

**COMMITTEE MEMBERS PRESENT:**

David Ross, Board Member
Paul Trampe, Board Member
Mark Cole, Deputy County Administrator
Debbie Williams, Commissioner of Revenue
Mary Sorrell, Finance Director

OTHER STAFF MEMBERS PRESENT:

Bonnie Jewell, Budget Manager
Dave Ansell, Chief Building Official
Kevin Brooks, Director of Parks and Recreation

Budget Adjustment & Appropriation for Additional Overtime Expenditures for the Building Safety Office

David Ansell, Chief Building Official, explained that Building Safety has already over-expended their FY 2019 Overtime budget.

The increase in Overtime is due to a back log of plan reviews and having Targeted Industry projects that need to be approved quickly. There has also been an increase in the number of permits and the size of the projects. Building has to cut inspections off every day, which is not allowing all customers to have their inspections performed on the day they need it. He explained that inspectors have been and will continue to work overtime in order to maintain good customer service. To cover the cost for the remainder of FY'19 they are requesting approval of an additional \$25,000 for overtime in FY 19.

He explained that Building fee revenue to date is exceeding projections and that they anticipate revenues will exceed projections by \$500,000. They are requesting the use of a small portion of this additional revenue to fund the \$25,000 in additional overtime necessary to complete the year.

On a motion by Mr. Ross, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the requested budget amendment and the associated appropriation.

Budget Adjustment & Appropriation for Additional Technology Trust Fund Allocation for Electronic Conversion of Circuit Court Records

Bonnie Jewell, Budget Manager, explained that the Clerk of the Circuit Court's goal is to digitize every official record to ensure that historical records are available in the event of a catastrophe and that they are readily available for the public's use. After having completed the digitization of land records, wills, and marriage licenses, she plans to turn their attention to digitizing land books, chancery books, clerk order books, law books and minute books.

The FY 2019 Budget assumed \$69,239 would be available from through the Compensation Board from the Technology Trust Fund for digitization purposes. However, per the Compensation Board, a total of \$140,544 is actually available. The Clerk of the Circuit Court is requesting that the \$71,305 difference be budgeted in FY 2019 to allow her to continue with the preservation of court records.

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

Budget Adjustment & Appropriation for Insurance Reimbursement for Parks & Recreation Vehicle

Kevin Brooks, Director of Parks and Recreation explained that in August 2018, a Parks and Recreation vehicle (2012 Ford F250) was involved in an accident when a vehicle driven by a citizen failed to stay in its proper lane. The damage to the Parks & Recreation vehicle was determined to be a total loss and the insurance company reimbursed the County \$22,580 for the vehicle. Staff is requesting the approval of the budget adjustment and appropriation to purchase a 2019 Ford F250 at a cost of \$30,496. The additional cost above the insurance reimbursement will be funded from within Parks and Recreation's approved FY 2019 Budget.

On a motion by Ms. Williams, seconded by Mr. Ross and passed unanimously, the Finance Committee recommended approval of the proposed updates to the Procurement Policy.

Rappahannock Area Health District Carryover Request

Bonnie Jewell, Budget Manager explained that Spotsylvania County is part of the Virginia Department of Health's Rappahannock Area Health District and is required per our local government agreement to provide annual funding to support the Health Department's budget. In FY 2018, Spotsylvania's budgeted share of Health Department costs was \$647,569. After completing its FY 2018 year-end settlement report, the Health Department has determined that a balance of \$54,900 is available for refund to Spotsylvania County.

The Health Department has requested to maintain the \$54,900 to purchase various equipment, safety updates to the Health Department office space, and additional office supplies. The Board has permitted the Health Department to retain excess funds in prior years for various purposes. Ms. Jewell noted that for FY 2016 and FY 2017, the Health Department returned funds totaling \$26,120 to the County and did not request the use of such funding for carryover.

On a motion by Ms. Williams, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the Health Department's request to retain funding remaining at the close of FY 2018.

Capital Projects Budget Adjustments

Bonnie Jewell, Budget Manager explained that staff is requesting that transfers and appropriations be approved as follows for several Capital Projects:

General Capital Projects:

- The FY 2018 replacement vehicle projects for Fire/Rescue and Economic Development are now complete and a total of \$8,015 is being returned to the Capital Projects Fund balance.
- \$2,700 in transportation bond funds remain on the now completed Massaponax Church Road project. As these bond funds cannot be used for any purpose other than transportation projects, staff requests that the available \$2,700 be transferred to the continuing projects at Exit 118.
- The VITA Base Mapping project was new for FY 2019, but will recur every several years as new aerial maps are made available by the State. Due to the recurring nature of this work, the project is not suitable as a capital project and staff is requesting a shift of the already budgeted \$200,000 from the Capital Projects Fund to the General Fund. Future year funding for the updates of the mapping will be requested in the General Fund as part of the annual budget process.
- Given action taken by the Board in recent meetings to move forward with renovations to the Lick Run Community Center and completion/renovation of the first floor at Merchants Square, staff requests that \$1.15M of the \$1.2M previously budgeted for design of a new government building be shifted to the Lick Run Community Center renovations (\$275,000) and the Merchants Square completion/renovation (\$875,000). This will leave \$50,000 available in the general government building budget to move forward with a conceptual design of that project.

Utilities Capital Projects:

- The purchase of the flow analyzer equipment approved for the Utilities lab is complete with \$321 requested for return to the Utilities Capital Projects Fund balance.
- To consolidate Supervisory Control and Data Acquisition (SCADA) projects, the \$100,000 balance in the WTP SCADA Upgrades project is requested for move to the general Telemetry/SCADA project.
- \$175,000 is requested to be shifted from the existing Pump Station 24 project to the existing Spotswood 2" Line Upgrade project.

On a motion by Mr. Ross, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the requested budget adjustments and associated appropriations.

Other Business:

Adjournment:

Ms. Sorrell adjourned the meeting.