



COMMITTEE MEMBERS PRESENT:

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

OTHER STAFF MEMBERS PRESENT:

Lewis Watts, Chief Building Official  
Donna Scott, Building Office Assistant  
Richard Zinky, Senior Financial Analyst  
Holly Dove, Budget Analyst  
Jason Irby, Acting Deputy Chief Fire/Rescue  
Stephen Wise, Lieutenant Fire/Rescue  
Jay Cullinan, Acting Fire Chief  
Major Carter Wells, Sheriff's Office  
Tracy Edwards, Program Assistant Sheriff's Office  
Annette D'Alessandro, Grants Manager

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**Shift of Funding from Other Professional Services to Fund Part-time Clerk in Building Safety Office**

Donna Scott, Building Office Assistant explained that the Building Department has been hiring a clerk through a staffing agency and that over the past two years have had four different clerks, making it difficult to retain a qualified worker for any length of time.

She explained that in an effort to bring stability to this position and to ensure the duties of the position are completed, the Building Safety Office would like to use existing Other Professional Services funds to hire a part-time Clerk to cover the duties originally planned to be covered by the position hired through the staffing agency. The starting salary would be \$12.95 per hour based on the County's minimum hourly rate for a Clerk position at 28 hours per week, totaling an annual cost of approximately \$20,500. While the staffing agency pays the position between \$8 and \$8.50 per hour, they charge the County \$12.15 per hour which totals \$18,954 annually for the 30 hours per week position.

The additional cost will require a budget adjustment in both FY 2017 and FY 2018. The FY 2017 budget adjustment request will shift the funding needed for the remainder of FY 2017 from the Other Professional Services account to the Part-Time account. The FY 2018 budget adjustment request will shift the funds from the Other Professional Services account and also use an additional \$1,941 from the Code Compliance Fund balance to fund the full-year part-time position.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of FY 2017 and FY 2018 Budget adjustment requests and associated FY 2018 appropriation.

### **Fire/Rescue Capital Projects Adjustment**

Richard Zinky, Senior Financial Analyst explained that staff is requesting the approval of budget transfers and appropriations to correct the balances in two Fire/Rescue capital projects. In March, adjustments were approved by the Board to return \$30,620 from Fire/Rescue capital projects to the Capital Projects Fund balance as staff expected that final invoices had been received. However, a portion of that funding is now needed to balance two previously closed out Fire/Rescue projects for which we have since received additional invoices or for which invoices had previously been miscoded. Fire/Rescue staff has confirmed that these most recently received invoices are, in fact, the final invoices for these projects.

The requested budget adjustment shifts a total of \$27,423 from the Capital Projects Fund balance with \$17,677 being applied to the FY 2016 Replacement EMS Equipment project and \$9,746 being applied to the FY 2017 Replacement Fire Equipment project.

There was a discussion about the process for closing out projects and the importance of appropriate coding and staff noted that the project managers for these projects had been reminded about the appropriate steps to ensure all invoices are posted before closing a project.

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

### **Insurance Claim for Brush Truck 10**

Jason Irby, Acting Deputy Fire Chief, explained that an insurance claim was filed for Brush Truck 10 (2011 Ford Super Duty F-35) which incurred damage due to icy road conditions on December 17, 2016. Estimates were received for the repairs to Brush Truck 10 which totaled \$2,943.93. A claim was made to the insurance company and the claim was approved for coverage. Staff is requesting the Board's approval to adjust the FY 2017 budget to add the funding from the claim approval to the FREM budget to replenish the account that was used to fund the repair to Brush Truck 10.

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

**VDFP Grant Award for Temperature Monitoring System or Burn Building**

Fire/Rescue Lieutenant Stephen Wise, explained that the Virginia Department of Fire Programs has awarded the Department of Fire, Rescue, and Emergency Management (FREM) a grant award in the amount of \$6,659 for an upgraded Temperature Monitoring System (TMS) at the regional burn building.

The total cost for the proposed project is estimated at \$7,834. Although the County's total project cost is \$7,834 the County's grant award is \$6,659 due to prorated cost based upon the square footage allowance afforded in the Burn Building Grant Program Policy. Since FREM utilizes the burn building 95% of the time compared to the regional partners of the City of Fredericksburg and King George County, FREM will pay the remaining balance of \$1,175 from the existing fire training center budget.

Mr. Wise explained the value of the additional features on the upgraded version of the Temperature Monitoring system. The grant agreement requires that Spotsylvania County maintain and use the Rappahannock Regional Fire Training Facility for a period of 20 years from completion of this project or agree to pay a prorated share back to the Virginian Department of Fire Programs. Mr. Pritchett asked if the facility would be in service for 20 years. Mr. Cullinan responded that with the current upgrades and the ongoing maintenance of the facility that he expected that the facility would be available for the foreseeable future.

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

**Grant Application Request for Unmanned Aircraft System under the State Homeland Security Program**

Major Carter Wells, Sheriff's Office, explained that the Sheriff would like to request approval to submit a regional grant application to the State Homeland Security Grant Program for the purchase and use of an unmanned aircraft system (UAS). Spotsylvania County would be the fiscal agent for the regional partnership between the Sheriff's Office, the Department of Fire, Rescue and Emergency Management (FREM) and the Sheriff Offices from the Counties of Caroline, Louisa and Orange.

The purpose of the U.S. Department of Homeland Security's State Homeland Security Program (SHSP) is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. As the State Administrative Agent, the Virginia Department of Emergency Management (VDEM) is offering a competitive sub-award opportunity to assist local preparedness activities that address high-priority preparedness gaps where a nexus to terrorism exists. VDEM is prioritizing applications that include a collaborative approach to addressing the threat of terrorism, as they want to see demonstrations of agreements and partnerships between multiple jurisdictions.

If approved, the application will request funding for the purchase of at least one, potentially two unmanned aircraft system (UAS), which can assist in numerous operations including surveillance of illegal activities, gathering visual intelligence, collection of evidence, monitoring of special events, traffic, search and rescue operations, responding to fires and hazardous material incidents, and damage assessments. The Spotsylvania County Sheriff's Office already has two FAA licensed UAS pilots, but does not yet have a UAS. The UAS's will be housed at the Spotsylvania County Sheriff's Office for quick response to any potential threat within the County and to the partnering jurisdictions.

If approved, the grant application would request approximately \$25,000 in federal funds to pay for the two UAS, the associated accessories, and shipping and travel and training costs associated with either having another individual certified as a pilot or to send the current pilots to specialized training. There is no local match requirement for this grant; however, there would be ongoing costs associated with this project after the grant award expires to include costs for insurance, data storage and maintenance. At this time, the Sheriff's Office is still working on obtaining an estimate for these annual costs.

VDEM had initially listed the application deadline date as May 5, 2017, but recently extended the date to May 31, 2017. Final decisions are anticipated on July 14, 2017, with awards expected by October 2017.

There was a discussion about privacy issues associated with the use of a UAS and Mr. Wells explained that the use of these units was heavily restricted and that the Sheriff's office would explain this to Citizens should the grant be approved.

On a motion by Ms. Williams, seconded by Mr. Pritchett, and passed unanimously, the Finance Committee recommended approval of the request to apply for the grant.

### **Grant Application Request for Additional School Resource Officer at Spotswood Elementary School**

Tracy Edwards, Program Assistant Sheriff's Office, explained that the Sheriff would like to request approval to submit a grant application request to fund an additional School Resource Officer (SRO) for Spotswood Elementary School under the 2017-2018 Department of Criminal Justice Services (DCJS) School Resource Officer and School Security Officer Incentive Grant Program. The decision to select Spotswood Elementary School was made in consultation with the School Superintendent, the Director of School Safety, and the Spotsylvania County Sheriff's Office.

If approved this would be the third SRO to be placed at an elementary school, with the first two at Courtland Elementary and Brock Road Elementary.

The grant requires a minimum local cash match as identified in the 2016-2018 Composite Index of Local Ability-to-Pay. Spotsylvania County's rate is 36.17%. Grant funds can only be used to pay for salary and benefits for SRO/SSO positions. The total amount requested for a new SRO program 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 SRO/SSO position 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, 2017 and ending June 30, 2018. 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. Grant funds cannot be used to supplant local funds.

Ms. Edwards explained that if approved, the Sheriff's Office would request \$31,915 in grant funds for the first year. The required local match would be \$18,085; however, it is estimated that an additional \$21,290 of local funding will be needed to cover the additional costs associated with personnel, mandatory DCJS SRO training, equipment, and supplies for the requested position. Therefore the total local portion for the SRO is estimated to be \$39,375. If the grant application is awarded for FY18, the Sheriff's Office proposes to utilize \$4,901 from their asset forfeiture funds to purchase some of the operating supplies and they anticipate that they will be able to absorb the additional \$34,474 from their FY18 budget for the additional personnel and operating costs not covered by the grant. For FY19 through FY21, the Sheriff's Office would include the anticipated costs in their annual budget requests.

Ms. D'Alessandro explained that DCJS has not yet released the guidance document for the FY 2018 SRO Grant Program. However, DCJS has stated that the guidance document should be released shortly and that applications are tentatively scheduled to be due on May 5, 2017, which would require that this item be placed on the Board's April 25<sup>th</sup> agenda. If the deadline is extended, staff may remove the item from the April 25<sup>th</sup> agenda and place it on the May 9<sup>th</sup> agenda in order to provide sufficient time to allow staff to finalize the grant documents based on the final released guidelines. All calculations provided today are based off of the County's FY 2018 rates applied to DCJS' FY 2017 guidance document.

On a motion by Mr. Pritchett, seconded by Mr. Cole, and passed unanimously, the Finance Committee recommended approval of the request to apply for the grant

### **Additional FY 2017 Appropriation to School Food Service Program**

Mary Sorrell, Finance Director, explained that federal revenue within the School Food Service program was expected to exceed the level anticipated in FY 2017 by \$200,000, due to increased participation in student meals. She explained that at the School Board's April 10, 2017 meeting, the School Board approved School staff's request to submit a budget amendment and associated appropriation request to the

Board of Supervisors to increase the FY 2017 Food Service budget using the additional federal funding to address the increased operational costs.

Mr. Pritchett noted that this additional funding could only be used for food service related expenditures.

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

**Other Business:**

- Annette D'Alessandro, Grants Manager, explained that staff was removing the Fire Prevention and Safety program grant update, as staff has decided against pursuing the grant after further review of the guidelines.
- Annette D'Alessandro, Grants Manager, explained that she had been contacted by staff from the Economic Development office about a grant opportunity through the Virginia Business Ready Sites Grant Program. The application deadline is May 19, 2017, requiring it to be on the Board's May 9<sup>th</sup> agenda, which is prior to the next Finance Committee meeting. The Virginia Business Ready Sites program identifies and assesses the readiness of potential sites for marketing of industrial or commercial economic development purposes, designating the readiness of a site by tier levels. Spotsylvania County received funding from the first round of these grants related to two sites (Gilman East and Gilman West). Through the Fredericksburg Regional Alliance (FRA), Spotsylvania and Caroline Counties were awarded a regional grant to assess the Orrock-Simms Assemblage. The FRA was the fiscal agent for the regional award. The upcoming grant opportunity allows localities to submit applications to request funding that would be used to move properties from one tier level to a higher tier level. Economic Development staff has expressed an interest in requesting funding for all three properties. While the available funding for the three sites ranges from \$100,000 to \$250,000 each and would require an equal local match, Economic Development staff does not anticipate the need to request the maximum level of funding available. There was a discussion about whether Economic Development had the available funding to meet the local match requirements. Ms. D'Alessandro explained that it was her understanding that they did not have the full amount of the local match funding available within their approved budget and they would likely request the use of contingency funding for the local match.

**ADJOURNMENT**

Ms. Sorrell adjourned the meeting.