

**ACTION ITEM  
BOARD OF SUPERVISORS**

**DATE** June 17, 2008

**TO** Board of Supervisors  
**FROM** Maria Perrotte *mp*  
Chief Financial Officer

**ISSUE:** Approve Current Expenditure Listing and Waive Board Approval of July and August Expenditure Listings

**STAFF RECOMMENDATION** Approval

**BUDGET IMPACT** N/A

**ATTACHMENTS** (4)

[1] Background Report [3] Reso/Ord/Proc # R08-320

[2] Expenditure Listing [4] Reso/Ord/Proc # R08-321

[ ] [ ] Reso/Ord/Proc #

**REVIEW** [X] County Administrator's Office *[Signature]*  
[X] Budget *[Signature]*  
[ ] Finance \_\_\_\_\_

[X] **Consent Agenda** [ ] **Other Business** [ ] **Public Hearing**  
[ ] **Discussion Item** [ ] **Presentation** [ ] **Unfinished Business**  
[ ] **New Business**

**PRESENTATION BY** N/A

**ELECTION DISTRICT** N/A

**BACKGROUND REPORT**

Operating policy states that accounts payable checks with invoices in excess of \$100,000 are released upon Board approval. When the Board schedules only one meeting in a given month, checks are held for several weeks prior to release. This delay may cause problems for vendors.

During July and August, 2008, the Board has scheduled only one meeting each month. Staff is recommending that the Board be provided a weekly listing via email of expenditures in excess of \$100,000 for the weeks between the July 1<sup>st</sup> and August 19<sup>th</sup> board meetings. These expenditures have been budgeted and appropriated. The Board further authorized the expenditures when the contracts were awarded. Sufficient controls are in place such that department directors approve expenditures for payment only after they are satisfied that goods and services have been received/delivered in accordance with contractual agreements.

After emailing the list to the Board, and if there are no objections, vendor checks will be mailed.

The Board will be provided with a listing of expenditures in excess of \$100,000 for ratification at its August 19, 2008 meeting.

Proposed Resolution R08-321 provides staff the authority to mail vendor checks in a timely manner. Staff recommends approval.

COUNTY OF STAFFORD  
EXPENDITURE LISTING OF PAYMENTS OVER \$100,000

6/03/2008	SINGER ASSOC FIRE EQUIP INC One New 2007 Pierce Arrow XT Rescue Pumper Truck for Aquia Harbor Fire Station 9 From Capital Projects General Fund R07-353	\$500,000 00
6/03/2008	CH2M HILL Engineering Services to Design Rocky Pen Run Water Treatment Facility per Contract for Services Dated November 2, 2006 with RFP #68064 Utilities Fund R06-344	\$140,488 86
6/11/2008	W C SPRATT INCORPORATED Construction of Phase 1 ENR upgrades at AWT Operations and Maintenance of Dewatering System per Contract dated Dec 12, 2007 and Bid Number 1011072 From Utilities Fund R07-457	\$102,145 52

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 17th day of June, 2008

MEMBERS

VOTE

George H. Schwartz, Chairman  
M. S. "Joe" Brito, Vice Chairman  
Harry E. Crisp, II  
Mark Dudenhefer  
Paul V. Milde, III  
Cord A. Sterling  
Robert "Bob" Woodson

On motion of, seconded by, which carried by a vote of, the following was adopted

A RESOLUTION TO APPROVE EXPENDITURE LISTING  
(EL) DATED JUNE 3, 2008 THROUGH JUNE 16, 2008

WHEREAS, the Board has appropriated funds to be expended for the purchase of goods and services in accordance with an approved budget, and

WHEREAS, the payments appearing on the above-referenced Listing of Expenditures represent payment of \$100,000 and greater for the purchase of goods and/or services which are within the appropriated amounts,

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 17th day of June, 2008 that the above-mentioned EL be and it hereby is approved

AJR MJP cvd

PROPOSED

BOARD OF SUPERVISORS  
COUNTY OF STAFFORD  
STAFFORD, VIRGINIA

RESOLUTION

At a regular meeting of the Stafford County Board of Supervisors (the Board) held in the Board Chambers, Stafford County Administration Center, Stafford, Virginia, on the 17th day of June, 2008

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George H Schwartz, Chairman  
M S "Joe" Brito, Vice Chairman  
Harry E Crisp II  
Mark Dudenhefer  
Paul V Milde III  
Cord A Sterling  
Robert "Bob" Woodson

On motion of, seconded by, which carried by a vote of, the following was adopted

A RESOLUTION TO AUTHORIZE THE COUNTY ADMINISTRATOR TO  
WAIVE BOARD APPROVAL OF JULY AND AUGUST 2008  
EXPENDITURE APPROVAL LISTINGS

WHEREAS, operating policy states that accounts payable invoices in excess of \$100,000 are released only upon Board approval, and

WHEREAS, the Board has scheduled only one meeting each month during July and August 2008, and

WHEREAS, the Board meeting schedule would cause some vendor checks to be held for several weeks, and

WHEREAS, the Board will be provided with the expenditure listings for ratification at its August 19th meeting,

NOW, THEREFORE, BE IT RESOLVED by the Stafford County Board of Supervisors on this the 17th day of June, 2008 that the County Administrator be and he hereby is authorized to waive Board approval of expenditures in excess of \$100,000 for the months of July and August, 2008

AJR MJP cvd