



COMMITTEE MEMBERS PRESENT:

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

OTHER STAFF MEMBERS PRESENT:

Bonnie Jewell, Budget Manager
Barbara Verhaalen, Budget Analyst
Annette D'Alessandro, Grants Manager
Gail Crooks, Director Social Services
Rich Maidenbaum, Deputy Chief Information Officer
Deborah Sanders, Deputy Director of Economic Development
Kimberly Treakle, Utilities Division Director Administration
Jason Irby, Acting Deputy FREM Chief
Greg Leitz, FREM Division Chief
Troy Tignor, Director of Zoning
Richard Street, Environmental Engineer
Clara Mills, P&R Program Assistant
Carter Wells, Sheriff Major
Elizabeth Scott, Sheriff Captain
Timothy Bryner, Sheriff First Sergeant
Tracy Edwards, Sheriff Program Assistant
Terry Dougherty, Museum Curator

FY 2017 Draft Carryover Requests (Preliminary Numbers)

Bonnie Jewell, Budget Manager, explained that staff will make a presentation to the Board at their September 26, 2017 meeting to discuss the preliminary financial position of the County at the close of FY 2017. That presentation will include a carryover request list for the Board's review and approval. Ms. Jewell explained that the carryover request list included in the Finance Committee package was a draft.

Ms. Jewell explained the carryover process, including the County Administrator's decision to limit the carryover process to items budgeted in FY 2017 that were either obligated before the close of FY 2017 or are otherwise restricted, such as grants. Ms. Jewell explained that Mr. Taylor notified departments of this change in September 2016, during the FY 2018 Budget Kick Off meeting, explaining his desire to ensure a fair and balanced carryover process.

Major Wells, speaking on behalf of Sheriff Harris, expressed the following concerns:

- County Administration states that the change was prompted by concerns about prior practices that allowed departments to process completely new

expenditures. The Sheriff's carryover requests are for items that were originally funded in their budget.

- Previous carryover processes included Safety criteria, which has now been deleted. Are the safety of Spotsylvania Citizens and the employees of the County not relevant? Often equipment cannot be ordered within the budget timeframe as specific sizes are required and not always known before the close of the budget year.
- The previous system of carry over created an atmosphere to delay some purchases until the end of a fiscal year to allow all invoices to clear and be certain all expenses were within budget, knowing that essential items would be allowed in carryover. The Sheriff's Office has almost always returned funds back to the General Fund. The new rules promote spending every penny thus promoting irresponsible spending.

Ms. Sorrell noted that she had spoken with Ms. Jewell about some of these same concerns and she felt comfortable that the current budget amendment policy provides Department Directors and Constitutional Officers with flexibility to manage their approved funding to address changes in funding needs and priorities occurring during the course of the year. She reiterated Ms. Jewell's comments about staff's desire to ensure a fair and balanced carryover process and noted that staff had become concerned that the previous carryover process was becoming a second mini-budget process for some departments. Ms. Sorrell noted that the annual budget process allows for the thorough prioritization of all requested budget items since all requests are received at the same time. However, staff finds that when the carryover process is used as a second mini-budget process with only a handful of departments asking for new funding while other departments limit their carryover requests only to those items previously budgeted, appropriate prioritization of all needs cannot occur since all needs are not being submitted.

She also noted that while some of the carryover requests were not recommended to be funded within the carryover process, departments have the ability to request funding for these items through a separate, regular budget amendment request. She noted that as is always the case, Department Directors and Constitutional Officers would be asked to review their current budget first to see if funding exists within their approved budget and while this may be a challenge for a smaller department, larger departments like the Sheriff's Office typically have flexibility to address changing funding needs.

Ms. Jewell noted that the Sheriff's Office was not the only department with requests that were denied because they did not meet the requirements of the carryover process. Ms. Jewell stated that when she was contacted by those departments to discuss the reason for the denial, she was able to work with each of them to determine the next steps to address their funding needs.

On a motion by Mr. Cole, seconded by Mr. Pritchett and passed unanimously, the Finance Committee agreed to include the final carryover request listing in the Preliminary FY 2017 End of Year Financial Report that staff will present at the September 26, 2017 Board meeting.

Budget Adjustment for the Acceptance of the 2018 Virginia State Police Internet Crimes Against Children Task Force Sub-Award for the Sheriff's Office

Captain Elizabeth Scott, Sheriff's Office explained that the Sheriff's Office had received a \$12,000 grant from the Virginia State Police (VSP), a sub-award of the Department of Criminal Justice Services (DCJS) Northern Virginia/District of Columbia (NOVA/DC) Internet Crimes against Children (ICAC) Task Force. Captain Scott explained that the Sheriff's office would like to spend \$11,210 of this funding to cover the cost of overtime and associated fringe benefits for ICAC investigations. The remaining \$790 will be spent on two iPads and two years of AppleCare protection for the devices, which will be used for ICAC investigations. There is no local match requirement.

Captain Scott provided the following statistics related to previous online stings that were made possible with funding from previous awards of grant funding from this program:

- The FY 2016 funding resulted in four arrests in a six month period.
- The FY 2017 funding resulted in twelve arrests in a six month period.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended acceptance of the grant sub-award and the associated budget amendment and appropriation.

Acceptance of Grant Award and Budget Amendment for the FY18 Highway Safety Grant Program Selective Enforcement for Alcohol

First Sergeant Timothy Bryner, Sheriff's Office, explained that the Virginia Department of Motor Vehicles has issued a grant award of \$116,050 to Spotsylvania County Sheriff's Office to meet strategic highway safety goals. The grant award period will run from October 1, 2017 through September 20, 2018.

First Sergeant Bryner explained that the Sheriff Office will use approximately \$92,000 of the grant to provide an estimated 2,000 hours of overtime of selective enforcement for alcohol on primary and secondary roadways. The balance of the funding will be used to purchase six radar units (\$13,200); seventeen preliminary breath tests (\$7,650); and attendance of four staff to Virginia Highway Safety Training (\$3,200). The award requires an in-kind match of \$58,025 that will be met through the use of the Sheriff's Office fuel and maintenance budget for enforcement vehicles from the FY 2018 and FY 2019 operational budgets. The grant will not pay for the fringe benefits associated with the overtime, which will be absorbed within the Sheriff's office FY 2018 and FY 2019 budgets and are estimated to be \$8,924.

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

Acceptance of Grant Award and Budget Amendment for the FY18 Highway Safety Grant Program Selective Enforcement for Speed

First Sergeant Timothy Bryner, Sheriff's Office, explained that the Virginia Department of Motor Vehicles has issued a grant award of \$52,200 to Spotsylvania County Sheriff's Office to meet strategic highway safety goals. The grant award period will run from October 1, 2017 through September 20, 2018.

First Sergeant Bryner explained that the Sheriff Office will use approximately \$50,600 of the grant to provide an estimated 1,100 hours of overtime of selective enforcement for speed on primary and secondary roadways. The balance of the funding will be used for the attendance of two staff to Virginia Highway Safety Training (\$1,600). The award requires an in-kind match of \$26,100 that will be met through the use of the Sheriff's Office fuel and maintenance budget for enforcement vehicles from the FY 2018 and FY 2019 operational budgets. The grant will not pay for the fringe benefits associated with the overtime, which will be absorbed within the Sheriff's office FY 2018 and FY 2019 budgets and are estimated to be \$4,908.

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

Acceptance and Appropriation of the FY 2018 Petfinder Foundation Sponsor a Pet Grant

Tracy Edwards, Sheriff Program Assistant, explained that the Spotsylvania County Animal Shelter has partnered with the Petfinder Foundation Sponsor a Pet grant program to allow sponsors to make contributions to the care and wellbeing of animals in the County's animal shelter.

Each quarter the donations are totaled and sent to the Sheriff's Office, after the foundation deducts a 10% administrative fee. Requirements to participate in this program include: providing Petfinder with shelter intake, adoption, and euthanasia numbers; completing surveys about the awarded grant; participating in press releases drafted by the Petfinder Foundation; submitting pictures and adoption stories to the Petfinder Foundation of pets who were helped with the grant award; and, sending timely thank you notes to donors who have chosen to share their information with the Animal Shelter.

In the first quarter of this partnership the Sheriff's Office received \$45 in sponsorship funds. Based on the first quarter totals, staff is anticipating receipt of \$180 from this grant in FY 2018. Staff is requesting the Board's approval of a budget amendment

and appropriation to reflect the anticipated \$180 in FY 2018 funding, with the understanding that Animal Shelter staff will only expend funds once they have been received.

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

Grant Application Request for the Federal Fiscal Year 2017 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation

Major Carter Wells, Sheriff's Office, explained that the Sheriff would like to submit a grant application to the Federal Fiscal Year 2017 Edward Byrne Memorial Justice Assistance Grant (JAG) Award – Local Solicitation. This program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. Spotsylvania is eligible to receive \$30,237 and the Sheriff's Office would like to use this funding for the initial storage costs associated with the body worn camera footage.

The program does not require a local match and does not allow for supplanting of local funds. The application deadline is September 5, 2017, prior to the Board's next meeting on September 12, 2017. Staff is requesting approval to submit the grant application in time to meet the September 5th deadline, with the understanding that the grant will be withdrawn if we do not receive the Board's approval on September 12th.

The grant application requires a 30-day governing body review. In addition to the governing body review, the grant guidelines stipulate that the public be notified of the grant application as well as be provided with an opportunity to comment on the application. Public Notices will be placed in The Free Lance Star. Since these requirements will not be completed prior to the application deadline, the Bureau of Justice Assistance will add special conditions to the award that will withhold grant funds until documentation is received confirming the requirements have been met.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended applying for the JAG grant.

Acceptance and Appropriation of the Fall 2018 Virginia Office of Emergency Medical Services Rescue Squad Assistance Fund Grant Award

Greg Leitz, FREM Division Chief, explained that the Virginia Office of Emergency Medical Services (OEMS) offers competitive funding through their Rescue Squad Assistance Fund (RSAF) Program, whose primary goal is to provide financial assistance in order to purchase EMS equipment, vehicles, and to provide for needed EMS programs and projects.

The Department of Fire, Rescue and Emergency Management (FREM) submitted a grant application requesting \$79,757 to fund the purchase of 29 Automatic External Defibrillators (AEDs) and four Stryker Power Load Systems to lift patients into ambulances and were recently notified that they were awarded a total of \$49,422 for the purchase of the four Stryker Power Load systems. The request for funding for the AED's was not approved.

The grant will require a local match of \$49,422, which is available in the Fire Equipment Capital Reserve project established in FY 2015. The attached budget adjustment reflects both the approved grant funding and the shift of \$49,422 from the Fire Equipment Capital Reserve project to be used for the grant match.

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

Application for the Virginia Office of Emergency Medical Services FY 2018 Rescue Squad Assistance Fund Grant for Fire, Rescue and Emergency Management

Greg Leitz, FREM Division Chief, explained that the Virginia Office of Emergency Medical Services (OEMS) offers competitive funding through their Rescue Squad Assistance Fund (RSAF) Program. The primary goal of the RSAF program is to provide financial assistance in order to purchase EMS equipment, vehicles, and to provide for needed EMS programs and projects. The Department of Fire, Rescue and Emergency Management (FREM) is requesting approval to submit a grant application for \$16,980 to fund the purchase of four training simulation systems.

The training simulation systems will be utilized for all types of EMS scenario-based training exercises, eliminating the need for more costly mannequins, monitors, and simulators. The system will utilize wirelessly-connected Apple iPads to provide a medical training tool that is lightweight and portable. Facilitators will be able to quickly, easily, and intuitively provide a realistic platform for students to learn from through the use of a simulation-centered education. The system is designed to simulate the same functions as the Physio Lifepaks that FREM currently utilizes in the field. The facilitator has the ability to toggle through settings and update vital signs seen by the student, including blood pressure, cardiac rhythm, pulse rate, and pulse oximetry readings. Based on the scenario, students can interact with the simulator as a full Lifepak monitor, providing for life savings interventions such as cardiac pacing or defibrillation.

The program typically requires a 50% local cash match and staff is proposing that the match be met through the use of FREM's FY 2018 Adopted Budget (\$980) and Information Services FY 2018 Adopted Budget (\$16,000) as part of the approved FREM Technology Request. Mr. Leitz noted that the FY 2018 Budget included funding for

two of these training simulation systems and that by leveraging that funding as a local match on this grant, the County would be able to purchase four systems.

On a motion by Mr. Pritchett, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended applying for the RSAF grant.

Other Business:

1. Grant Application Opportunity - FY19 Chesapeake Bay Restoration Fund – (Applications due on 10/01/17)

Troy Tignor, Director of Zoning and Richard Street, Environmental Engineer explained that the County has been reviewing opportunities to address stormwater management through the implementation of a fresh water mussel pond in Spotsylvania County. Stormwater management regulations set target nutrient levels for properties located in the Chesapeake Bay watershed. The establishment of mussel farming would create nutrient banking credits for Spotsylvania County which could be used to offset future County needs, sold to others needing nutrient credits or used as incentives to companies in need of nutrient credits. Recently Lidl had to purchase 5 pounds of nutrient credits for approximately \$125,000. Mr. Street explained that County staff has been working with professors from both Virginia Tech and the University of Mary Washington to implement a fresh water mussel farm within the County and expand this opportunity to develop an Outdoor Lab for their students.

Annette D'Alessandro, Grants Manager, located a grant opportunity through the Chesapeake Bay Restoration Fund that could potentially provide annual funding in support of this project. Staff is still working on the details to support this grant application, which is due on October 1, 2017, but wanted to share general information about the grant opportunity to see if the Finance Committee was in support of this grant opportunity.

The priority areas for this grant opportunity are environmental education and restoration and conservation. Spotsylvania's proposed project and partnerships with the University of Mary Washington and Virginia Tech align with the grant program's priorities. Past awardees of this funding have received up to \$25,720 with the average award being \$5,058. There is no local match requirement. Since applications are submitted to the Division of Legislative Services, having the support of the Board of Supervisors via a resolution would be beneficial.

Mr. Cole noted that the grant request would be a good opportunity for Mr. Tignor and Mr. Street to make a presentation to the Board explaining the mussel farming program.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee provided their general support for this program and the grant opportunity.

ADJOURNMENT

Ms. Sorrell adjourned the meeting.