National Recreation & Park Society (NRPA) for grounds maintenance in a park setting to include both structured and non-structured program activities.

Fiscal Year 2016 Objectives

- Evaluate equipment to ensure that the proper equipment for maintenance to the standard is either in inventory or can be contracted.
- Evaluate the forecasted work to see which approach would be most efficient – contracted service or staff performance.
- Ensure that staff or contractor has the proper safety training to perform the assigned work toward the standard.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
15	15	15	15

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Acres of Parks	1,079	1,140	1,140	1,140
Acres of Turf Mowed	172	198	198	198
Hours in Support of Special Events	1,200	1,100	1,200	1,250
Miles of Trails		18	21.5	23.2

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES – PARKS
 MAINTENANCE

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	534,310	544,405	559,185	559,185	579,105	3.56%
Fringe Benefits	230,235	216,032	236,852	236,852	229,415	(3.14%)
Purchased Services	71,500	43,976	71,500	71,500	66,500	(6.99%)
Utilities, Communications, and Rental	51,000	68,561	51,000	51,000	60,000	17.65%
Travel & Training	1,450	876	1,450	1,450	2,000	37.93%
Dues & Memberships	1,250	1,330	1,250	1,250	1,250	0%
Materials & Supplies	157,100	154,699	157,100	146,468	157,250	7.36%
Capital Outlay	30,500	27,422	60,000	70,632	45,000	(36.29%)
Total	1,077,345	1,057,301	1,138,337	1,138,337	1,140,520	0.19%

Significant Program Highlights

- ❖ The Utilities, Communications, and Rental category includes an increase in utilities to cover electricity, water and sewer and equipment rental costs that have increased over the prior year.
- ❖ Capital Outlay funding in FY 2016 is to replace a tractor that has reached the end of its useful life.

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES – PUBLIC FACILITIES

Program Description

The Public Facilities Division of the Parks, Recreation, and Public Facilities Department is responsible for the operational and logistical support of building management and facility maintenance activity. The Division is responsible for the operation and maintenance of the Facility Management System, which monitors and controls, via computer interface, all Heating, Ventilation, and Air Conditioning (HVAC) systems in twelve key City buildings. It is also responsible for the total and first-line preventive maintenance of 30 City-owned and operated buildings as well as scheduling and monitoring all contract maintenance performed by building maintenance contractors. This division also manages the materials distribution network and inventory control for all building maintenance and janitorial supplies. It performs all custodial activity in City buildings, and operates the City’s 24-hour / 7 day per week Work Order Control System.

Fiscal Year 2016 Goals

- Maintain the standards, as set forth by the International Facility Management Association (IFMA) for building maintenance in a municipal setting.
- Plan and provide the routine cleaning of City buildings to achieve the standard of care and to make City buildings clean and accessible for citizens as well as staff.

Fiscal Year 2016 Objectives

- Ensure that the proper equipment for maintenance is either in inventory or can be contracted.
- Evaluate the forecasted work to see which approach would be most efficient – contracted service or staff performance.
- Identify repairs as they arise in order to maintain the City’s buildings and other facilities in good condition.
- Oversee Public Facilities Capital Fund projects, including:
 - Elevator renovations
 - Roof repairs
 - Window Caulking at Executive Plaza (601 Caroline Street).

Workload Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Buildings Maintained	31	31	32	32
Routine Work Orders	979	1,103	1,250	1,250
Emergency Work Orders	207	201	190	190

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
16	15	13	13

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES – PUBLIC FACILITIES

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	619,970	638,068	613,120	613,120	648,665	5.8%
Fringe Benefits	338,960	300,574	328,913	328,913	316,620	(3.74%)
Purchased Services	443,651	397,839	437,270	446,527	452,270	1.29%
Utilities, Communications, & Rentals	401,500	457,948	548,270	548,270	528,200	(3.66%)
Travel & Training	3,000	2,500	3,000	3,000	4,500	50%
Other Non-Personal	10,800	11,031	10,800	10,800	11,000	1.85%
Dues & Memberships	1,600	45	1,600	1,600	1,800	12.5%
Materials & Supplies	120,978	121,237	120,000	123,070	124,500	1.16%
Capital Outlay	-	1,820	68,000	75,400	35,000	(53.58%)
Total	1,940,459	1,931,062	2,130,973	2,150,700	2,122,555	(1.31%)

Significant Program Highlights

- ❖ Capital Outlay includes funding for a replacement vehicle.
- ❖ Funding in Travel and Training is increased to provide for various training needs for several new facilities technicians.
- ❖ The FY 2016 Public Facilities Capital Fund includes \$200,000 in funding to complete various building upgrades as well as funding to replace several building roofs and HVAC systems.

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES –
SUPERVISION

Program Description

The Supervision Division of the Parks, Recreation and Public Facilities Department is the source of program and activity facilitation and provision. Special events, leisure, recreation and sports programs are the primary categories in this area. The Dorothy Hart Community Center is the primary location for indoor programs, but programs are also held at (22) additional locations throughout the community, including Alum Spring Park, the Motts Nature Center, area schools, local parks and private facilities. Program supervisors are augmented by part-time personnel and contracted services. Volunteers are also a major resource, especially as coaches in our youth sports programs and at the Motts Reservoir Nature Center.

Fiscal Year 2016 Goals

- Plan and provide both creative and in-demand programming for all ages in the areas of leisure, nature, athletic, fitness, and aquatic programming.

Fiscal Year 2016 Objectives

- Evaluate the current program environment in the region through an informal survey.
- Conduct surveys of the target audiences through social media.
- Develop creative partnerships that are both smart and mutually beneficial with private businesses in an effort to offer programs at little to no expense to the City.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
4	4	5	5

GENERAL FUND – PARKS, RECREATION, & PUBLIC FACILITIES –
SUPERVISION

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	310,110	315,868	357,172	357,172	365,250	2.26%
Fringe Benefits	113,255	101,776	139,190	139,190	141,820	1.89%
Purchased Services	157,050	177,244	134,500	134,500	147,500	9.67%
Utilities, Communications, and Rental	-	2,056	-	-	2,250	-
Travel & Training	1,000	2,229	1,000	1,000	5,500	450%
Dues & Memberships	1,000	2,392	1,000	1,000	2,400	140%
Materials & Supplies	77,200	59,499	77,200	77,200	67,200	(12.95%)
Capital Outlay	-	-	-	-	-	-
Total	661,065	661,064	710,061	710,062	731,920	3.08%
Revenues						
Recreation Fees	370,000	372,532	375,000	375,000	375,000	0%
Total	55.97%	56.34%	52.81%	52.81	51.24%	

Significant Program Highlights

- ❖ Funding is provided in the Utilities, Communications and Rentals category for costs associated with renting canoes and inner tubes during the summer months for programs at the Nature Center.
- ❖ Travel and Training funding is increased to allow several staff members to complete or maintain certifications as Certified Parks & Recreation Professionals or Certified Naturalists.
- ❖ Purchased Services funding is increased to help Parks and Recreation do more print advertising to certain sectors of their market that aren't easily reached through internet marketing.

Program Description

The Shop and Garage Division of the Public Works Department is responsible for the maintenance of the vehicle and equipment fleet for the City, with the exception of Transit and School Board vehicles. Automotive and equipment maintenance is performed on approximately 150 self-propelled units for the Department of Public Works and other city departments, and approximately 140 pieces of non-propelled equipment, such as weed eaters, chain saws, trash pumps, air compressors, stump grinders, etc. In addition, the Division includes purchasing, utility CAD and inventory control for the entire Department.

Fiscal Year 2016 Goal

- Continue to manage the daily public works operations in all divisions including the safe, efficient, and environmentally sound repair and maintenance of the City’s automotive and equipment fleet.

Fiscal Year 2016 Objectives

- Increase productivity by minimizing vehicle and equipment breakdowns and improve tracking by implementing a fleet management software.
- Continue fabrication and construction of new design concrete tops for catch basins

Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
13	12	12	12

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	530,630	552,726	576,295	576,295	597,365	3.66%
Fringe Benefits	332,785	288,491	339,755	339,755	327,625	(3.57%)
Purchased Services	9,153	7,364	6,640	6,640	6,700	0.9%
Utilities, Communications, & Rentals	44,300	41,396	43,800	43,800	41,300	(5.71%)
Travel & Training	2,300	1,001	2,300	2,300	2,300	0%
Materials & Supplies	305,512	325,624	312,850	312,850	293,300	(6.25%)
Capital Outlay	28,275	18,265	9,905	40,638	46,915	15.45%
Total	1,252,955	1,234,868	1,291,545	1,322,278	1,315,505	(0.51%)

Significant Program Highlights

- ❖ FY 2016 funding in the Materials and Supplies category is decreased based on decreased prices of fuel and motor oil. The Public Works Department's fuel use is funded through this budget.
- ❖ The FY 2016 Capital Outlay category includes funding to replace a welding truck, a post lift, and various other items to repair and maintain the City's fleet.

Program Description

The four position drainage crew performs all phases of storm drainage work, including repair and cleaning of catch basins, drain ditches and storm drain lines. The crew also continues to install new design catch basin tops to minimize personal and property damage claims Funds are requested for contract maintenance of approximately 16 storm water retention facilities, pond “D”, the pond that serves the tract developed by the EDA in the Battlefield Industrial Park and others built by developers and dedicated to the City. The members of the Drainage crew also perform duties as necessary for snow removal or storm response.

Fiscal Year 2016 Goal

- Support the operation and inspection requirements of the City’s MS4 permit while maintaining and improving the local storm water infrastructure and easements.

Fiscal Year 2016 Objectives

- Perform storm water system assessment with assistance from third party consultant as required by MS4 permit
- Continue to maintain and inspect storm water retention ponds as required by the MS4 permit with the assistance of contractors
- Continue to place emphasis on preventive maintenance to existing drainage system.

Workload Measures

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Estimated
Debris removed from drainage infrastructures and easements (lbs)	6,200	8,507	7,500	8,000
Sweeper collection (lbs)	1,288,050	697,940	624,560	715,000

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
4	4	4	4

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	120,045	111,097	126,155	126,155	132,800	5.27%
Fringe Benefits	83,375	66,459	91,315	91,315	89,490	(2%)
Purchased Services	25,300	33,617	28,000	29,000	41,000	41.38%
Utilities, Communications, & Rentals	4,700	5,203	4,700	4,100	4,600	12.2%
Dues & Memberships	1,000	1,200	1,000	1,000	1,200	20%
Materials & Supplies	12,000	12,799	12,000	12,000	12,000	0%
Capital Outlay	-	-	9,550	14,550	-	(100%)
Total	246,420	230,377	272,720	278,120	281,090	1.07%

Significant Program Highlights

- ❖ The adopted budget includes \$10,000 in Purchased Services to hire outside contractors to assist the City with inspection and identification of stormwater outfalls.

Program Description

The function of Engineering/Administration is to provide project design, contract administration, construction supervision and inspection for various public works projects, in addition to the management of the day to day operations of the Public Works Department, including street lighting, sidewalk maintenance, street maintenance, bridge maintenance, tree maintenance, solid waste management, water and sewer utilities, wastewater treatment, storm water, watershed property management, railroad spur maintenance and landfill post-closure maintenance and monitoring. Engineering and Administration also reviews requests for special use of public streets including placement of dumpsters, handicap parking spaces, utility permits, reserved parking for special events and maintenance related activities. Engineering and Administration also provides support for numerous events and responds to citizen concerns regarding public works services.

Fiscal Year 2016 Goal

- To manage and oversee all aspects of the public works operations with a specific focus on engineering and capital project management.

Fiscal Year 2016 Objectives

- Coordinate with VDOT and design-build team to begin construction of the Fall Hill Avenue widening & Mary Washington Boulevard extension project
- Coordinate the FY16 Asphalt-Concrete Rehabilitation Program
- Manage the implementation of FY16 requirements of Virginia MS4 permit and remain compliant with previously instituted requirements, including a comprehensive storm water facilities study
- Manage the modification of the solid waste program

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Number of Streets Resurfaced	7	9	10	5
Total Cost of Asphalt Program	\$862,013	\$1,609,049	\$1,809,000	\$897,500

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
7	7	7	7

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	483,770	501,197	499,640	499,640	524,535	4.98%
Fringe Benefits	213,925	213,356	230,790	230,790	229,360	(0.62%)
Purchased Services	57,484	42,720	65,850	62,894	77,850	23.78%
Utilities, Communications, & Rentals	10,200	8,993	10,200	10,200	10,200	0%
Travel & Training	3,600	2,761	3,600	3,600	4,400	22.22%
Dues & Memberships	1,350	1,375	1,350	1,350	1,350	0%
Materials & Supplies	4,820	4,726	3,700	5,200	3,700	(28.85%)
Capital Outlay	-	-	-	1,456	-	(100%)
Total	775,149	775,128	815,130	815,130	851,395	4.45%

Significant Program Highlights

- ❖ Funding is included in the Purchased Services category to fund costs associated with marking utility locations throughout the City to meet the state code requirements prior to any digging.

Program Description

The Graphics Department is responsible for providing media production and coordination of in-house support and contractual graphic services. Service categories provided through the department are publication and printed materials, sign designs, illustrations, photography, PowerPoint and other presentations, charts, display materials, mapping and drafting, copy printing, office space planning and conceptual designs. The department produces and administers these services for the City Council and all departments as requested. These services have also been made available to local nonprofit organizations involved in projects of city promotion and/or beautification.

Fiscal Year 2016 Goal

- Assist various city departments including Public Works, Information Technology and Planning with maps and various other tasks.

Fiscal Year 2016 Objectives

- Continue maintenance and updating of existing GIS layers under Graphics Department responsibility.
- Conversion of existing manual and/or CAD structures not already accounted for in existing GIS, as well as other layers conversions.
- Continue scanning existing manual plans and maps for GIS related access and work.
- Continue to maintain and enhance, where possible, existing levels of all other graphic services to all departments.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
1	1	1	1

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	56,115	56,331	58,090	58,090	31,000	(46.63%)
Fringe Benefits	25,500	21,170	27,960	27,960	15,280	(45.35%)
Purchased Services	1,203	1,209	1,660	1,660	600	(63.86%)
Materials & Supplies	4,107	-	4,120	4,120	2,000	(51.46%)
Capital Outlay	870	4,975	-	-	-	-
Total	87,795	83,685	91,830	91,830	48,880	(46.77%)

Significant Program Highlights

- ❖ The budget decrease in this department is due to planned transitions during this fiscal year where these functions will be rolled into other City departments.

Program Description

The City maintains a rail spur in the Battlefield Industrial Park that provides dependable rail service to the businesses in the Industrial Park. The spur is located on property owned by the City. The funds in this budget are used to maintain and repair the spur.

Program Budget Summary – Industrial Park Rail Spur

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Purchased Services	15,500	14,884	15,500	15,500	15,500	0%
Total	15,500	14,884	15,500	15,500	15,500	0%

Significant Program Highlights

- ❖ The FY 2016 recommended budget represents the same service level as the FY 2015 budget. The City uses surplus motor fuels taxes to help fund the rail line maintenance.

Program Description

The two-position Recycling Crew provides a weekly curbside service for approximately 5,500 customers. Each customer is provided with a plastic recycling container that is placed at the curb on the scheduled pickup day. Currently, the collected recyclable materials are delivered to the Rappahannock Regional Landfill in Stafford County. Records show that approximately 40% of City residents and businesses participate in the curbside recycling program; however, many residents and businesses alternate recycling days, so the total may be higher (as high as 50%).

Fiscal Year 2016 Goal

- Continued to utilize single-stream recycling methods to serve the City of Fredericksburg while using both curbside and roll out cart collection methods

Fiscal Year 2016 Objectives

- Implement two additional phases of roll out cart customers in FY 2016.
- Continue to generate more interest and increase participation in recycling program
- Continue to reduce refuse taken to the regional landfill for disposal

Performance Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Single Stream Recycling (tons)	858	863	1,000	1,100

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
2	2	2	2

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	69,810	67,527	70,150	70,150	73,525	4.81%
Fringe Benefits	38,885	47,235	43,195	43,195	47,500	9.97%
Purchased Services	-	-	-	-	-	-
Materials & Supplies	32,795	27,644	8,880	8,880	9,000	0.23%
Capital Outlay	6,200	4,500	-	-	-	-
Total	147,690	146,906	122,225	122,225	130,025	6.38%

Significant Program Highlights

- ❖ The Public Works Capital Fund includes funding for the purchase of additional wheeled recycling carts in order to expand that type of collection during FY 2016 to more areas of the City.

Program Description

The eleven position Refuse Collection crew provides twice-weekly sanitation service to approximately 7,500 refuse customers. Collected refuse is taken to the Rappahannock Regional Landfill in Stafford County for disposal. The volume of refuse collected and delivered to the landfill for disposal has been reduced as a result of the City’s recycling program.

Fiscal Year 2016 Goal

- Continue to provide efficient service to refuse collection subscribers at a reasonable cost by implementing new cost saving methodology to offset increasing disposal costs

Fiscal Year 2016 Objectives

- Implement two new phases of wheeled cart collection services to City residents in FY 2016
- Continue to implement programs to reduce the amount of construction and commercial waste taken to the landfill as a result of City projects.

Workload Measures

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Total Tons Disposed	3,860	4,896	8,000	8,000
Customer Accounts (May & June billing cycles)	5,859	6,510	7,524	7,800

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
11	11	11	11

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	382,760	374,831	393,050	393,050	419,825	6.81%
Fringe Benefits	236,990	240,519	271,160	271,160	271,120	(0.01%)
Purchased Services	600	38	600	600	600	0%
Materials & Supplies	55,270	23,526	18,930	18,930	19,750	4.33%
Capital Outlay	11,045	45,828	-	350,000	-	(100%)
Total	686,665	684,742	683,740	1,033,740	711,295	(31.19%)

Companion Total Program / Program Revenue Table

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Refuse Collection	686,665	684,742	683,740	1,033,740	711,295	(31.19%)
Refuse Disposal	146,950	142,557	337,450	337,450	311,350	(7.73%)
Recycling Collection	147,690	146,906	122,225	122,225	130,025	6.38%
Total	981,305	974,205	1,143,415	1,493,415	1,152,670	(22.82%)
Revenue						
Collection Fees	780,000	828,049	900,000	900,000	981,650	9.07%

Significant Program Highlights

- ❖ Overall Refuse Disposal program costs increased due the increased of tipping fee costs at the R-Board Landfill.
- ❖ City customer accounts have increased significantly during FY 2015, likely at least partially as a result of the R-Board’s decision to implement a small fee per load for residential customers at the Belman Road transfer station and the Eskimo Hill landfill. The residential fee was implemented to assist the R-Board’s financial situation and to reduce the amount of waste disposed at no charge at the R-Board landfill.
- ❖ Included in the Public Works Capital Fund is \$200,000 for additional roll out carts. The FY 2016 budget will be amended to purchase additional packer trucks with funding from the 2015 winter bond issue.

Program Description

The City owns a closed landfill on Cool Springs Road in Stafford County. Although no waste is received at this facility, the City must maintain the facility to federal and state environmental standards. This primarily takes the form of operation and maintenance of the methane gas monitoring and extraction system and performing groundwater inspections as required by the Virginia Department of Environmental Quality.

The cost to the City Public Works solid waste collection operation for tipping fees at the R-Board landfill is reflected in this budget as well. Discussion of R-Board operations is included here briefly. The R-Board landfill is a joint operation of the City and Stafford County, and Stafford County serves as the fiscal agent for R-Board operations.

Fiscal Year 2016 Goal – Cool Springs Landfill (Closed)

- Perform maintenance of the Cool Springs Landfill and work the R-Board Landfill staff to insure its viability as a disposal site in the future.

Fiscal Year 2016 Objectives

- Continue monitoring of gas levels and performing groundwater inspections as required by Department of Environmental Quality
- Continue to make improvements to minimize leachate problems and perform maintenance to landfill site and burner unit.

Fiscal Year 2016 Goal – R-Board Landfill (Active)

- Assist as necessary in the operation and oversight of the R-Board landfill to restore the financial balance sheet of the R-Board landfill.

Fiscal Year 2016 Objectives

- As reflected in an amendment to the FY 2016 adopted budget debt service funds, provide for the financing of the construction of Cell F2 at the R-Board landfill. Cell F2 will be able to handle the solid waste disposal needs of the City and Stafford County for the next eight years.
- The budget amendment does not affect the City’s General Fund or Public Works Operations. The borrowed funds are provided to Stafford County as fiscal agent for the R-Board, and debt service is paid by the City for the City’s share of the debt from tipping fees collected by the R-Board.
- Continue efforts of accurately tracking material and tipping weights with R-Board

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Total Tons Disposed	3,860	4,896	8,000	8,000

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	87,250	82,648	113,650	113,650	113,650	0%
Utilities, Communications, & Rentals	2,000	2,549	3,100	3,100	2,000	(35.48%)
Materials & Supplies	1,000	816	27,000	27,000	2,000	(92.59%)
Joint Operations	56,700	56,544	193,700	193,700	193,700	0%
Total	146,950	142,557	337,450	337,450	311,350	(7.73%)

Significant Program Highlights

- ❖ Joint Operations represents the tipping fees charged to the City by the R-Board Landfill.
- ❖ The recommended budget included a higher amount set aside for tipping fees to the R-Board, and an increase in solid waste fees was proposed to assist in covering the costs. During City Council budget review, the Council removed the increase in tipping fees and the solid waste fees were maintained at the FY 2015 level.

Program Description

Activities for the twelve position Street Sanitation crew include weed and grass cutting, leaf collection, litter control, special collections, maintenance of approximately one hundred and thirty-five public trash receptacles (serviced 3x/week), and assistance to other City departments and non-profit groups for activities and events annually. The members of the Street Sanitation crews also perform duties, when needed, related to storm/flooding recovery and snow/ice removal.

Fiscal Year 2016 Goal

- Manage right of way vegetation, assist with weed and litter code compliance, assist with special events, and collect leaves during the fall season in order to make the City of Fredericksburg a safe and eye appealing place to work, live and visit.

Fiscal Year 2016 Objectives

- Improved right-of-way sight distances and vegetation management program with the City’s purchase of a boom mower attachment for a tractor
- Continue to improve personnel management, particularly in the fall and spring seasons to most effectively manage leaf collection and vegetation management.
- Improve street cleaning operations and continue to provide personnel and improved cleaning efforts in the Downtown area.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimated	FY 2016 Estimated
Loads of Leaves	509	516	520	525
Cubic Yards of Leaves	5,604	5,657	5,700	5,725

Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
12	12	12	12

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	416,030	419,245	445,900	457,900	446,685	(2.45%)
Fringe Benefits	254,160	231,057	282,490	282,490	282,130	(0.13%)
Purchased Services	18,870	14,360	25,600	13,600	30,600	125%
Utilities, Communications, & Rentals	1,200	1,481	9,200	9,200	1,200	(86.96%)
Materials & Supplies	24,050	25,760	24,050	23,618	24,200	2.46%
Capital Outlay	18,100	14,451	29,300	379,732	18,500	(95.13%)
Total	732,410	706,354	816,540	1,166,540	803,315	(31.14%)

Significant Program Highlights

- ❖ The budget includes an increase for the Street Sanitation program to purchase a boom attachment for the City’s current tractor. The decrease in utilities, communications and rentals is the removal of the rental payment for this piece of equipment at the Public Works Department has deemed it more cost effective and operationally efficient to purchase this piece of equipment.
- ❖ Capital Outlay funding reflects the amendment of the FY 2015 budget to purchase a replacement street sweeper. Existing equipment had reached the end of its useful life. This purchase of this equipment was included in the 2015 winter bond issue.

Program Description

The Engineering/Administration division of the Public Works Department manages the Streetlight program. The Streetlight program funds the installation and maintenance of streetlights and the cost of electric power associated with streetlights and traffic signals throughout the City. The Department of Public Works maintains ornamental streetlights, mainly in the downtown area, and streetlights in municipal parking lots. The Department also coordinates repairs to non-standard ornamental street lighting in the Village of Idlewild and Estates of Idlewild subdivisions. All other streetlights are installed and maintained by Dominion Virginia Power. Staff reviews requests for new streetlights and makes recommendations regarding these requests.

Fiscal Year 2016 Goal

- Provide consistent and efficient lighting services including both traffic lights and street lights in order to maintain safety for those who travel around the City daily.

Fiscal Year 2016 Objectives

- Continue to maintain and provide streetlight service for the City.
- Evaluate potential savings in ornamental streetlights from new technology

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Purchased Services	9,840	5,250	10,000	10,000	10,000	0%
Utilities, Communications, and Rentals	356,407	372,033	375,000	375,000	380,000	1.33%
Materials & Supplies	25,233	14,195	10,000	10,000	10,000	0%
Total	391,480	391,478	395,000	395,000	400,000	1.27%

Significant Program Highlights

- ❖ There are no highlights in this program.

Program Description

The City maintains a separate set of accounts to assist in the tracking of the street tree planting efforts of the City. Funding for the tree program was budgeted in Street Maintenance until FY 2007 and there are still City employees in the Street Maintenance division that work on street trees as part of their duties. The program is managed by the Engineering and Administration Division of the Public Works Department.

Fiscal Year 2016 Goal

- Continue to maintain and plant trees in the City of Fredericksburg to continue the designation of Tree City USA

Fiscal Year 2016 Objectives

- Continue to maintain the current trees and stay committed to rebuilding the urban forest by planting additional trees

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Number of Trees Planted	831	728	750	700

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Purchased Services	39,000	35,556	20,000	20,000	40,000	100%
Materials & Supplies	41,166	38,345	45,000	50,528	45,000	(10.94%)
Total	80,166	73,901	65,000	70,528	85,000	20.52%

Significant Program Highlights

- ❖ The FY 2016 budget includes additional funding for pruning and tree maintenance services.

Program Description

As part of the effort to better manage the City’s snow removal efforts, funds for this purpose has been included in a separate funding unit beginning in FY 2011. Funds for snow removal were previously included in the Street Maintenance and Street Sanitation budgets. Costs for snow removal will vary significantly from year to year.

Fiscal Year 2016 Goal

- Develop a plan to most efficiently and effectively use City equipment and staff to clear roadways during snow and ice events.

Fiscal Year 2016 Objectives

- Provide snow removal operations for the City of Fredericksburg
- Update the storage system for chemical spreaders
- Complete construction of a replacement salt storage shed

	FY 2013 Actual	FY 2014 Actual	FY 2015 Projected	FY 2016 Projected
Tons of Salt Purchased	454.92	763.41	673.29	630

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	64,810	64,377	20,810	20,810	20,000	(3.89%)
Fringe Benefits	2,385	7,191	2,385	2,385	2,385	0%
Purchased Services	57,000	52,569	50,000	50,000	50,000	0%
Materials & Supplies	52,248	52,248	46,000	46,000	46,000	0%
Capital Outlay	8,990	8,990	27,000	27,000	20,000	(25.93%)
Total	185,433	185,375	146,195	146,195	138,385	(5.34%)

Significant Program Highlights

- ❖ Capital Outlay in FY 2016 includes the purchase of chemical spreader stands. Stands will allow the current hanging assembly to be demolished which allows for a better use of that portion of the City Shop property. These stands also promote much safer loading and unloading practices.

Program Description

The Street Maintenance Division of the Public Works Department has three crews: the tree crew, the concrete crew, and the patch and asphalt crew. The tree crew maintains trees within the City’s rights-of-way. The concrete crew repairs and replaces the City’s concrete sidewalks, curbs, gutters, driveways, handicap ramps, and drainage structures. In addition, this crew is responsible for the repair and installation of brick sidewalks. The patch and asphalt crew performs pothole patching and limited paving for the City’s asphalt streets and roadways. All three crews will also perform duties as necessary to assist with flood recovery and snow removal.

Fiscal Year 2016 Goal

- Complete the FY 2016 paving program, which is funded by a combination of local funds and state revenue sharing funds, to repave, patch or reconstruct street throughout the City.

Fiscal Year 2016 Objectives

- Continue to improve efforts of recycling demolished concrete to divert waste from landfill
- Increase productivity by minimizing vehicle/equipment breakdowns.
- Improve condition of city sidewalks, curb and gutter, and driveway aprons by developing a balance between inquiry response and preventative maintenance

Workload Measures

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2015 Estimate
Total yards poured	189	250	250	265
Square feet of new sidewalk	7,994	10,758	9,000	9,500
Linear feet of curb an gutter replaced	777	404	400	450
Reconstruction of. ADA ramps	10	12	12	15
Square feet of driveway apron replaced	438	750	500	500
Reconstruction of Tree wells	30	28	35	30
Square feet of brick sidewalk replaced	1,500	3,240	2,000	2,500

GENERAL FUND – PUBLIC WORKS – STREET MAINTENANCE

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
13	13	13	13

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	528,570	520,718	583,950	583,950	605,620	3.71%
Fringe Benefits	303,480	284,144	336,880	336,880	334,750	(0.63%)
Purchased Services	40,752	41,414	50,000	30,206	50,000	65.53%
Utilities, Communications & Rentals	1,400	2,572	2,200	2,200	2,400	9.09%
Travel & Training	300	4,148	800	800	800	0%
Materials & Supplies	143,500	158,852	144,510	149,304	144,500	(3.22%)
Capital Outlay	154,860	143,243	216,800	220,526	100,000	(54.65%)
Total	1,172,862	1,155,090	1,335,140	1,323,866	1,238,070	(6.48%)

Significant Program Highlights

- ❖ Capital Outlay funding for FY 2016 includes:
 - 50 feet of curve forms for the Concrete Crew
 - Concrete mixer and epoxy mixer use for artificial mulch placement in tree wells
 - Generators and other small equipment
 - Single axle dump truck
 - A truck with a large water tank used to flush the streets will be purchased through a budget amendment in FY 2015 using funds from the winter 2015 bond issue.

Program Description

The traffic crew is responsible for the management, installation, and maintenance of traffic signals, signs, and markings within the City limits. The crew manages more than 150 downtown and public landmark lighting fixtures, maintains 61 signalized intersections, 6,000 signs, 750,000 linear feet of pavement markings and 10,000 linear feet of guardrail. The department is responsible for traffic count data collection, surveys, accident investigations, weekly installation of event banners and a Work Zone Safety Program. The work unit frequently erects and maintains traffic work zones for all Public Works field crews as well as often supporting contractor work zone activities.

Fiscal Year 2016 Goal

- Continue to expand the Traffic Signal Central System to provide a citywide advanced traffic network in order to promote safety and ease of travel throughout the City.

Fiscal Year 2016 Objectives

- Implement traffic signal central system including a traffic operations center at the City Shop during FY 2016
- Continue to strengthen the dedicated commitment to the traffic signal program to deliver exceptional operation and customer service. Direct specific focus to the newly deployed traffic sign asset inventory program to achieve compliance with federal standards, and collect asset inventory data.
- Funding is included in the Public Works Capital Fund for a major capital project to replace five signals in the historic district. Funding is provided under the VDOT Revenue Sharing program, which is a 50/50 match program with state and City funds. New construction efforts will yield improvement with pedestrian mobility and navigation while complementing the historic downtown area with aesthetically pleasing architectural design standards. The five signals are as follows:
 - Amelia Street & Caroline Street
 - Amelia Street & Princess Anne Street
 - Amelia Street & Prince Edward Street
 - Lafayette Boulevard & Princess Anne Street
 - Lafayette Boulevard & Caroline Street.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2015 Estimate
Installation of Uninterruptible Power Supply Units at Signalized Intersections	25	-	6	6
Replacement of Traffic Cabinets at Signalized Intersections	6	6	6	4 5

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
4	5	6	6

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Salaries & Wages	269,740	273,704	314,130	314,130	301,570	(4%)
Fringe Benefits	130,345	129,702	151,075	151,075	152,615	1.02%
Purchased Services	48,550	44,736	97,500	63,918	92,500	44.72%
Utilities, Communications, & Rentals	22,350	15,144	22,950	22,950	22,950	0%
Travel & Training	2,845	4,545	3,410	3,410	4,750	39.30%
Dues & Memberships	-	-	-	-	450	-
Materials & Supplies	57,135	53,628	63,000	102,824	92,000	(10.53%)
Capital Outlay	228,950	223,643	257,900	258,321	138,000	(46.16%)
Total	759,915	745,102	909,965	916,628	804,835	(12%)

Significant Program Highlights

- ❖ The increase in Travel and Training is for technical training on traffic signal operations.
- ❖ The funding in Dues and Memberships is for an annual membership to the International Municipal Signal Association
- ❖ Funding is included in Materials and Supplies to provide funding for the repair and maintenance of the City’s wayfinding signs as well as to purchase work zone safety equipment.
- ❖ Capital Outlay includes funding to replace the following:
 - Detection Systems at the following intersections
 - Route 1 and College Avenue
 - William Street and College Avenue
 - Five traffic control cabinets
 - Five controllers and conflict monitors
 - Uninterruptible Power Supply for six intersections.

Program Description

The City of Fredericksburg participates with several regional partners and the state to fund the operations of the Rappahannock Regional Jail and the Rappahannock Juvenile Detention Center. The City’s partners for the Rappahannock Regional Jail include Stafford County, Spotsylvania County, and King George County. The Juvenile Center includes those jurisdictions, plus the Counties of Orange, Madison, and Louisa. The City budget also includes a small amount for Medical Examiner services.

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	%Change
Rappahannock Juvenile Center	327,396	327,211	311,975	311,975	348,705	11.77%
Rappahannock Regional Jail	3,384,045	3,381,710	3,783,720	3,783,720	3,938,720	4.10%
Medical Examiner	1,200	260	1,200	1,200	1,000	(16.67%)

Significant Program Highlights

- ❖ The Juvenile Detention Center contribution is increasing in FY 2016. The overall usage at the Center continues at a reduced level from prior years and the City’s bed days as a share of the overall usage has increased over prior year budget development.
- ❖ The Regional Jail contribution is increasing \$150,000 over the FY 2016 Adopted Budget. The City’s prisoner day have leveled off during FY 2015, but the City’s share of operating costs for the Regional Jail is recommended to increase based on increased operational costs at the jail.

Program Description

The Safety and Risk Management program was established in FY 2011 to promote a culture of Safety amongst City employees. The Safety and Risk Management program conducts health and safety education programs for City employees as well as performs review assessments and inspections of work processes, procedures, facilities, and equipment relating to the safety of City employees. Another function of this program is to investigate all work injuries, work caused illnesses, or dangerous events and identify and cause correction of occupational safety and health hazards. This safety program also is the primary contact with VML insurance for our liability claims.

Fiscal Year 2016 Goals

- Continue to improve the safety of City staff through training, environmental assessments and improvement of personal protection equipment

Fiscal Year 2016 Objectives

- Continue to cultivate active management involvement and commitment to safety, and active employee participation and responsibility for safe performance
- Conduct the annual driving matrix records review ensuring that employees meet the City policy
- Monitor and increase the use of appropriate Personal Protective Equipment by City employees

	FY13 Actual	FY14 Actual	FY15 Estimate	FY16 Estimate
Worker’s Comp Claims	85	93	90	87

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
1	1	1	1

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	62,815	58,576	65,025	65,025	67,325	3.54%
Fringe Benefits	21,630	24,742	23,965	23,965	23,635	(1.38%)
Purchased Services	6,500	1,894	6,500	6,500	11,000	69.23%
Utilities, Communications, and Rental	600	-	600	600	600	0%
Travel & Training	1,300	195	1,300	1,300	1,300	0%
Dues & Memberships	95	-	95	95	95	0%
Materials & Supplies	6,500	5,456	6,500	6,500	7,050	8.46%
Capital Outlay	-	-	-	-	-	-
Total	99,440	90,863	103,985	103,985	111,005	6.75%

Significant Program Highlights

- ❖ The budget includes funding in the Purchased Services category to cover the cost of required work related vaccinations such as the Hepatitis B series.

Program Description

The Fredericksburg City Sheriff is an independent Constitutional Officer elected to a four year term by the citizens of Fredericksburg. The Sheriff and his staff provide court security and facilitate the civil process by serving a variety of legal notices. The Sheriff’s Office also provides law enforcement assistance on an as need basis, transports of prisoners and others in custody, as well as performs a variety of other tasks in the community in accordance with the Code of Virginia.

Civil Process: The purpose of Civil Process is to provide timely notice to a person or legal entity of pending legal action. The notice may be in the form of various legal documents and must be served in accordance with the law as it pertains to that particular document. Civil process includes subpoenas, writs, show causes, garnishments, summons, and warrants in debt.

Fiscal Year 2016 Goal

- Continue to promptly serve Civil Process papers sent to the Fredericksburg Sheriff’s Office

Fiscal Year 2016 Objectives

- Continue to look for ways to streamline the process of delivering civil papers throughout the City.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Number of Papers Served	59,885	59,727	61,185	61,200

Court Security: The deputies work in the courts and are responsible for the security of the Courthouse. Their duties include the protection of life and property for judges, court personnel, attorneys, citizens and prisoners.

Fiscal Year 2016 Goal

- Continue to provide adequate security for all of the Courts

Fiscal Year 2016 Objectives

- Continue to train our staff in up to date security measures.

	FY 2013 Actual	FY 2014 Actual	FY 2015 Estimate	FY 2016 Estimate
Court Days				
Circuit Court	370	368	370	390
General District Court	220	228	225	228
Juvenile & Domestic Relations Court	304	351	310	350

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
16	19	23	23

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	1,109,885	1,114,020	1,312,332	1,312,332	1,362,105	3.79%
Fringe Benefits	489,975	469,711	615,643	615,643	618,655	0.49%
Purchased Services	11,200	10,124	11,200	11,200	11,145	(0.49%)
Utilities, Communications, & Rentals	93,110	96,191	18,810	18,810	19,810	5.32%
Travel & Training	3,000	2,671	3,000	3,000	3,300	10%
Dues & Memberships	1,100	1,085	1,100	1,100	1,100	0%
Other Non-Personal	10,470	10,492	-	-	-	-
Materials & Supplies	68,100	67,846	68,100	68,100	66,100	(2.94%)
Joint Operations	8,250	8,250	9,900	9,900	10,300	4.04%
Capital Outlay	68,366	61,827	61,000	61,000	66,000	8.2%
Total	1,863,456	1,842,217	2,101,085	2,101,085	2,158,515	2.73%
Revenues						
Compensation Board	479,000	488,516	488,370	488,370	477,000	(2.33%)
Court Security Fees	85,000	71,520	85,000	85,000	80,000	(5.88%)
Sheriff Fees	2,800	2,966	2,800	2,800	3,000	7.14%
Total	566,800	563,002	576,170	576,170	560,000	(2.81%)
% Recovery	30.54%	30.56%	27.42%	27.42%	25.94%	-

Significant Program Highlights

- ❖ The Capital Outlay budget replaces two current Sheriff’s Office vehicles.
- ❖ There are no major programmatic changes with the Sheriff’s Office for FY 2016.
- ❖ Court Security Fee revenue, associated with costs of court paid by defendants, has been in decline. The City has also seen a decrease in revenue from the Compensation Board, which is likely a temporary trend. These two revenues were forecasted slightly lower in FY 2016 than the budget estimates for FY 2015.

GENERAL FUND TRANSFERS AND CONTINGENCY

Program Description

The City makes several transfers to other City operating funds from its General Fund, including School Operating, Social Services Operating, City Grants, and Capital Funds. The City also transfers funds as appropriate to the Debt Service Fund to support debt incurred for general government purposes. The General Fund also has a Contingency to address unforeseen needs which may arise during the course of the year.

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Transfer to Schools	26,005,045	26,005,000	26,355,000	26,355,000	27,394,710	3.95%
Transfer to Capital	1,465,000	1,465,000	1,919,795	1,968,195	2,000,000	1.62%
Transfer to Debt Service	7,182,885	7,180,310	7,774,355	7,774,355	7,303,040	(6.06%)
Transfer to Public Assistance	1,011,670	1,011,670	1,039,810	1,039,810	1,157,365	11.31%
Transfer to City Grants – Victim Witness	67,170	67,170	58,000	58,000	58,000	0.0%
Transfer to City Grants – Arts	10,000	10,000	30,000	30,000	30,000	0.0%
Transfer to City Grants – Other	162,615	162,615	155,695	168,810	156,500	(7.29%)
Transfer to CSA	792,320	792,320	675,275	675,275	675,275	0.0%
Transfer to EDA	30,000	19,744	30,000	30,000	30,000	0.0%
Transfer to School Grants – Head Start	215,500	215,500	215,500	215,500	215,500	0.0%
Transfer to City Grants – Regional Tourism	121,000	121,000	121,000	121,000	121,000	0.0%
Transfer to Blight Abatement	100,000	100,000	-	-	-	-
Contingency	109,004	-	622,136	513,701	496,885	(3.27%)

GENERAL FUND TRANSFERS AND CONTINGENCY

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Attrition Savings	-	-	(250,000)	(250,000)	(242,650)	2.94%

Significant Program Highlights

- ❖ The General Fund Transfer to the City School’s for FY 2016 is \$27,394,710. Major expenditure increases for City Schools are due to pay scale adjustments, higher benefit costs, and hiring additional teachers.
- ❖ The transfer to the Debt Service Fund allows for the principle and interest on our bond issuances to be paid. Included in the FY 2016 budget are payments associated with the General Fund items associated with the Winter 2015 bond issue. The amount is lower than in FY 2015 because the principal on the EDA Note for the land acquisition in Riverfront Park was due and paid during FY 2015.
- ❖ The City transfer to fund the Social Services Fund is \$1,157,365, and the transfer to the Comprehensive Services Act Fund (CSA Fund) is \$675,275.
- ❖ The City does not spend General Fund Contingency directly from that account, but rather transfers it into other line items as appropriate during the course of the year. Prior year actuals are always zero - any amounts taken from Contingency were spent through other line items. The FY 2016 Budget includes the use of General Fund Balance as the source for the General Fund Contingency.
- ❖ Transfer to Capital increased based on a large number of items needed to be completed in FY 2016. The revenue source for the transferred amount is General Fund balance that is assigned for capital projects.
- ❖ Savings from Attrition is an offsetting account that requires the City to not spend \$242,650 in salary and benefits money appropriated in other budget lines in FY 2016. The savings will be achieved through holding positions open longer before filling them or not filling them during this fiscal year.

Program Description

The tasks of the Treasurer’s Office include but are not limited to the collection and disbursement of all city funds; banking and investment transactions; billing and collection of taxes, parking violations, utility bills, and collection enforcement of delinquent accounts.

Cash Management and Investment Services: The cash management cycle originates in the Treasurer’s Office. Daily funds are processed through the revenue system and maintained with proper security and accounting controls in place. The funds are then deposited electronically into a bank that qualifies under the Security for Public Deposits Act. The Treasurer is responsible for reconciling all cash balances with the City's financial institutions within 15 days of month end. The Treasurer is also responsible for overseeing the investment of the City funds.

Collections: This program includes collection of current and delinquent taxes and fees. The Treasurer bills for collection of real estate taxes, personal property taxes, business license taxes and utility use fees. If compliance is not achieved through the billings process, then the Treasurer initiates additional collection methods including delinquent notices, tax liens, booting of vehicles, DMV Registration Withholding, Debt Set Off, warrants in debt, judicial tax sale and other court actions.

Fiscal Year 2016 Goals

- Increase technology based service to customers.
- Be granted office accreditation through the University of Virginia’s Weldon Cooper Center for Public Service.

Fiscal Year 2016 Objectives

- Implement electronic billing for personal property and real estate tax bills for the November billing cycle.
- Partner with the Bright Software Treasurer’s Technology Users Group to develop software to produce electronic billing for utilities.
- Introduce an online option to purchase dog tags.
- Participate and pass examinations in the required course curriculums as Treasurer and uphold the Treasurer’s Association of Virginia Code of Ethics.

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
8	8	8	8

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amende d Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	404,425	385,703	409,385	409,385	411,435	0.5%
Fringe Benefits	204,355	166,447	210,202	210,202	197,845	(5.88%)
Purchased Services	85,100	42,550	85,100	85,100	85,100	0%
Utilities, Communications, & Rentals	39,550	47,261	39,550	39,550	44,550	12.64%
Travel & Training	2,050	1,838	2,050	2,050	2,250	9.76%
Other Non-Personal	46,000	120,307	46,000	46,000	57,500	25%
Dues & Memberships	1,000	948	1,000	1,000	1,000	0%
Materials & Supplies	4,500	3,666	4,500	4,500	4,000	(11.11%)
Capital Outlay	-	-	-	-	-	-
Total	786,980	768,720	797,787	797,787	803,680	0.74%
Revenues						
Compensation Board	103,215	97,588	105,140	105,140	95,000	(9.64%)
% Recovery	11.09%	10.76%	10.65%	10.65%	9.52%	

Significant Program Highlights

- ❖ There are no significant programmatic changes recommended to the FY 2016 budget.

Program Description

The office of Voter Registration and Elections administers a comprehensive program of uniform statewide voter registration for qualified citizens to vote in federal, state, and local elections. The General Registrar provides all registration services and those election services delegated by the local electoral board in conformity with the federal and state constitutions, state and local election laws and the policies and regulations established by the General Assembly, State Board of Elections and City Council. The Electoral Board is responsible for ensuring uniformity, fairness, accuracy and purity in all elections in the City of Fredericksburg.

Fiscal Year 2016 Goal

- Continue initiatives to engage all voters in the electoral process in the City of Fredericksburg.

Fiscal Year 2016 Objectives

- Continue to successfully run local, general, primaries and special elections
- Continue to develop and update the Officers of Election training program involving electronic pollbooks and voting equipment.
- Assist potential candidates in providing the correct election and campaign forms: Candidate Packet.
- Elections include:
 - November 3, 2015 - General Election - VA Senate, House of Delegates
 - March 1, 2016 - Presidential Primary
 - May 3, 2016 - General Election (City Council, School Board)
 - June 14, 2016 - Primary

Full-time Position Summary

FY 2013	FY 2014	FY 2015	FY 2016
1	1	1	1

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	100,750	96,425	103,532	103,532	116,055	12.10%
Fringe Benefits	41,045	35,187	39,770	39,770	43,745	9.99%
Purchased Services	66,000	78,430	58,400	58,400	58,400	0%
Utilities, Communications, and Rentals	4,800	3,671	4,800	4,800	4,200	(12.5%)
Travel & Training	2,250	3,680	2,250	2,250	2,500	11.11%
Dues & Memberships	500	625	500	500	625	25%
Materials & Supplies	8,000	5,230	8,000	8,000	6,000	(25%)
Capital Outlay	-	-	-	-	-	-
Total	223,345	223,248	217,252	217,252	231,525	6.57%
Revenue – State	38,000	41,283	38,000	38,000	39,000	2.63%
% Paid by State	17.01%	18.48%	17.49%	17.49%	16.84%	-

Significant Program Highlights

- ❖ The FY 2016 budget includes increased funding in the Salaries and Wages category for part-time voter registrar services.

CITY GRANTS FUND

Program Description

The City Grants Fund is a special revenue fund that accounts for a variety of special grant-funded and other special revenue-related programs.

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Victim Witness	128,465	126,171	133,590	133,590	136,110	1.89%
Va. Domestic Violence	67,540	53,120	69,505	69,505	68,395	(1.6%)
DMV Speed Enforcement	16,100	10,424	16,100	16,100	36,375	125.93%
Hazmat Response	25,000	13,401	30,000	105,000	30,000	(71.43%)
Fire Services	76,725	76,141	64,925	98,215	73,240	(25.25%)
Rescue – Four- for-Life	25,000	28,049	25,000	25,000	25,000	0%
2014 Pictometry	-	-	10,860	-	10,680	-
Soap Box Derby	28,000	23,390	28,000	28,000	28,000	0%
First Fridays	-	-	17,000	17,000	17,000	0%
Starfires	25,000	6,968	25,000	25,000	25,000	0%
Hurkamp Picnic	8,000	289	8,000	8,000	8,000	0%
Farmer’s Market	26,500	18,693	21,500	21,500	26,500	23.26%
Midnight Madness	-	-	-	-	9,000	-
Fredericksburg Arts Commission	25,000	12,540	15,000	15,000	35,000	133.33%
PEG Access	40,000	234	40,000	95,000	40,000	(57.89%)
CDBG	174,310	225,921	192,020	192,020	177,215	(7.71%)
CDBG – 210- 81607	5,000	4,950	5,000	5,000	5,000	0%
First Night	63,000	66,610	63,000	63,000	63,000	0%
Regional Group Tourism	164,857	132,908	150,000	150,000	150,000	0%
Regional Consumer Marketing	467,457	426,494	363,000	363,000	363,000	0%
Total Fund¹	1,763,380	1,613,522	1,356,040	1,612,828	1,326,515	(17.75%)

¹ Inactive grants from prior fiscal years are not listed, but included in the total.

Significant Program Highlights

- ❖ Total General Fund transfer to City Grants - \$365,500
 - Transfer for Regional Tourism - \$121,000
 - Transfer for Arts Commission - \$30,000
 - Transfer for Support of Victim Witness Program - \$58,000
 - Transfer for other programs - \$156,500
 - Includes CDBG Admin, Domestic Violence, and Regional Group Tourism

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	45,735	45,692	46,654	46,654	48,121	3.14%
Fringe Benefits	22,925	12,280	24,393	24,393	24,395	0%
Travel & Training	3,200	2,392	3,300	3,300	3,300	0%
Other Non-Personal	1,900,000	1,494,098	1,800,000	1,930,000	1,850,354	(4.13%)
Materials & Supplies	1,300	459	2,300	2,300	2,300	0%
Capital Outlay	-	-	-	-	-	-
Total	1,973,160	1,554,921	1,876,647	2,006,647	1,928,470	(3.75%)
Revenues						
State CSA & Other Grants	1,180,840	977,320	1,131,380	1,131,380	1,091,355	(3.54%)
Local Transfer	792,320	792,320	675,275	675,275	675,275	0%
Fund Balance	-	-	69,992	199,992	161,840	(19.08%)
Total	1,973,160	1,769,640	1,876,647	2,006,647	1,928,470	(3.75%)

Significant Program Highlights

- ❖ Other Non-Personal funding includes the majority of program expenses, which are mainly contracted services from outside service providers.
- ❖ Fredericksburg CSA Program has consistently accessed alternate funding sources such as Medicaid, Title IV-E, PSSF, and PD-16 in an attempt to contain local funding requirements.
- ❖ There continues to be significant costs associated with Special Education services which are IEP (Individual Education Plan) driven and mandated.

PARKING FUND

Program Description

The Parking Fund is set up to account for the operation, maintenance, and debt service activities related to the City’s Sophia Street Parking Garage. The Sophia Street Parking Garage opened in November 2005, providing 297 spaces to the southern end of downtown Fredericksburg.

The City also leases parking lot space at 904 Princess Anne Street for public parking on nights and weekends.

Fiscal Year 2016 Goal

- Continue to provide parking to commuters, residents and visitors of the City of Fredericksburg.

Fiscal Year 2016 Objectives

- Continue to use new technology to account for daily fee activity
- Increase usage of Princess Anne Street Lot
- In conjunction with the City Manager’s Office and City Council work to determine how to address future parking needs.

Program Budget Summary – Parking Garage

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	100,745	97,959	103,365	103,365	105,355	1.93%
Fringe Benefits	29,490	21,980	36,105	36,105	30,045	(16.78%)
Purchased Services	34,300	27,987	39,500	39,500	39,500	0%
Utilities, Communications, & Rentals	26,400	19,345	46,400	46,400	41,400	(10.78%)
Travel & Training	-	-	-	-	-	-
Other Non-Personal	9,000	5,427	9,000	9,000	9,000	0%
Materials & Supplies	8,100	14,795	8,100	8,100	7,900	2.47%
Capital Outlay	144,165	152,037	153,080	153,080	141,480	(7.58%)
Transfers & Debt Service	321,230	131,375	319,365	319,365	310,940	(2.64%)
Total	673,430	470,905	714,915	714,915	685,620	(4.10%)
Princess Anne Street / Charles Street Parking	25,500	9,092	-	17,125	-	-

PARKING FUND

Significant Program Highlights

- ❖ The Parking Fund is an Enterprise Fund. Prior capital expenditures become assets and are depreciated over time. Capital Outlay includes an expense of \$141,480 for depreciation.
- ❖ The City uses surplus motor fuels taxes to pay a portion of the debt service incurred to build the parking garage.
- ❖ The City Council recently renewed the lease at 904 Princess Anne Street and will need to amend the budget to account for these expenditures.

Program Description

The Fredericksburg Department of Social Services’ Mission, “Helping People Triumph over Hardships to Promote Healthier Futures within Our Community” is part of every employee’s daily work. The Department provides, financial, medical, food, heating and cooling assistance, family services, protects the safety of children and adults, provides safe foster homes for children and provides adoption services to the neediest children in our community.

Fiscal Year 2016 Goals

- Work with families and individuals to endure independence, safety, and preservation
- Serve families to ensure that children are raised in a safe, stable, and nurturing environment.
- Assist community members in need by determining eligibility for benefits programs and making community resource referrals.
- Provide a safety net for individuals in need by increasing access to those benefits and services to promote self-sufficiency.

Fiscal Year 2016 Objectives

- Ensure that reports of abuse and neglect are appropriately handled
- Establish permanent connections for children in foster care
- Provide benefit determination in a timely manner; 97% processed on time
- Because employment is the foundation for self-sufficiency, assist customers secure and maintain employment.

	FY2013 Actual	FY 2014 Actual	FY2015 Estimated	FY 2016 Projected
Reduce the % of reports of abuse and/or neglect with prior Fredericksburg history	27%	28%	25%	20%
90% of CPS referral contacts are made within the mandated response priority	100%	99%	100%	100%
75% of children in foster care will be discharged to permanency within 24 months		79%	80%	83%
SNAP applications will be processed on time	92%	98%	99%	99%
Medicaid applications will be processed on time	92%	84%	76%	90%
Medicaid renewals will be processed on time	88%	98%	93%	97%
TANF applications will be processed on time	99%	98%	100%	100%

SOCIAL SERVICES FUND

Meet or exceed the Federal Work Participation rate of 50%	46%	48%	50%	50%
Meet or exceed the Federal 3 month employment retention rate of 50%	66%	76%	80%	80%

Social Services Fund Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	1,601,580	1,570,929	1,639,118	1,639,118	1,748,777	6.69%
Fringe Benefits	810,320	746,615	852,447	852,447	900,833	5.68%
Purchased Services	167,500	205,534	189,250	189,250	226,250	19.55%
Utilities, Communications, & Rentals	157,885	151,042	155,700	155,700	219,300	15.88%
Travel & Training	6,500	8,197	6,500	6,500	6,500	0%
Dues & Memberships	1,200	2,265	1,200	1,200	1,200	0%
Other Non-Personal	1,702,765	1,622,164	1,679,300	2,101,300	2,128,300	1.28%
Materials & Supplies	33,800	26,633	33,300	33,300	36,300	9.01%
Capital Outlay	2,500	13,067	25,000	25,000	18,600	(25.60%)
Total	4,484,050	4,346,445	4,581,815	5,003,815	5,286,060	5.64%
Revenues						
Federal Grant Revenue	1,794,313	1,977,171	1,645,646	1,835,146	2,125,139	15.8%
State Grant Revenue	1,609,252	1,383,528	1,791,071	2,023,571	1,880,081	(7.09%)
Local Funding – Transfer from General Fund	1,011,670	1,011,670	1,039,810	1,039,810	1,157,365	11.31%
Recovered Costs	32,475	56,265	52,110	52,110	35,000	(32.83%)
Fund Balance	36,340	-	53,178	53,178	88,475	66.38%
Total	4,484,050	4,428,634	4,581,815	5,003,815	5,286,060	5.64%

Significant Program Highlights

- ❖ The total City Social Services Fund is adopted at \$5,286,060. The Budget also uses \$88,475 from the Public Assistance Fund Balance, lessening the burden of increased funding needs on the General Fund transfer.
- ❖ The increase in the Social Services Fund budget can be attributed primarily to an increased demand for services. While economic conditions have improved slightly and there has been a decrease in the unemployment rate, the continued high

SOCIAL SERVICES FUND

caseload level indicates that residents are requiring services for longer periods of time. To better handle the increased caseload, the FY 2016 budget includes an additional full time Benefit Program Specialist, as well as a part time receptionist. The benefits specialist will be able to take on a full caseload which will help spread the workload to a more manageable level. The Department also feels the addition of this full time position will reduce the amount of overtime that will be expended in FY 2016. The local portion of this position is approximately \$17,500. The part time receptionist will work during peak hours to help manage the call volume coming into the department. The local portion of this position is approximately \$2,520. The remainder of the local increase is attributed to increases in the cost of current salary and benefits, information technology replacements, and some one time expenditures associated with expanding into additional office space.

Program Budget Summary

FREdericksburg Regional Transit (FRED) provides accessible, affordable, dependable, efficient, environmentally sound, and safe and secure transportation for people who reside or work or visit within the Fredericksburg, Virginia region (i.e., the City of Fredericksburg and the counties of Caroline, Spotsylvania and Stafford). FRED provides three categories of service: 1) regular weekday service (with pre-arranged route deviations) in the City and four counties; 2) weekday dedicated VRE feeder service; and 3) Thursday and Friday evening and Saturday and Sunday service centered on the University of Mary Washington during the academic year.

Program Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change
Salaries & Wages	2,119,370	1,933,774	2,221,125	2,221,126	2,273,366	2.35%
Fringe Benefits	576,150	466,733	585,608	585,611	633,621	8.2%
Purchased Services	627,101	289,545	337,999	556,933	352,000	(36.8%)
Utilities, Communications, & Rentals	165,445	157,529	183,445	183,445	182,812	(0.35%)
Travel & Training	8,010	5,391	8,005	8,005	8,000	0.05%
Dues & Memberships	2,000	610	1,999	1,999	2,000	0%
Materials & Supplies	778,040	607,850	782,399	782,400	692,200	(11.53%)
Capital Outlay	1,268,800	975,745	1,304,934	1,304,926	1,274,916	(2.3%)
Transfers & Contingency	184,996	-	285,004	185,004	291,829	57.74%
Total	5,729,912	4,437,177	5,710,518	5,829,449	5,710,744	(2.04%)

Significant Program Highlights:

- ❖ Effective in July, the FREdericksburg Regional Transit system now offers reduced fares for eligible riders during off-peak boarding times. Riders eligible for reduced fares include those over 62 years of age, persons receiving Medicare, and those with permanent or temporary disabilities. Regular fares for most routes remain \$1 for FY 2016.
- ❖ Transit is accounted for as an Enterprise Fund.
- ❖ There are no significant changes to the level of service for FY 2016.

TRANSIT FUND

Program Description

The function of the wastewater treatment program is to provide the City with efficient sanitary sewage treatment that complies with state and federal effluent standards. Sewage treatment includes receiving, treating, disinfecting, and disposing of treatment-generated solids for City sewage. In addition, the wastewater collection system transfers to Spotsylvania County 375,000 gallons per day of City-generated sewage and all Spotsylvania sewage that enters the City’s sewage transmission system.

The Wastewater Fund has several major subdivisions. The Wastewater Administration function covers the activities of the City’s Wastewater Treatment Plant. The Water and Sewer Crew (Sewer) is a four-person crew, funded in both the Water Fund and the Sewer Fund, which has activities in maintaining both the City’s water and the City’s sewer transmission systems. The Pumping and Transmission crew is a four-person crew responsible for the maintenance and operation of the City’s six sewer lift stations, as well as approximately 76 miles of sewer lines. The City tracks expenses related to the Master Sewer Meters separately. Finally, the personnel in the Utility Billing Office also assist sewer customers.

Fiscal Year 2016 Goal

- Complete a focused assessment of the City’s sewer system in select areas, with emphasis on prioritization of future upgrades and improvements.

Fiscal Year 2016 Objectives

- Begin the process of replacing the belt filter press at the City’s Wastewater Treatment Plant.
- Monitor work with sanitary sewer system improvements associated with the Fall Hill Avenue betterments project. The majority of betterments work is associated with the water system, but there is an extension of a sanitary sewer main included as well near the Fall Hill Avenue Bridge over the Rappahannock Canal.
- Implement a career development ladder at the Wastewater Treatment Plant for operators as they achieve Operator certificates at a higher level by the Commonwealth (e.g. Wastewater Treatment Operator Class IV / III / II / I). The City’s Wastewater Plant is certified as a Class I facility by the Commonwealth, meaning that a Class I Operator must be on staff to operate the plant.

**Full-time Position Summary
(See Notes to Summary in Water Fund)**

Crew	FY 2013	FY 2014	FY 2015	FY 2016
Administration & Main Crew	7	7	7	7
Water & Sewer Crew	5	5	5	5
Utility Billing	2	2	2	2

WASTEWATER FUND

Wastewater Fund Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	928,975	813,409	971,365	971,365	992,015	2.13%
Fringe Benefits	523,550	433,890	564,920	564,920	551,465	(2.38%)
Purchased Services	1,206,484	996,048	1,246,780	1,219,974	1,002,000	(19.63%)
Utilities, Communications, and Rental	271,950	344,359	302,585	302,585	302,585	0%
Travel & Training	6,410	1,242	6,110	6,110	6,150	0.65%
Dues & Memberships	3,000	5,669	3,500	4,250	4,500	28.57%
Other Non-Personal	2,000	14,023	2,000	2,000	2,000	0%
Materials & Supplies	258,391	172,287	167,500	178,684	339,868	102.91%
Transfers & Debt Service	2,238,425	894,643	1,687,935	1,687,935	2,208,225	30.82%
Capital Outlay	1,716,028	1,530,199	1,510,470	1,557,324	1,575,000	4.27%
Total	7,155,213	5,209,359	6,463,165	6,495,147	6,992,825	8.2%
Revenues						
Sewer Fees	4,644,000	4,746,755	4,744,585	4,744,585	5,000,000	5.38%
Other Income	346,000	918,915	350,175	350,175	307,825	(12.09%)
Fund Balance	2,165,213	-	1,368,405	1,400,387	1,685,000	20.32%
Total	7,155,213	5,665,670	6,463,165	6,495,147	6,992,825	8.2%

Significant Program Highlights

- ❖ The FY 2016 Budget includes a blended rate increase of 4.0% for the Wastewater Fund to help meet the ongoing operational and capital needs of the system.
- ❖ The Depreciation schedule for assets has been adjusted to more closely match the expected life of the assets, particularly at the treatment plant.
- ❖ Fund balance is used to offset Depreciation, the charge for Other Post-Employment Benefits, and Contingency.
- ❖ Wastewater Fund is an Enterprise Fund. Capital Fund revenues and expenses are combined with the operating fund at the end of each fiscal year. Capital expenses become assets and are depreciated over time.

Program Description

The City of Fredericksburg provides drinking water to 7,600 service locations. The City contracts with Spotsylvania County for the purchase of treated water, and operates the distribution system within City limits to City customers. The operations and maintenance of the Water system is a responsibility of the City’s Public Works Department.

The City’s six-member Water Administration crew and the five-member Water and Sewer crew operate the water distribution system, including reading meters, answering service calls, and repairs and maintenance to the system. The two-person Utility Billing office (split between the Water and Sewer Fund) helps set up accounts and answer customer questions.

Fiscal Year 2016 Goal

- Continue work on the City’s capital improvements plan, which includes upgrades to outdated water lines to improve water service and fire protection throughout the City.

Fiscal Year 2016 Objectives (Capital Projects)

- Complete work on replacements to outdated water lines in College Heights, which will improve water flow in both the College Heights neighborhood and the University of Mary Washington.
- Begin work on replacing the old and occluded water distribution line on Caroline Street between Amelia Street and the southern end of the line through a comprehensive PPEA agreement with W.C. Spratt, Inc.
- Replace the 2” water line along a service road in the 1900 block of Lafayette Boulevard with an 8” water line for improved water flow and fire protection.
- Monitor water line betterments associated with the Fall Hill Avenue widening project.

Full-time Position Summary

Crew	FY 2013	FY 2014	FY 2015	FY 2016
Administration & Main Crew	7	7	7	7
Water & Sewer Crew	5	5	5	5
Utility Billing	2	2	2	2

Notes:

- ❖ The Assistant Director of PW – Utilities, the Water & Sewer Crew, and the Utility Billing Personnel are split between the Water and Sewer Funds.
- ❖ All personnel are members of the Public Works Department save Utility Billing, whose two employees are members of Fiscal Affairs.

Water Fund Budget Summary

	FY 14 Final Budget	FY 14 Actual	FY 15 Original Budget	FY 15 Amended Budget	FY 16 Adopted Budget	% Change FY 15 to FY 16
Salaries & Wages	426,075	373,228	437,120	437,120	453,825	3.82%
Fringe Benefits	261,915	218,959	270,695	270,695	268,745	(0.72%)
Purchased Services	1,543,845	1,388,333	1,582,450	1,580,994	1,556,895	(1.52%)
Utilities, Communications, and Rental	34,250	40,441	40,000	40,000	41,950	4.88%
Travel & Training	5,100	1,335	4,200	4,200	4,900	16.67%
Dues & Memberships	18,000	25,411	20,000	20,000	27,000	35%
Materials & Supplies	129,040	119,952	141,700	139,020	122,150	(12.13%)
Capital Outlay	520,950	536,833	562,215	576,339	574,455	(0.33%)
Transfers & Debt Service	721,585	316,653	719,240	719,240	1,389,870	93.24%
Total	3,660,760	3,021,144	3,777,620	3,787,608	4,439,790	17.21%
Revenues						
Water Fees	2,640,000	2,732,561	2,769,705	2,769,705	3,373,720	22%
Other Income	340,230	702,890	322,850	322,850	391,070	21.13%
Fund Balance	680,530	-	685,065	695,053	675,000	(2.89%)
Total	3,660,760	3,435,451	3,777,620	3,787,608	4,439,790	

Significant Program Highlights

- ❖ The FY 2016 Budget includes a blended rate increase of 4.0% for the Water Fund to help meet the ongoing operational and capital needs of the system.
- ❖ Fund Balance (Retained Earnings) is used as a budgetary source to offset Depreciation expenses, the charge for Other Post-Employment Benefits, and operating Contingency.
- ❖ The Water Fund is an Enterprise Fund. Water Capital Fund revenues and expenses (shown in the capital budget section) are brought to the operating fund at the end of each fiscal year. Capital expenses become assets and are depreciated over time, which is consistent with governmental accounting standards for enterprise-type operations.