

**COMMITTEE MEMBERS PRESENT:**

David Ross, Board Member
Paul D. 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:

Lewis Watts, Chief Building Official
Donna Scott, Building Office Manager
Roger Harris II, Sheriff Captain
Tim Bryner, Sheriff First Sergeant
Bonnie Jewell, Budget Manager
Jessica Towell, Grants Accounting Technician
Tracy Edwards, Sheriff Program Assistant

Approval of Additional Overtime Funding for Building Office to Complete Increased Permits and Plan Reviews

Donna Scott, Building Office Manager, explained that the Building Department had originally estimated needing \$10,000 in overtime based on historical expenditures. However, due to an approximate 40% increase in single family home applications for permits and the need to continue plan review and inspections in a timely manner for our customers, they have already overspent their overtime budget in the 1st quarter of FY 2018. Therefore they are requesting an additional \$35,882 in overtime funding to cover their estimated overtime expenditures for the remainder of FY 2018.

Given the increased permitting and plan review workload, additional fee revenue is anticipated to be available to fund this additional overtime request.

There was a discussion about the impact of expedited Economic Development reviews and the increase in residential building permits, including staff's decision to increase overtime at this point versus hiring new full-time staff, in an effort to ensure that the increased work load was consistent, before considering additional staff.

On a motion by Mr. Ross, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the requested budget amendment and appropriation for additional overtime funding for the Building Office.

Appropriation of the 2017 Rathmann Challenge Honorable Mention Award

Jessica Towell, Grants Accounting Technician, explained that the County had submitted an application to the 2017 Rathmann Family Foundation Challenge, which was developed to identify and enhance ideas that will "mitigate climate change by expanding the use of compost." The Spotsylvania County Utilities/Public Works Department received an Honorable Mention, along with four other applicants, and

was awarded \$10,000 for its creation, management, and operation of the Massaponax Wastewater Treatment Plant and the Livingston Compost Facility.

She explained that Spotsylvania County was the only local government to be a finalist in this competition, with the other finalists being either universities or non-profit organizations. Top Honors went to the Center for EcoTechnology.

There is no local match requirement and no ongoing cost for accepting these funds. Utilities/Public Works intends to use these funds for construction costs related to the expansion of the green waste composting operations.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the budget amendment and associated appropriation for the acceptance of the 2017 Rathmann Challenge Grant Award.

Acceptance and Appropriation of the Home Fire Sprinkler Coalition

Item was pulled, pending additional information. Item will be added to the December 2017 Finance Committee Agenda.

Acceptance and Appropriation of the DCJS' Byrne Justice Assistance Grant for Continuation Funding for Naloxone

Roger Harris II, Sheriff Captain, explained that the Sheriff's office has been working in collaboration with FREM to prevent brain injuries and deaths as a result of overdoses caused by opioids which include prescription painkillers and street drugs.

The Spotsylvania County Sheriff's Office has implemented a law enforcement program for the use of naloxone nasal spray to a person who is believed to be experiencing or about to experience a life-threatening opiate overdose. The implementation of naloxone nasal spray in the event of overdose was initiated through the FY17 DCJS JAG Naloxone for Law Enforcement Agencies grant award. The Spotsylvania County Sheriff's Office was awarded FY18 continuation funding of \$5,000 to proceed with this naloxone program.

The naloxone nasal spray prescription kit provides for two doses of naloxone for an estimated price of \$83.33 per kit. The \$5,000 in grant funding will enable the Spotsylvania County Sheriff's Office to purchase sixty packs for a total of one hundred and twenty doses.

There is no local match requirement and no requirement to continue to fund the program after the award expires on September 30, 2018.

There was discussion about the number of calls related to Opioid overdoses and Mr. Harris noted that while they have seen months where the call volume was down, overall the call volume continues to increase when compared to last year. He noted

that the additional sixty packs would provide the number of doses they felt were needed at this time. Mr. Ross noted that if additional packs were needed, they should come back to the Board to request additional funding.

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

De-appropriation of the DMV FY 2017 Selective Enforcement for Speed and Alcohol Grant Awards

Tim Bryner, Sheriff First Sergeant, explained that the County had received grants for selective enforcement of speed and alcohol which they had not fully expended.

The County received a \$51,000 grant from DMV to meet strategic highway safety goals related to selective enforcement for speed for the federal fiscal year 2017 (October 1, 2016 through September 30, 2017). These funds were utilized to provide overtime hours of selective enforcement for speed on primary or secondary roadways. Selective enforcement activities for the grant were partially restricted to days and times coinciding with those periods when these incidents most frequently occurred in the past. All but \$5,377 of the grant funds have been expended. The Sheriff's Office is requesting to de-appropriate the remaining \$5,377 in grant funds as the grant award has expired and no additional grant funds can be obligated or expended.

The County also received a \$93,000 grant from DMV to meet strategic highway safety goals related to selective enforcement for alcohol for the federal fiscal year 2017 (October 1, 2016 through September 30, 2017). These funds were utilized to provide overtime hours for selective enforcement for alcohol on primary or secondary roadways and to send four law enforcement personnel to the 2017 Mid-Atlantic DUI Conference. Selective enforcement activities for the grant were partially restricted to days and times coinciding with those periods when these incidents most frequently occurred in the past. All but \$37,818 of the grant has been expended. The Sheriff's Office is requesting to de-appropriate the remaining \$37,818 in grant funds as the grant award has expired and no additional grant funds can be obligated or expended.

Mr. Pritchett asked if there were concerns with returning unused funding. Mr. Bryner noted that we had returned funding from these grants in the past and have received increases in the level of funding in later years, so he did not think that returning funding had a negative impact on our future grant applications.

There was a discussion about the management of the two programs and Mr. Bryner spoke to several revisions he had made to the program to ensure that we are able to use as much of the available funding as possible.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget amendments and de-appropriations of the remaining balances for both the Speed and Alcohol Grant awards.

Sheriff's Conversion of two Part-time positions (Program Assistant and Crime Analyst) to one Full-time Program Assistant

Roger Harris II, Sheriff Captain, explained the Sheriff's Office currently has two budgeted part time personnel positions and is requesting that they be converted to one full time permanent position. The first part time position is a Program Assistant (0.5 FTE) which is currently filled at 24 hours/week. The second part time position is a Crime Analyst (0.5 FTE) which is currently vacant and planned at 24 hours/week.

The requested full time permanent position will have merged responsibilities from both positions. The title of the full time position will be Program Assistant and the responsibilities will be to help market and support our growing community outreach programs as well as using crime statistics to assist in ending criminal activity.

He explained that the combined total budgets of the two part time personnel positions equate to \$51,641 annually including benefits. The total requested full time position with elected employee-only health insurance is \$48,148 annually, which results in a \$3,493 budget savings on a full year basis.

The currently filled part time Program Assistant, which the Sheriff's Office would like to convert to full time, is well-versed in website and social media for purposes of communication, advertising and marketing. Having the skillset on a full time basis would greatly benefit our community outreach efforts and have an impact on using crime statistics to assist in reducing criminal activity. Staff is requesting the Board's approval to add a permanent full-time position and the associated budget amendment necessary to transfer funding from part-time to full-time salaries and benefits.

There was conversation about the value of Crime Analyst positions and the immediate need to provide support to the Community Outreach program. Mr. Harris confirmed that merging these two positions would result in additional hours for crime analysis while also providing the support necessary to manage the growing Community Outreach Program. There was discussion about the value of a Community Outreach program and the need to ensure that citizens understand the positive impact that these programs have on the Community.

On a motion by Mr. Pritchett, seconded by Mr. Ross and passed unanimously, the Finance Committee recommended approval of the addition of a full time position and the associated budget amendment.

Sheriff's Vehicle Carport

Roger Harris II, Sheriff Captain, explained that the Sheriff's Office is requesting to shift existing funding to procure a specialty equipment vehicle carport which will be used to protect and prolong the life of existing specialty equipment vehicles. Examples of specialty equipment vehicles include the mobile command unit, the MWRAP, a boat, and the utility vehicles (aka UTV). The carport will be a durable open structure which will provide protection from the elements. This protection is essential to help minimize unnecessary maintenance expenses due to the elements, but more importantly to better maintain the vehicles' useful life and value for years to come.

The carport will be located in the rear parking lot of the Public Safety Building. The project is estimated to cost approximately \$100,000, including the cost of gravel for the area where the carport will be located. The attached budget adjustment shifts \$36,000 in available Asset Forfeiture funds from the General Fund to the Capital Projects Fund for this purchase. Additionally, \$64,000 in Asset Forfeiture funds will be reallocated within the Capital Projects Fund to arrive at the full \$100,000 budget for the carport project.

On a motion by Dr. Trampe, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget amendment and appropriation for the carport.

Other Business:**ADJOURNMENT**

Ms. Sorrell adjourned the meeting.