

**COMMITTEE MEMBERS PRESENT:**

David Ross, Board Member
Paul Trampe, Board Member
Larry K. Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue
Mark Cole, Deputy County Administrator

OTHER STAFF MEMBERS PRESENT:

Wanda Parrish, Planning Director
Annette D'Alessandro, Grants Manager
Jane Reeve, Chief Information Officer
Jason Irby, Deputy Chief – Fire/Rescue
Carter Wells, Major – Sheriff's Office
Ed Petrovitch, Deputy County Administrator
Bonnie Jewell, Budget Manager

Use of Contingency for Costs Related to Increased Mailing Radius for Zoning Public Hearing

Wanda Parrish, Planning Director, explained that an increase of \$6,300 in the Planning Department budget is necessary to cover the additional postage and outsourcing costs associated with the increased mailing radius now required by the Board of Supervisors for zoning public hearings. Ms. Parrish noted that she estimated this cost based on an assumption of 14 case public hearings occurring between February and the end of June. This \$6,300 is requested from the FY 2018 budgeted contingency.

On a motion by Mr. Cole, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the associated budget amendment. No separate appropriation is required for this item because the budgeted contingency is already appropriated.

Contribution to Spotsylvania Historical Association

Bonnie Jewell, Budget Manager, explained that \$4,800 of the FY 2017 budgeted contribution to the Spotsylvania Historical Association was contingent upon a MOU being developed and approved by the Association and the Board of Supervisors. The MOU was being negotiated when FY 2017 closed, and as such, the \$4,800 went unpaid.

Ms. Jewell noted that the MOU was finalized and approved by the Board of Supervisors on November 9, 2017. Because the County and the Association were working in a good faith effort to finalize the MOU during FY 2017, the County Administrator recommends that the \$4,800 payment budgeted but unpaid in FY 2017 be made now in FY 2018 using the General Fund balance.

Mr. Petrovitch added that the Spotsylvania Historical Association uses the funding received from the County to provide workers to keep the Spotsylvania County Museum open.

On a motion by Mr. Pritchett, seconded by Mr. Cole and passed unanimously with Dr. Trampe abstaining from the vote due to a conflict of interest as his wife is active in the Association, the Finance Committee recommended approval of the associated budget amendment.

Fire/Rescue Insurance Adjustment

Jason Irby, Deputy Chief – Fire/Rescue, explained that two insurance claims totaling \$6,746 were made due to damage to an ambulance and a station building. After a \$250 deductible per incident was accounted for, reimbursement in the amount of \$6,246 was received from the County's insurance company.

Chief Irby noted that this insurance reimbursement would be used to cover the cost of repairs made to the ambulance and the station, and requested that the Committee approve the budget adjustment and appropriation necessary for this to occur.

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

Mr. Ross arrived for the meeting.

Use of Asset Forfeiture/Seizure Funding for Purchase of Body Worn Cameras and Related Equipment

Carter Wells, Major – Sheriff's Office, explained that when the FY 2018 Budget was adopted, it was anticipated that body worn cameras would be funded in FY 2018 through a grant. However, a grant is not available at this time for the purchase of body worn cameras. As such, the Sheriff recommends that the purchase of 90 body worn cameras and related software and equipment be accomplished using \$113,600 in accumulated asset forfeiture and seizure funding.

Major Wells noted that Sheriff's Office and Information Services staff members have researched several different systems of data storage/retrieval for the video from these cameras, and ultimately determined that the best approach would be to download the videos to a County server and then upload them to cloud storage. Major Wells noted that this method is approximately \$30,000 per year less costly than other methods they researched because there is no recurring cost with the cloud. Jane Reeve, Chief Information Officer, noted that she and her staff have no data accessibility concerns with this method.

Mr. Pritchett recalled having heard additional staff would be needed once body worn cameras were implemented. Major Wells said that there would be no additional personnel necessary in the Sheriff's Office, but that funding was included in the FY 2018 Budget for six months of a

new Assistant Commonwealth's Attorney position. Ms. Jewell noted that the position had recently been filled.

Mr. Pritchett asked if a grant would become available for the cameras. Major Wells said that they need a total of 120 cameras, but are funding only 90 at this time. That County will be receiving a federal grant which it is hoped will be used to purchase the remaining 30 cameras.

The asset forfeiture and seizure funding is currently budgeted and appropriated within the Sheriff's Office budget in the General Fund. However, the cost and nature of this purchase makes it a capital project needing to be budgeted in the Capital Projects Fund, and requiring that a budget adjustment and appropriation occur to shift \$113,600 in asset forfeiture and seizure funding from the General Fund to the Capital Projects Fund.

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

Capital Projects Budget Adjustments

Ms. Jewell explained that staff is recommending several Capital Project adjustments including:

General Capital Projects

- A transfer of \$2,830 from the General Fund Maintenance budget is needed to balance the purchase of two replacement Maintenance vehicles occurring in the Capital Projects Fund.
- A transfer of the \$84,103 currently budgeted in the Utilities Capital Projects Fund as Utilities' share of the Financial System Upgrades project is requested to allow for all funding associated with the Financial System Upgrade project to be tracked within one project within the general Capital Projects Fund.
- An adjustment needs to occur to shift funds totaling \$129,617 from the Facilities Asset Management (FAM) project to the Courthouse Sidewalk Repair & Replacement project. The Courthouse Sidewalk Repair and Replacement project was established to replace failing sidewalks in front of the Holbert Building and the Old Courthouse. Subsequent to CIP approval, the overall condition of the sidewalks around the County Attorney and General District Courts were determined to be an immediate safety hazard and FAM funding was used to complete the sidewalk work. This budget amendment will place all funding and expenses related to the Courthouse area sidewalk repairs and replacements into a single project.
- The now completed Massaponax Church Road Improvements project has a balance of \$485,272. To reduce the amount of new Revenue Sharing local match funds needed in FY 2019 for the Exit 118 project, staff recommends that the \$485,272 available from the Massaponax Church project be shifted to Capital Projects Fund Balance and then on to the

Exit 118 project. The forthcoming FY 2019 – FY 2023 CIP assumes this transfer will be approved.

- The full amount of the Sheriff's federal forfeiture/seizure funding available at the end of FY 2017 was carried over in the General Fund. A piece (\$13,143) of that available FY 2017 balance was actually in the Capital Projects Fund. Since the full balance was carried over in the General Fund, we now need to remove the \$13,143 remaining balance from the Capital Projects Fund so as not to double-count this \$13,143. This is a technical correction recommended by the Budget Manager and in no way reduces the federal forfeiture/seizure funding available to the Sheriff's Office.
- The Marshall Park Convenience Center Conversion project is expected to cost \$113,364 more than currently budgeted for that project. Staff requests that the Single Stream Compactors and Convenience Center Paving projects be reduced by \$27,440 and \$85,924, respectively, to fund the additional costs on the Marshall Park Convenience Center Conversion project. This adjustment allows a compactor that had been budgeted in the Single Stream Compactors project and paving that had been budgeted in the Convenience Center Paving project for Marshall Park to be purchased from the Marshall Park project.
- The Public Safety Radio System Upgrade project is nearing completion and is expected to close with a \$2 million budget savings. Staff is requesting that this \$2 million savings be returned to the Capital Projects Fund balance to be available for cash funding of projects planned in the forthcoming FY 2019 – FY 2023 CIP.

Ms. Jewell explained as part of FY 2019 – FY 2023 CIP process, Utilities staff re-evaluated the budgets, anticipated schedules, and probable cash flow needs of projects for which budgets already exist. Upon their review, staff determined that funding can be reallocated among existing projects and to new projects expected to begin in FY 2019 to avoid having to borrow additional funding in FY 2019. As such, numerous adjustments to Utilities capital projects are requested and net to a \$0 change in the overall Utilities Capital Projects Fund budget and appropriation. New projects to which funding is allocated are identified below:

- \$300,000 is allocated to update the Utilities Master Plan. The last update to the Water/Sewer Master plan was 2002. This update to the Master Plan will use the updated land use from the Comprehensive Plan to develop water and sewer demands for the County. These demands will help the Utilities Department plan for future capital and operational needs. This includes water and wastewater plant expansions, distribution and collection system improvements and changes to pumping and storage.
- \$2,000,000 is allocated to the Thornburg Distribution Improvements project. This project will install a second waterline to the Thornburg area. This will allow the Utilities

Department to meet fire flow demands for future water uses. It will also provide a redundant feed for current water customers.

- \$300,000 is allocated to the Motts Water Treatment Plant Expansion project. This project is estimated to cost \$40.3 million over the next six years and will double the capacity of the plant from 12 million gallons per day (MGD) to 24 MGD to meet future water demands. This \$300,000 will be used to develop a preliminary engineering report for the plant, which will provide guidance for the expansion project.
- \$500,000 is allocated to the Rt. 1 Waterline Improvements project occurring between Cosners Corner and Massaponax. This project will replace a 12" cast iron waterline along Rt. 1 with a 12"/16" waterline. The Jackson Village rezoning requires the developer to replace the portion in front of their property. This project will replace the section of the waterline for which the developer is not responsible.
- \$250,000 is allocated to the 24th Street Waterline Extension project. This project will extend water and sewer down 24th Street to provide service to parcels currently on well/septic.
- \$150,000 is allocated to the Infiltration & Inflow (I&I) Program project to expand the I&I metering program and to develop a comprehensive I&I program for the County. The budget will be used to maintain and increase the number of flow meters in the sanitary sewer system, investigate and determine sources of I&I, and develop plans to correct issues in the system. The goal is to lower the overall I&I entering the system and being treated by the wastewater treatment plants.
- \$250,000 is allocated to the Hairfield Drive Water/Sewer Extensions project. This project will extend water and sewer down Hairfield Drive to provide service to seven parcels that are currently on well/septic.
- \$300,000 is allocated to the Flow Metering project to allow for installation of flow meters in the collection system to monitor flow throughout the system and identify problem areas to eliminate I&I throughout the County. The goal is to lower the overall I&I entering the system and treated by the wastewater treatment plants.
- A total of \$1.6 million is allocated to phases 3 & 4 for the existing Old Greenwich Sewer Replacement project which involves replacement of failing sewer infrastructure in the Old Greenwich area. This project will replace the aging sewer infrastructure in the subdivision. The infrastructure has outlived its useful life and has begun to deteriorate, causing problems within the subdivision.
- \$1,048,244 is allocated to the Hazel Run Pump Station Replacement project. This is a project shared with the City of Fredericksburg to construct a pump station that will

redirect a combined City and County flow from the Hazel Run sewer shed to the Massaponax Wastewater Treatment Plant (WWTP). The Massaponax WWTP is a state of the art WWTP and is capable of treating wastewater to a much higher level compared to the FMC WWTP. This will help the County meet future water quality regulations.

- \$500,000 is allocated to the FMC Pump Station Decommissioning project. This project is expected to be a shared project with the City of Fredericksburg and will decommission the FMC WWTP once the Massaponax WWTP expansion is complete.
- \$2,000,000 is allocated to the Massaponax Wastewater Treatment Plant Improvements/Expansion project. This project is estimated to cost \$47.0 million over the next six years and is expected to be a shared project with the City of Fredericksburg. The project will expand the Massaponax WWTP to handle all County sewer flow other than the Thornburg service area, and will process all of the City's flow, as well. This will allow for the decommissioning of the City and FMC WWTPs. The Massaponax WWTP is a state of the art WWTP and is capable of treating wastewater to a much higher level compared to the FMC WWTP.
- \$300,000 is allocated to the Replace 8" AC Sewerline – Rt. 3 West. This project will replace an existing, aging sewerline under Rt. 3 West. This line recently ruptured and essentially disintegrated due to age and use. A temporary fix was made until this larger, more extensive replacement could occur. Work is scheduled to commence on this project in mid-January 2018.

Lastly, Ms. Jewell noted that an adjustment is included to increase the water/sewer infrastructure budget associated with the Lidl distribution center by \$49,257 so the project budget is sufficient to reimburse Lidl's actual cost of the infrastructure improvements as required by the approved incentive agreement. Ms. Jewell pointed out that there is no increase in incentives – the maximum incentive related to water/sewer infrastructure and connection fees remains at \$450,000, but the distribution of that \$450,000 budget between the infrastructure project and connection fees needs to be adjusted.

Mr. Pritchett asked why the Single Stream Compactors and Convenience Center Paving projects could be decreased to add money to the Marshall Park Convenience Center project. Mr. Petrovitch responded that a compactor that had been budgeted in the Single Stream Compactors project and paving that had been budgeted in the Convenience Center Paving project for Marshall Park project are both being moved to the Marshall Park project so that all costs related to the Marshall Park project incur in that project. *(Subsequent to the Finance Committee meeting, Finance staff updated the bulleted information for the Marshall Park Convenience Center project to reflect the additional information provided by Mr. Petrovitch.)*

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

Other Business:

Application for Selective Enforcement of Speed & Alcohol Grants

Annette D'Alessandro, Grants Manager, explained that applications for the Selective Enforcement for Speed and Selective Enforcement for Alcohol grants are due February 28. The Sheriff's Office routinely applies for and receives these grants to provide primarily overtime hours of selective enforcement of speed and alcohol on primary and secondary roads in the County.

Though the final grant application figures are still being calculated, Ms. D'Alessandro estimated the applications at a combined \$173,000 through which approximately 3,400 overtime hours would be worked, a small amount of conference travel would occur, and various equipment and supplies would be purchased. The local match requirement is estimated at \$86,000 which is anticipated to be absorbed in the Sheriff's Office existing budget. Likewise, these grants do not pay for fringe benefits, for which are estimated at \$16,000 and would be absorbed in the Sheriff's Office existing budget.

Because of the February 28 application deadline, staff will need to obtain approval to apply for the grant at the February 13 Board meeting. On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the request to apply for these grants.

Late Arrivals for Finance Committee Meetings

Mr. Ross explained that he has standing meetings in northern Virginia on Thursday afternoons and is not always able to make it back to Spotsylvania by the Finance Committee's 3:30 start time. He asked if he makes another Committee member aware that he will be late if the Committee could wait to start the meeting until he arrives. (The Committee's practice has been to start at 3:30, so long as a quorum exists.)

No vote was taken, but Committee members seemed conducive to his request.

Adjournment:

Ms. Jewell adjourned the meeting.