

**COMMITTEE MEMBERS PRESENT:**

Paul Trampe, Board Member  
Larry K. Pritchett, Treasurer  
Debbie Williams, Commissioner of Revenue  
Mark Cole, Deputy County Administrator  
Mary Sorrell, Finance Director

**OTHER STAFF MEMBERS PRESENT:**

Annette D'Alessandro, Grants Manager  
Jay Cullinan, FREMS Chief  
Gail Crooks, Director Social Services  
Bonnie Jewell, Budget Manager  
Troy Tignor, Zoning Administrator  
Ben Loveday, Deputy Director Utilities/Public Works  
First Sergeant Greg Carter, Sheriff's Office  
Deputy Kate Matikonis, Sheriff's Office  
Deputy Kristel DiGravio, Sheriff's Office  
Karen Bailey, Records Manager Sheriff's Office  
Tracy Edwards, Program Assistant Sheriff's Office

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**Budget Amendment & Appropriation to Reflect Increase in State/Federal Funding of for Child Welfare Line Items**

Gail Crooks, Director Social Services, explained that Social Services submitted a request in Mid-December to the Virginia Department of Social Services (VDSS) for increases to several child welfare line items to reflect the increased rate of expenditure as compared to the initial allocations approved by VDSS for Spotsylvania County in FY 2018. The rates of expenditure are driven by number of children in foster care, the number of children adopted for which subsidies are provided (for children hard to place or with existing special needs), and the number and intensity of the therapeutic supports that are being required in many of the adoptive placements.

The state approved additional funding of \$1,191,292 for Foster Care (\$541,317), Special Needs Adoptions (\$25,700) and Adoption Subsidies (\$624,275). She explained that in order to accept this additional funding a FY 2018 budget amendment and appropriation are necessary to reflect the increased state and federal funding.

On a motion by Mr. Pritchett, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the proposed FY 2018 Budget amendment and appropriation.

**Grant Application Request for the 2018-19 School Resource Officer (SRO) and School Security Officer Incentive Grant Program**

First Sergeant, Greg Carter, explained that the Sheriff's Office was requesting approval to submit a grant application request for four additional SRO's for four County schools that do not currently have a dedicated SRO. The identification of

the selected schools most in need of a SRO was made in consultation with the School Superintendent, the Director of School Safety, and the Spotsylvania County Sheriff's Office.

The grant is offered by the Department of Criminal Justice Services (DCJS) through the School Resource Officer and School Security Officer Incentive Grant Program to establish new School Resource Officer (SRO) positions in local law enforcement agencies and new School Security Officer (SSO) positions in local school divisions. The grant program is focused on funding SRO/SSO positions where none currently exist within a high, middle, or elementary school.

The grant does require a minimum local cash match as identified in the 2018-2020 Composite Index of Local Ability-to-Pay. Spotsylvania County's rate is 36.27%. Grant funds can only be used to pay for salary and benefits for SRO/SSO positions. The total amount requested for a new SRO position may not exceed \$50,000 per SRO position including the required local cash match. Any costs associated with the implementation of the SRO/SSO program above the grant award must be borne by the County, Sheriff's Office, and/or the Schools. The recently adopted FY 2019 Budget included a portion of the local funding necessary, should the County get approval for these four grant funded SRO's and the Sheriff's office is prepared to use funding from their asset forfeiture or surplus funds to fund the balance of the local funding necessary.

If approved, the Sheriff's Office would request \$127,460 in grant funds for the first year. The required local funding needed for the remaining personnel costs would be \$134,023; however, it is estimated that an additional \$57,234 of local funding will be needed to cover the additional costs associated with mandatory DCJS SRO training, and operating costs for the requested positions. Additionally, the Sheriff's Office requires one new vehicle for every three new SROs at an estimated cost of \$35,000, with the remaining SROs utilizing surplus vehicles.

Approved SRO positions must be assigned to one secondary or elementary school and cannot rotate to other schools. Grants will be awarded on a competitive basis for one year beginning July 1, 2018 and ending June 30, 2019. Successful SRO/SSO programs can request annual continuation funding in ensuing years for a maximum of four years of grant funding. Approval of one grant does not guarantee funding awards in subsequent years. Positions approved for continuation funding will be based on the Composite Index of Local Ability-to-Pay. Grant funds cannot be used to supplant local funds.

On a motion by Mr. Cole, seconded by Mr. Pritchett passed unanimously, the Finance Committee recommended approval of the proposed grant application for four School Resource Officers.

**Budget Amendment & Appropriation for Sheriff's Office Local Services Overtime**

Bonnie Jewell, Budget Manager, explained that the Sheriff's Office provides traffic control and other related services to local entities and is reimbursed for such services which are generally provided through overtime hours. FY 2018 Overtime costs are expected to be \$75,000 greater than currently budgeted and those costs are expected to be fully covered with increased reimbursement revenue for these local services. As such, staff requests that the overtime budget be increased by \$75,000 along with a corresponding increase in the reimbursement revenue line item for local services provided.

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

**Byrne/JAG Law Enforcement Grant acceptance**

Tracy Edwards, Sheriff's Office, explained that the Sheriff's Office had received notification of a grant award in the amount of \$46,226 from the Department of Criminal Justice Services (DCJS). The Sheriff's Office will utilize these funds to create a Wellness and Maintenance Response team, which not only incorporates the peer support component, but also includes multi-faceted support by providing information on emotional, spiritual, physical, financial and family wellness resources.

Deputies Matikonis and DiGravio explained their previous experience with this type of team in other localities and noted that the Sheriff's Office is currently lacking a Wellness and Maintenance Response Team (W&MRT) for their employees. Having such a team would provide useful in-house and outsourced services to agency staff and their families.

They explained the unique culture within law enforcement wherein officers are more willing and likely to discuss sensitive and personal topics with other officers, rather than with individuals from outside groups. If a wellness team option is not available, the officer could potentially internalize this stress and consequently suffer physical and mental health issues. Studies show that this leads to multiple problems in and out of the work environment to include high divorce rates, alcoholism and suicides.

This grant award will allow the Sheriff's Office to utilize the curriculum from the International Critical Incident Stress Foundation, Inc. (ICISF) to establish a certified W&MRT. The W&MRT will consist of 13 members who will assist law enforcement staff and their families to more effectively address crisis situations as well as the unique stresses that impact the law enforcement profession. Three of the 13 members will be sent to ICISF regional instructor trainings in support of becoming instructor certified. One of the trainings will be held in Chicago in July and the other is in Houston in August. Upon completion of these regional trainings, the 3 staff members will take the ICISF Instructor Certification exam and provide evidence of passing. The 3 instructors will then be responsible for conducting in-house training for the remaining 10 W&MRT

members as well as all future members. Ultimately, the team of 13 will be recognized as an official ICISF Critical Incident Stress Management Team.

Ms. Sorrell asked about the portion of grant funding awarded for Honor Guard uniforms. They explained that the current Honor Guard is not at a level to meet the needs of the Department and that \$23,030 of the grant award will be used to purchase 12 additional uniforms so that the Honor Guard can increase from 9 to 21 members.

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

### **Budget Amendment & Appropriation for Fire-Rescue Local Services Overtime**

Bonnie Jewell, Budget Manager, explained that Fire/Rescue provides staffing for various local events such as football games and the twice-a-year triathlon and is reimbursed for such services which are generally provided through overtime hours. The budget for overtime costs needs to be adjusted to match the amount of reimbursement revenue expected for FY 2018 – an increase of \$9,400. As such, staff requests that the overtime budget be increased by \$9,400 along with a corresponding increase in the reimbursement revenue line item for local services provided.

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

### **Budget Amendment & Appropriation for Stormwater Management Compliance**

Troy Tignor, Zoning Administrator explained that an increase in construction activity and rainfall is driving an increase in the number of stormwater management inspections of construction sites. State Code requires us to inspect all open land disturbing permits every two weeks during active construction periods and within 48 hours of each runoff-producing-event. We ensure compliance with these mandated environmental inspection requirements through the use of third party engineering personnel that are procured on a four-year contract. Fees paid by the landowners are used to pay for the third party engineering services.

He explained that \$90,000 in additional budget for engineering services is expected to be needed to carry us through to the end of June 2018. These additional costs will be paid for through an increase in revenue collections associated with the increased volume of inspections. Staff is requesting approval of a budget amendment and appropriation to reflect the increase in Zoning's consulting services expense budget and the offsetting increase in revenues. There is no fee/rate increase being proposed at this time to accompany this budget adjustment. The revenue adjustment is simply a revenue increase due to increased volume of inspections.

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

### **Capital Projects Budget Adjustments**

Bonnie Jewell, Budget Manager explained that staff is requesting approval of transfers and appropriations for the following Capital Projects:

#### General Capital Projects

Adjustments to general capital projects are requested as follows:

- A transfer of completed project balances totaling \$26,264 to the Capital Projects Fund balance is necessary to close these projects:
  - \$17,726 from the FY 2017 Replacement Computers & Servers project;
  - \$145 from the FY 2017 Animal Control Replacement Vehicles project;
  - \$6,942 from the FY 2017 Fire/Rescue Replacement Vehicles project;
  - \$429 from the FY 2018 Parks & Rec Replacement Vehicles project;
  - \$268 from the FY 2018 County Admin Replacement Vehicle project; and
  - \$754 from the FY 2017 Refuse Disposal Equipment Replacement project.
- A transfer of \$4,240 from the FY 2017 Fire/Rescue Replacement Vehicles project to the FY 2018 Fire/Rescue Replacement Vehicles project to cover a shortfall on the FY 2018 project.
- A transfer of \$61,251 from the Patriot Park Field Lighting project to the Capital Projects Fund balance is necessary to close the project. Additionally, staff requests a corresponding shift of the \$61,251 from the Capital Projects Fund balance to the Marshall Park Replacement Lighting project to cover anticipated additional costs on that project.

#### Utilities Capital Projects

Adjustments to Utilities capital projects are requested as follows:

- A transfer of \$21,000 from the Fawn Lake Pump Station 53 project to the Utilities Capital Projects Fund balance is necessary to close the project.
- A transfer of \$66,683 from the Utilities Lab/Office Expansion project to the Lick Run Sewer line Extension project to fund the final change order on the latter project.
- A transfer of \$90,000 from the Ni River Water Treatment Plant project to the Motts Run Plant Expansion project to fund the undergrounding of electric utilities from the Rt. 3 substation to the Motts facility. Due to age and tree cover, the overhead line has caused three multi-day power outages and Dominion has recommended the utilities be underground.

Additionally, Utilities staff has identified the need for two new projects, the funding for which is to be transferred from existing projects as noted below:

- \$1.5 million is requested for transfer from the existing Thornburg Distribution Improvements project to a new Replace Mall Sewer Line project. The sanitary sewer along Towne Center Blvd by the mall is in critical condition and should be replaced immediately to avoid complete failure or collapse of the line and the roadway above. Due to the depth, material, and condition of the existing sewer line, the likelihood of complete structural failure or collapse is increased. In the event of a sewer line failure, a substantial number of residences and businesses along Rt. 3 would be affected as this line is a main sewer interceptor for the region.
- A total of \$111,000 is transferred from various sources to fund a new Pump Station 52 Rehab project which will fund the design and installation of an emergency backup pump to be installed at Pump Station 52. The pump station overflowed and caused multiple backups in Fawn Lake in February 2018. Rehab is imperative. Funding is requested for transfer to this new project from these sources:
  - \$50,000 from the Pump Station 36 Rehab project;
  - \$40,000 from the Piedmont Drive – Pump Station 16 & 43 Abandonment project; and
  - \$21,000 from the Utilities Capital Projects Fund balance.

Mr. Pritchett asked if the Utility projects from which funding was being transferred would ultimately need additional funding in a future year to replace the funding that had been transferred out and if so, would we need to borrow that funding. Ms. Jewell explained that the County has not borrowed funding for Utility projects since 2010 and that they did not anticipate the need to borrow funding for Utility projects this year. Mr. Loveday said he did expect that this funding would need to be replaced in a future year. Ms. Jewell explained that as part of the annual CIP process staff reviews each active project to determine if available funding is still necessary. Staff would initially make adjustments within current funding available for approved projects based on the anticipated timing of expenditures, before any new debt would be issued.

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

### **Budget Adjustment and Appropriation for Two Months of Mall Satellite Library Operations and Capital Costs in FY 2018**

Ms. Jewell and Ms. Sorrell explained that the FY 2019 Adopted Budget includes funding for operating and capital start-up costs for a satellite library location at the Spotsylvania Towne Center. Library staff reports that it would be possible to commence operations at the Towne Center as early as May 2018, but would need

two months of operations funding and full funding for capital start-up costs in FY 2018 to do so.

As such, County staff recommends use of \$31,737 from the budgeted contingency to fund two months of operations expenses for this satellite library branch in FY 2018; use of \$18,450 from the General Fund balance to fund full capital start-up costs in FY 2018; and a reduction in the FY 2019 Budget to account for the \$18,450 in capital start-up costs happening in FY 2018 instead of in FY 2019.

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

**Other Business:**

**Adjournment:**

Ms. Sorrell adjourned the meeting.