

**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  
Bonnie Jewell, Deputy Director of Finance for Budget

**OTHER STAFF MEMBERS PRESENT:**

Jane Reeve, Chief Information Officer  
Rich Maidenbaum, Deputy Chief, Information Services  
Scott Powell, Capital Construction Division Director, Utilities & Public Works  
Brian Barnes, Recreation Manager, Parks & Rec  
Tammy Burgess, Program Assistant, Parks & Rec  
Lindsay Leach, Special Events Coordinator, Parks & Rec  
Jamie Warfield, Probate Specialist, Clerk's Office  
Scott Davis, Lieutenant, Sheriff's Office  
J. M. Woodard, First Sergeant, Sheriff's Office  
Justin Young, Deputy, Sheriff's Office  
Erika Snodgrass, Program Assistant, Sheriff's Office  
Annette D'Alessandro, Grants Manager  
Lane May, Grants Assistant  
Julie Elliott, Budget Manager  
Holly Dove, Budget Analyst

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**Budget Adjustment & Appropriation of the FY 2020 Virginia Circuit Court Records Preservation Grant Award**

Annette D'Alessandro, Grants Manager, explained that in June 2019, the Clerk of the Circuit Court submitted a grant application under the Virginia Circuit Court Records Preservation Program to hire a consultant to provide conservation treatment of four volumes of original records. On August 1, 2019, the Clerk received notification of a \$14,228 grant award for this purpose. There is no local match requirement and no ongoing costs associated with the award. The Clerk accepted the award on August 12, 2019.

On a motion by Mr. Cole, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the request for a budget adjustment and appropriation for the \$14,228 grant award.

**Approval to Convert Information Services' Office Assistant Position from Part-Time to Full-Time**

Rich Maidenbaum, Deputy Chief, Information Services, explained that the increased volume of Freedom of Information Act (FOIA) requests, records management requests, and the need for

additional overall support for the Information Services Department warrants conversion of the current part-time Office Assistant position to full-time. This will increase the full-time equivalent (FTE) from 0.63 to 1.00. Funding is available and appropriated within Information Services' existing FY 2020 budget to accomplish this change to the FTE.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the request to change the FTE from part-time to full-time.

### **Approval to Convert Assessment's Appraiser II Position from Part-Time to Full-Time**

Debbie Williams, Commissioner of the Revenue, reported that the part-time Appraiser II position has been vacant since July 2019 despite efforts to fill the position. In an effort to fill the position and process/analyze large amounts of assessment data on an on-going basis as required by State law, Ms. Williams requests to change the FTE from part-time Appraiser II (pay grade 18) to full-time Appraiser Trainee (pay grade 11). This change will provide the appropriate candidate with a career path opportunity while gaining value training and skills in the Assessment Office and will increase the FTE from 0.00 to 1.00. Funding is available and appropriated within Assessment's existing FY 2020 budget to accomplish this change to the FTE.

On a motion by Mr. Pritchett, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the request to change the FTE from part-time to full-time.

### **Budget Adjustment & Appropriation for Decrease in the FY 2020 Litter Prevention & Recycling Program Grant**

Brian Barnes, Recreation Manager, reported that the County's FY 2020 Adopted Budget included \$19,766 in anticipated funding for the FY 2020 Litter Prevention and Recycling Grant Program. However, in late October 2019, the County was notified that the grant was awarded in the amount of \$16,961 which is \$2,805 less than originally anticipated.

On a motion by Mr. Cole, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the request to reduce the litter control expenditures budget and grant revenue budget by \$2,805 to match the award.

### **Budget Adjustment Associated with Rt. 1 Commuter Lot Waterline Project**

Scott Powell, Capital Construction Division Director, explained that Utilities staff is working with VDOT to provide better fire flow and water service to the Commonwealth Drive and Filter Lane area in conjunction with VDOT's Commonwealth Drive commuter lot project. Because VDOT's commuter lot project is now scheduled to occur sooner than originally expected, the County's funding for the waterline project will be needed sooner than originally planned in the CIP. As such, staff is requesting that \$330,000 be shifted from the Rt. 1 Waterline Improvement (Cosner to Massaponax) project to add to the \$70,000 currently budgeted for

this Commuter Lot Waterline project to allow the project to proceed need. Funding will be replenished to the Rt. 1 Waterline Improvement project, as appropriate, through the upcoming FY 2021 CIP development process.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the requested budget adjustment between two existing Utilities capital projects.

**Grant Acceptance, Budget Adjustment & Appropriation for the VSP ICAC Grant Award**

Erika Snodgrass, Sheriff's Office Program Assistant, reported that the Virginia State Police (VSP) received funding through the Department of Criminal Justice (DCJS) to reimburse expenses associated with investigations and prosecutions of internet crimes against children. The VSP has appropriated a sub-award of \$14,000 to the Spotsylvania County Sheriff's Office. The Sheriff's Office will use these funds for overtime and associated benefits to combat internet crimes against children. There is no local match requirement and no requirement to continue to fund the program after the grant award expires.

On a motion by Mr. Cole, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the request for a budget adjustment and appropriation for the \$14,000 grant sub-award.

**Grant Acceptance, Budget Adjustment & Appropriation for the Edward Byrne Justice Assistance Grant (JAG) – Crime Reduction Overtime**

Erika Snodgrass, Sheriff's Office Program Assistant, explained that DCJS has provided to the County a \$150,000 sub-award of federal grant funds for the Edward Byrne JAG for Gang and Drug Related Crime Reduction. If the grant is accepted by the Board of Supervisors, the Sheriff's Office will use the funding for overtime and associated benefits for sworn law enforcement personnel in order to identify, disrupt, dismantle, and prosecute members of illicit drug trafficking rings operating in Spotsylvania County. There is no local match requirement and no ongoing costs once the award has expired. If the grant is accepted, the period of performance will be January 1, 2020 to June 30, 2021. Any grant funding remaining at the close of FY 2020 will need to be carried forward into FY 2021 to align with the grant performance period.

In response to a question from Mr. Pritchett, First Sergeant Woodard noted that the focal point of this effort is on combatting opioids.

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

Mr. Ross arrived.

**Grant Acceptance, Budget Adjustment & Appropriation for the Edward Byrne Justice Assistance Grant (JAG) – Naloxone**

Erika Snodgrass, Sheriff's Office Program Assistant, reported that the Sheriff's Office is working to prevent brain injuries and deaths as a result of overdoses caused by opioids. Initiated through a prior year's JAG award and in accordance with State Code, the Sheriff's Office implemented a 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. For FY 2020, the Sheriff's Office has been awarded \$5,000 in federal JAG funds to continue the naloxone program. This will likely be the last year that the County will receive this funding as it is typically the case that DCJS funds a program for no more than four years and FY 2020 is the fourth year the Sheriff's Office has been awarded a JAG for the naloxone program.

There is no local match requirement and no requirement to continue to fund the program after the award expires on September 30, 2020. Any grant funding remaining at the close of FY 2020 will need to be carried forward into FY 2021 to align with the grant performance period.

On a motion by Mr. Cole, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended acceptance of the grant award, approval of the associated budget adjustment and appropriation, and designation of authorized agents.

**Grant Application Request for the Virginia Department of Health (VDH) Child Safety Seat Regionalization Program**

Erika Snodgrass, Sheriff's Office Program Assistant, explained that VDH wishes to continue the Child Safety Seat Regionalization Program through the Spotsylvania County Sheriff's Office. Focal points of the program are promoting proper safety seat restraint use for children until they transition to the vehicle safety belt; increasing risk perception and correct use of child safety restraints through outreach and education; providing proper installation education; and addressing barriers that prohibit access to safety devices.

At VDH's request, our Sheriff's Office serves as the Regional Coordinator for their Northern Virginia Safety Seat Check Station Coordinator Program. The assigned coverage area includes Caroline, Culpeper, King George, Loudoun, Fairfax, Prince William, Fauquier, Rappahannock, Madison, Orange, Stafford, and Spotsylvania counties, and the embedded cities and townships.

VDH anticipates that \$11,000 in federal funds will be available to continue the regionalization program. The Sheriff's Office would like to use this funding for approximately \$8,075 in overtime and associated fringe benefits and \$2,925 to wrap the previously purchased Child Safety Seat Check Trailer. There is no local match requirement and there is no ongoing commitment once the grant award expires.

On a motion by Ms. Williams, seconded by Mr. Ross and passed unanimously, the Finance Committee recommended staff's request to apply for the grant and designate authorized agents for submission and processing of the grant application.

### **Carryover of EDO Fund Portion of Pierson Drive Sitework Construction from FY 2019 to FY 2020**

Bonnie Jewell, Deputy Director of Finance for Budget, explained that capital projects balances and appropriations do not lapse at year-end, but instead roll from year to year until project completion. As such, capital projects are not typically part of the annual carryover process.

In FY 2019, the Board approved and funded a combined economic development, utilities and general capital project on land at the back of the former GM plant (now idX) location. The Utilities Capital Projects Fund and Capital Projects Fund portions of this project have rolled forward to FY 2020 as part of the usual and customary annual capital rollover process. However, out of an abundance of caution, Ms. Jewell requests that the Board take specific action to carry over the EDO Fund portion of this capital project to the FY 2020 Budget since the EDO Fund is not typically considered a capital fund. This is a technical adjustment to the FY 2020 Budget and does not require the allocation of any funding beyond that which was previously allocated by the Board to the Pierson Drive and related improvements at this economic development site.

On a motion by Mr. Ross, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended the request for a budget adjustment and appropriation to carryover to FY 2020 \$1.4 million from the Capital Projects Fund to the EDO Fund to fund the EDO Fund portion of the previously approved budget for Pierson Drive sitework.

### **Other Business:**

Ms. Jewell discussed the draft Finance Committee meeting dates and deadlines for calendar year 2020. She noted that the calendars for past years' meeting dates/deadlines have indicated that meeting agenda materials were to be sent to Committee members the Friday before Committee meetings, but that typically the packages have not actually been emailed out until the Monday before the meetings. Ms. Jewell pointed out that the draft calendar for 2020 indicates package delivery will occur no later than the Monday before Committee meetings, but that it is her goal to provide the materials the Friday beforehand to allow Committee members the weekend for additional review. The Finance Committee was in agreement with the draft meeting dates and deadlines as drafted and members agreed with the "no later than" Monday arrangement.

### **Adjournment:**

Ms. Jewell adjourned the meeting.