
COUNTY OF SPOTSYLVANIA



BOARD OF SUPERVISORS COMMUNICATION

Date: February 14, 2017

Purpose:

<input type="checkbox"/> BOS Follow-Up	<input type="checkbox"/> Schedule Notes *
<input type="checkbox"/> Future BOS Meeting	<input checked="" type="checkbox"/> Information Only *
<input type="checkbox"/> Emerging Issue	<input type="checkbox"/> Other: _____

* May be combined

Title: Budget Items Requested But Not Funded in FY 2018 Recommended Budget

Summary/Analysis: The County Administrator's Recommended Budget for FY 2018 does not include \$2,863,060 in items that were requested by the various departments and agencies but could not be recommended. The attached document shows the requests made by departments but not included in the Recommended Budget. Page 8 shows cost details for the positions requested but not funded. The amounts on page 8 are not in addition to those on pages 1 – 7, but instead page 8 shows the detail of positions noted within pages 1 – 7.

Conclusion/Recommended Action: Please read through the documentation.

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Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
Human Resources		
Assistant Director of HR (see pg 8 for cost details)	\$138,388	Not recommended by County Admin. Would have an offsetting increase in other departments. HR to address
Shift responsibility for speciality advertising to departments	-\$15,000	through other means.
Software to convert existing forms to fillable PDF format	\$1,500	Not recommended by IS. Can be done when/if electronic signature function is funded.
Increase in telephone costs due to install of WiFi access	\$480	Already in base budget for FY 2018. No need to budget twice.
Mileage/subsistence & lodging/education & training	<u>\$971</u>	Corrections to original calculations included in request.
HR Total	\$126,339	
Treasurer		
Maintenance service contract for printer	\$1,925	Has been captured in IS budget in the past, as IS has not billed Treasurer's Office for this.
Printing & binding	\$5,450	The base budget for this account is \$70,450 and includes half of the additional funding requested by the Treasurer. Historical usage has been in the \$60K - \$63K range. Given historical use, an additional \$5,450 is not warranted.
Postage	\$6,150	The base budget for this account is \$196,150 and includes half of the additional funding requested by the Treasurer. Historical usage has been in the \$160K - \$180K range. Given historical use, an additional \$6,150 is not warranted.
Office supplies	<u>\$300</u>	The base budget for this account is \$20,400. Historical usage has been in the \$13K - \$18K range. Given historical use, an additional \$300 is not warranted. Funding was added to this account for toner for a new printer, as requested.
Treasurer's Office Total	\$13,825	
Information Services		
Implementation of electronic signature	\$50,000	Not recommended by County Admin.
Internship program	<u>\$35,648</u>	Partial funding of request is included in the budget.
Information Services Total	\$85,648	

Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
General District Court (GDC)		
Supplement the salaries of the State's GDC staff	<u>\$53,129</u>	These are the State's employees. Not recommended by County Admin.
General District Court Total	\$53,129	
Sheriff's Office - Courts		
Printing & binding	<u>\$600</u>	Base budget has been increased by \$600 to a total of \$1,000 for FY 2018. Typically, expenditures in this account are \$500 or less. For FY 2016, expenditures were \$1,537. Will see if trend continues before anything additional is budgeted.
Sheriff's Office - Courts Total	\$600	
Sheriff's Office - Communications		
Add heaters to consoles due to inability to regulate temperature within the center.	<u>\$8,500</u>	
Sheriff's Office - Communications Total	\$8,500	
Sheriff's Office - Law Enforcement		
Maintenance service contracts - increase based on trend	\$11,000	Request was to increase based on trend. The trend prior to FY 2016 was \$15k - \$19k/year. FY 2016's expenditures were \$33,609, but \$12,730 of that was because a radio repairs & maintenance expense was inaccurately charged to this account. This account for FY 2018 is budgeted at \$21,942 - in line with the true trend.
Equine shots, ferrier, tooth care	\$1,325	When mounted patrol program was begun, the owner of the horse was to be responsible for its care.
Kennel replacements at deputies' homes	\$980	The County has not been responsible for replacing kennels at deputies' homes in the past. It has been the responsibility of the deputies.
In-vehicle printers for 11 vehicles	\$1,100	IS does not recommend these.
3 additional patrol deputies beyond the 3 additional included in the Recommended Budget. (See pg 8 for cost details.)	\$182,144	
2 additional Detectives beyond the 1 additional included in the Recommended Budget. (See pg 8 for cost details.)	<u>\$111,703</u>	
Sheriff's Office - Law Enforcement Total	\$308,252	

Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
Regional Agencies		
Piedmont Dispute Resolution Center	\$1,348	Requested increase not recommended by General District Ct.
Rappahannock Council Against Sexual Assault	\$2,000	Requested increase not recommended by Victim/Witness staff.
Rappahannock Emergency Medical Services	\$25,571	Requested increase not recommended by F/R.
Regional Med-Flight Program	\$4,100	New agency not recommended by F/R.
Capital Caring	\$9,400	New agency request not recommended by DSS Board.
Dream 2 Aspire Greatness	\$12,000	New agency request not recommended by DSS Board.
Failsafe-ERA	\$117,000	New agency request not recommended by DSS Board.
Open Hand of Fredericksburg	\$8,000	New agency request not recommended by DSS Board.
Quin Rivers	\$2,800	New agency request not recommended by DSS Board.
Fredericksburg Boys/Girls Club	\$28,000	Requested increase not recommended by DSS Board.
Brush with Kindness/Habitat for Humanity	\$5,500	Requested increase not recommended by DSS Board.
Brisben Homeless Shelter	\$6,819	Requested increase not recommended by DSS Board.
Rappahannock Court Appointed Special Advocates	\$1,375	Requested increase not recommended by DSS Board.
Rappahannock Big Brother/Big Sisters	\$500	Requested increase not recommended by DSS Board.
Rappahannock United Way	\$4,000	Requested increase not recommended by DSS Board.
Fredericksburg Regional Food Bank	\$60,665	New agency request not recommended by DSS Board.
Rebuilding Together	\$1,500	Requested increase not recommended by DSS Board.
Fredericksburg SPCA	<u>\$10,000</u>	New agency request not recommended.
Regional Agencies Total	\$300,578	
Fire/Rescue		
Increase materials & supplies account based on trend	\$9,000	The actual expenditures in FY 2016 were higher than typical because of the SCBA grant. Can't count grant expenditures as part of normal budget trend.
Purchase John Deere gator for use at fire training center	\$8,100	Acting Chief agreed to fund this from the State Fire Programs funding. No need to add to the budget for this purpose since State Fire Programs funding is already budgeted.
Other professional services - FREMS	\$30,250	Subsequent to the original request for this increase, F/R staff notified Budget staff that they think they'll be OK with the base budget amount for this account. No need to add.
Medical & lab supplies	\$24,000	Base budget was increased by \$25K to \$200,000 to be in line with prior years' expenditures.
Public Education Specialist (Civilian) (See pg 8 for cost details.)	<u>\$92,940</u>	
Fire/Rescue Total	\$164,290	

Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
Animal Control		
		An increase of \$12K was requested based on FY 2016 expenditures. However, FY 2016 expenditures were higher than typical because of a \$10K grant. Can't count grant expenditures as part of normal budget trend.
Spay/neuter program	\$6,000	
Convert 5 PT Animal Control Shelter Assistants to FT (See pg 8 for cost details.)	<u>\$92,143</u>	Not recommended by County Admin. Reconsider for FY 2020 when shelter expansion opens.
Animal Control Total	\$98,143	
Refuse Disposal		
Groundwater monitoring - increase of \$111K requested, \$25K was added to base budget	<u>\$86,000</u>	There is routinely savings in this line item. Subsequent to the original request for the increase, Budget and Public Works staff agreed to leave \$86K of the request unfunded for FY 2018. When the full budget begins being spent, will then consider if an additional increase is warranted.
Refuse Disposal Total	\$86,000	
Museum		
Graphics production printer	\$13,500	Continue to outsource printing on an as needed basis.
Funding of TBD historical artifacts	\$1,500	Not recommended by County Admin.
Funding for two decorative, non-firing cannons	<u>\$19,600</u>	Not recommended by County Admin.
Museum Total	\$34,600	
Planning		
Maintenance service contracts	\$581	Subsequent to the original request for this increase, Planning staff notified Budget staff that the increase would not be necessary in FY 2018.
Replacement task chairs, small conference room chairs, and permit counter chairs.	<u>\$6,236</u>	Not recommended by County Admin. Focusing on replacing large Community Development conference room furniture in FY 2018.
Planning Total	\$6,817	

Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
Economic Development		
Printing of promotional items for various events & prospects.	\$5,000	Including half of department's added request in FY 2018 Budget.
Replacement of conference room chairs	\$7,000	Not recommended by County Admin. Existing chairs are nice.
4 Viewsonic 27" monitors	\$800	Not recommended by IS.
Economic Development Project Manager (See pg 8 for cost details.)	\$103,914	Not recommended by County Admin.
Add'l prospect development funding	<u>\$485,000</u>	Not recommended by County Admin.
Economic Development Total	\$601,714	
Tourism		
Purchase used 22 passenger van for tours.	\$88,891	Not recommended by County Admin.
Economic Development & Tourism Coordinator + Museum & Visitor Center Coordinator (cost net of other reductions) (See pg 8 for cost details.)	<u>\$43,056</u>	Not recommended by County Admin.
Tourism Total	\$131,947	
Extension		
Increase Market Manager by 8 hours per week (See pg 8 for cost details.)	\$6,940	Not recommended by County Admin.
Increase Asst. Market Manager by 8 hours per week (See pg 8 for cost details.)	<u>\$5,644</u>	Not recommended by County Admin.
Extension Total	\$12,584	
EDO Fund		
Various incentive requests.	<u>\$735,000</u>	We do not budget for incentives until agreements in place. Will need to reassess the need for a portion of this as part of the Adopted Budget.
EDO Fund Total	\$735,000	

Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
Code Compliance Fund		
Replace Building Office task chairs and permit counter chairs.	\$7,788	Not recommended by County Admin. Focusing on replacing large Community Development conference room furniture in FY 2018.
Replace Zoning Office task chairs and permit counter chairs.	<u>\$4,711</u>	Not recommended by County Admin. Focusing on replacing large Community Development conference room furniture in FY 2018.
Code Compliance Fund Total	\$12,499	
Transportation Fund		
2 replacement task chairs.	<u>\$620</u>	Not recommended by County Admin. Focusing on replacing large Community Development conference room furniture in FY 2018.
Transportation Fund Total	\$620	
Capital Projects Fund		
Auto repairs & maintenance for one vehicle.	\$300	Nothing is being charged to the Capital Projects Fund for vehicles. Repairs must be occurring as a Utilities or other department vehicle. No need to budget here until charges begin being made to this account.
Fuel for one vehicle.	<u>\$150</u>	Very little is charged to Capital Projects Fund for vehicle fuel. Including \$150 of \$300 budget request in the base budget.
Capital Projects Fund Total	\$450	
Utilities Operating Fund		
Ni River WTP electricity	\$6,600	
Ni River WTP chemicals	\$11,378	Increase only by amount necessary at FY 2016 unit costs to match to last year plant was in full production.
Leachate removal	\$10,000	Budget is routinely not spent. No need to budget until expenses begin occurring. Utilities budget can cover if necessary.
Electrician for Massaponax WWTP (See pg 8 for cost details.)	<u>\$53,547</u>	Not recommended by County Admin. Continue to outsource on an as needed basis.
Utilities Operating Fund Total	\$81,525	

Requested but Not Funded in FY 2018 Recommended Budget

Department/Request	\$ Requested	Notes from Budget Office
<u>Summary by Fund</u>		
General Fund	\$2,032,966	
EDO Fund	\$735,000	
Code Compliance Fund	\$12,499	
Transportation Fund	\$620	
Capital Projects Fund	\$450	
Utilities Operating Fund	<u>\$81,525</u>	
	\$2,863,060	

Cost Details of Positions Requested but not Funded in FY 2018 Recommended Budget

	A	B	C = A + B	D	E	F	G	H	I = D + E + F + G + H	J = C + I
	Salary & Benefits	Reduced OT/PT & Assoc. Benefits	Total Net Salary & Benefits Cost	Gun	Uniform	Vest	Vehicle	Computer/ Radio/FF*	Total Other Costs	Total Position Costs
HR										
Asst. Dir. of HR	\$135,888	\$0	\$135,888	\$0	\$0	\$0	\$0	\$2,500	\$2,500	\$138,388
Sheriff's Office										
Patrol Deputy #4	\$57,285	-\$33,320	\$23,964	\$800	\$2,050	\$900	\$33,000	\$0	\$36,750	\$60,714
Patrol Deputy #5	\$57,285	-\$33,320	\$23,964	\$800	\$2,050	\$900	\$33,000	\$0	\$36,750	\$60,714
Patrol Deputy #6	\$57,285	-\$33,320	\$23,964	\$800	\$2,050	\$900	\$33,000	\$0	\$36,750	\$60,714
Detective #2	\$60,912	-\$16,660	\$44,252	\$1,500	\$1,200	\$900	\$4,000	\$4,000	\$11,600	\$55,852
Detective #3	\$60,912	-\$16,660	\$44,252	\$1,500	\$1,200	\$900	\$4,000	\$4,000	\$11,600	\$55,852
PT Shelter Asst to FT #1	\$18,429	\$0	\$18,429	\$0	\$0	\$0	\$0	\$0	\$0	\$18,429
PT Shelter Asst to FT #2	\$18,429	\$0	\$18,429	\$0	\$0	\$0	\$0	\$0	\$0	\$18,429
PT Shelter Asst to FT #3	\$18,429	\$0	\$18,429	\$0	\$0	\$0	\$0	\$0	\$0	\$18,429
PT Shelter Asst to FT #4	\$18,429	\$0	\$18,429	\$0	\$0	\$0	\$0	\$0	\$0	\$18,429
PT Shelter Asst to FT #5	<u>\$18,429</u>	\$0	<u>\$18,429</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$18,429</u>
	\$385,821	-\$133,281	\$252,540	\$5,400	\$8,550	\$4,500	\$107,000	\$8,000	\$133,450	\$385,990
Fire/Rescue										
Public Ed Spec.	\$64,432	\$0	\$64,432	\$0	\$1,508	\$0	\$26,000	\$1,000	\$28,508	\$92,940
Economic Development										
ED Project Manager	\$98,449	\$0	\$98,449	\$0	\$0	\$0	\$0	\$5,465	\$5,465	\$103,914
ED & Tourism Coordinator	\$60,046	-\$38,518	\$21,528	\$0	\$0	\$0	\$0	\$0	\$0	\$21,528
Museum & Visitor Ctr Coord.	<u>\$60,046</u>	<u>-\$38,518</u>	<u>\$21,528</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$21,528</u>
	\$218,541	-\$77,036	\$141,505	\$0	\$0	\$0	\$0	\$5,465	\$5,465	\$146,970
Extension										
+8 hrs/wk for Market Mgr.	\$6,940	\$0	\$6,940	\$0	\$0	\$0	\$0	\$0	\$0	\$6,940
+8 hrs/wk for Asst. Mkt. Mgr.	<u>\$5,644</u>	<u>\$0</u>	<u>\$5,644</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$5,644</u>
	\$12,584	\$0	\$12,584	\$0	\$0	\$0	\$0	\$0	\$0	\$12,584
Utilities										
Mass. WWTP Electrician	\$52,572	\$0	\$52,572	\$0	\$975	\$0	\$0	\$0	\$975	\$53,547

*"FF" stands for furniture & fixtures.