

**COMMITTEE MEMBERS PRESENT:**

David Ross, Board Member
Mark Cole, Deputy County Administrator
Larry Pritchett, Treasurer
Annette D'Alessandro, Grants Manager (Finance Delegate)

OTHER STAFF MEMBERS PRESENT:

Bonnie Jewell, Deputy Director of Finance for Budget
Erika Snodgrass, Sheriff's Office Manager

Acceptance, Budget Adjustment, and Appropriation of Additional Federal Funds for the Virginia Department of Health Child Safety Seat Check Station Coordinator Project

Erika Snodgrass, Sheriff's Office Manager, explained that the Virginia Department of Health (VDH) wishes to continue the Child Safety Seat Check Station Coordinator Program through the Spotsylvania County Sheriff's Office. At VDH's request, the Spotsylvania County Sheriff's Office is the Regional Coordinator for their Northern Virginia Safety Seat Check Station Coordinator Program. The assigned coverage area includes the Counties of Frederick, Clarke, Warren, Loudoun, Fairfax, Prince William, Fauquier, Rappahannock, Madison, Orange, Stafford, Spotsylvania, Culpeper, and the embedded cities and townships.

She explained that in previous years, VDH has awarded this funding through a sub-grant award. This year VDH has elected to transition to a vendor relationship. Federal funds of approximately \$12,890 will be reimbursed to the Sheriff's Office for tasks associated with the Child Safety Seat Check Station Coordinator Program. There is no local match requirement associated with this federal funding; however, if VDH does not approve several anticipated change order requests, the Sheriff's Office will need to absorb approximately \$1,771 in their FY 2020 Adopted Budget. In addition, VDH has elected to purchase \$2,575 in supplies on behalf of the program and will forward these federally funded items to the Sheriff's Office. It is anticipated that some funds will be spent in FY 2019. All program activities will need to be completed by September 30, 2019 (FY 2020). All travel will be reimbursed in accordance with the Commonwealth of Virginia's Travel Policy in effect at the time of the travel

Staff is requesting the Board of Supervisor's approval to accept the award and approve the budget adjustment and associated appropriation.

On a motion by Mr. Pritchett, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended acceptance of the award and approval of the budget amendment and associated appropriation.

Shift of Sheriff's Office Insurance Reimbursement to Capital Projects for Motorcycle Replacement

Bonnie Jewell, Deputy Director of Finance for Budget, explained that the Sheriff's Office received an insurance reimbursement in the amount of \$12,000 for total loss of a patrol motorcycle. Major Wells has requested that this \$12,000 be shifted from the General Fund to the Capital Projects Fund and appropriated towards purchasing a new motorcycle. The recommended budget adjustment shifts the revenue as requested and adds \$12,000 to the Sheriff's Office FY 2019 Vehicle Replacements project.

On a motion by Mr. Ross, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of staff's recommended budget adjustment and associated appropriation.

Shift of Funding for Purchase of Heavy Equipment from Utilities Operating to Utilities Capital Project Fund

Bonnie Jewell, Deputy Director of Finance for Budget, explained that four of five heavy vehicles planned for replacement by Utilities in FY 2019 were budgeted in the Utilities Capital Projects Fund. The fifth truck was inadvertently budgeted in the Utilities Operating Fund. Staff is requesting the approval of this budget adjustment to shift the funding remaining in the account where the fifth truck was budgeted to the Utilities Capital Projects Fund where the other four heavy trucks are budgeted.

On a motion by Mr. Cole, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget amendment and associated appropriation.

Capital Projects Adjustments

Bonnie Jewell, Deputy Director of Finance for Budget, explained that staff is requesting approval of the following Capital Project adjustments.

General Capital Projects adjustments:

- After completion of the two corridor study projects, a total of \$192 in State funding and \$29,722 in local funding remains unspent. \$20,192 of the local funding is transportation bond money and needs to be shifted to another transportation project, so staff is recommending it be shifted to the projects at Exit 118. The \$9,530 other-than-bonds balance of local funding is returned to the Capital Projects Fund balance.
- \$5,153 in proffer funding specific to the Ni River Park project remains unspent after completion of the concept design it was meant to fund. With the project having been removed from the out-years of the most recently adopted CIP, Finance staff recommends that this project be closed with the proffer funding being held until such time as further work is planned for the Ni River Park.

Utilities Capital Projects adjustments:

- For proper accounting, Finance staff recommends that the Utilities Facility Asset project balance of \$1,068,725 be shifted from the general Capital Projects Fund to the Utilities Capital Projects Fund. This is a net-\$0 transfer between funds.

On a motion by Mr. Pritchett, seconded by Mr. Ross and passed unanimously, the Finance Committee recommended approval of staff's recommended capital project adjustments.

Other Business:

Adjournment:

Ms. D'Alessandro adjourned the meeting.