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Thomas C. Foley  
County Administrator

## Finance, Audit & Budget Committee Meeting Agenda

October 17, 2017 - 1:30 PM  
Conference Room A/B/C - Second Floor

**Committee Members: Chairman Wendy Maurer, Jack Cavalier, and Bob Thomas**

Agenda Item	
1.	Finance & Budget Monthly Report <ul style="list-style-type: none"><li>▪ First Quarter Budget Review</li></ul>
2.	Human Resources Monthly Report <ul style="list-style-type: none"><li>▪ Volunteer recognition</li></ul>

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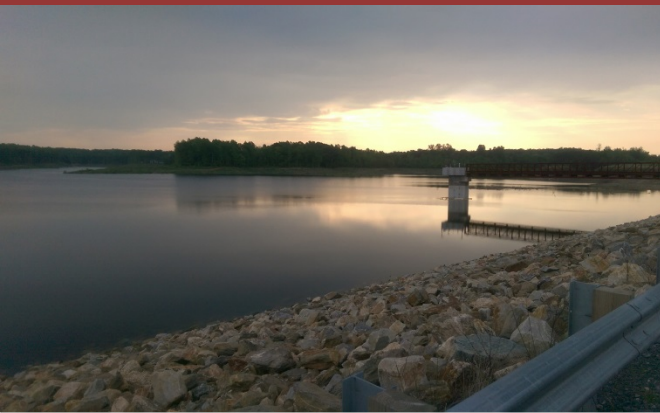


To: Finance, Audit and Budget Committee  
From: Maria Perrotte, Chief Financial Officer  
Subject: Monthly Update  
Date: Oct 12, 2017  
CC: Thomas C. Foley, County Administrator

**Department Activity**

VP SA bonds are scheduled to be sold next week. We anticipate a true interest cost below 3%. Actual results will be shared after the bond sale.

Attached please find the FY18 1<sup>st</sup> quarter review which will be presented to the Fab and Board of Supervisors. I would be happy to answer any questions.



# STAFFORD *Virginia*



**1st Quarter Review**

October 17, 2017



# 1<sup>st</sup> Quarter Review: Revenue

- Most revenues are tracking as projected.
- Real estate tax and personal property 2<sup>nd</sup> half bills will be ready at the end of the month.
- Fiscal year to date sales tax, meals tax, hotel tax are slightly higher than last year.
- Development fees are tracking slightly higher than last year.
- We are revising projections for consumer utilities taxes and mobile homes slightly downward to be at last year's actuals.

# 1<sup>st</sup> Quarter Review: Expenditures

- Most expenditures are tracking as expected.
- What we are watching:
  - Children's Services Act (CSA)
  - Fire & Rescue overtime
  - Health Insurance
    - Claims appear to be slightly lower than expected.
    - We will continue to monitor.
  - Juvenile Detention Center

# 1<sup>st</sup> Quarter Review: Schools

## Revenues

- Preliminary average daily membership (ADM) projects to be on target for State budgeted ADM.
  - Budgeted ADM: 28,551
  - September 30th Membership: 28,544
- Revenues are tracking as expected.

## Expenditures:

- Expenditures are tracking within accepted variance.
- Approved and placed additional teacher growth FTE's (3.5) to maintain class sizes within State and/or Division standards.
- Projected potential savings in salaries and benefits are being monitored.

# 1<sup>st</sup> Quarter Review: Conclusion

- We will continue to monitor revenues and expenditures to ensure a balanced budget.
- Questions?

## Memorandum Human Resources

To: Finance, Audit and Budget Committee

From: Shannon Wagner  
Director of Human Resources

Subject: Human Resources Update

Date: October 17, 2017

CC: Thomas Foley

### Recognition of County Volunteers

Recognition of County employees and County volunteers is important to the organization to show how we value their contributions to our community. Below is a summary of the current recognition efforts for the County's volunteer groups.

Administrative and Sheriff's Office Volunteers	<p>Jeff Shover, the County's Manager of Citizen Assistance is in charge of oversight for volunteers in the administration building as well as with the Sheriff's Office.</p> <ul style="list-style-type: none"> <li>• Each year these volunteers are recognized at a Board of Supervisors meeting, typically in the spring, and they receive a proclamation. Volunteers with 150 or more hours in the last year are specifically recognized on the proclamation and invited to the meeting.</li> <li>• All administrative and sheriff's office volunteers are invited to an annual summer picnic as well as a recognition dinner in December.</li> <li>• A volunteer newsletter is sent out monthly with information about current County events.</li> <li>• Recently initiated a volunteer engagement survey.</li> </ul>
Fire and Rescue Volunteers	<ul style="list-style-type: none"> <li>• Fire and Rescue volunteers are currently recognized by the individual volunteer companies. Each of those companies may have a different variation of recognition for their volunteers.</li> <li>• Volunteers are invited to the Fire and Rescue Department awards programs.</li> <li>• In 2017, the department began recognizing volunteer of the year and volunteer officer of the year at the Department's annual awards program in March.</li> </ul>

