

**COMMITTEE MEMBERS PRESENT:**

Gary Skinner, Board Member
David Ross, Board Member
Debbie Williams, Commissioner of Revenue
Mark Cole, Deputy County Administrator
Bonnie Jewell, Asst. County Administrator/Chief Financial Officer

OTHER COUNTY STAFF MEMBERS PRESENT:

Ed Petrovitch, County Administrator
Ben Loveday, Assistant County Administrator for Community Operations
Jay Cullinan, Fire Chief
Jason Irby, Deputy Fire Chief
Mike Grubb, Battalion Chief
Leon Hughes, Planning Director
Paul Agnello, Assistant Director for Transportation Planning
Sergeant Lawrence DiBella, Sheriff's Office
Erika Snodgrass, Sheriff's Office Program Assistant
Annette D'Alessandro, Grants Manager
Julie Elliott, Budget Manager
Holly Dove, Budget Analyst

SCHOOLS' REPRESENTATIVES PRESENT:

Baron Braswell, School Board Member
Erin Grampp, School Board Member
Dr. Scott Baker, Superintendent
Dr. Carol Flenard, Assistant Superintendent
Dr. Michelle Colbert, Chief Human Resources Officer

Schools' FY 2019 Operational Carryover Request

Malysa Rhodes, Finance Director for the Schools, explained that based on the FY 2019 audit results, the Schools' budgeted, but unexpended local transfer for operations is \$3,416,132; 1.2% of the total operating revenues budgeted. Each month, State and other revenues are applied to Schools' expenditures first, and then a transfer of local funding for operations is made to balance revenue and expenditures for the month. What remains available at year's end is local funding.

At its meeting on January 13, the School Board approved the one-time FY 2019 operating carryover funds to be used for the purposes summarized below. Additional detail is provided in an attachment to this item. The School Board requests that the Board of Supervisors approves the attached budget amendment and appropriation to carryover the \$3,416,132 in unexpended local funding for operations.

Area	Amount	Summary Description
Other Post-Employment Benefits (OPEB)	\$719,050	OPEB trust fund contribution
Classroom Teaching and Learning Materials and Support	\$1,580,374	Curriculum materials, software licenses, student enrichment opportunities, classroom and teacher supplies, additional school based allocations
Professional Learning	\$78,000	Licensed staff training opportunities and curriculum development process
Student Assessment Support	\$219,000	Secondary assessments and support (Dual Enrollment, PSAT) ELL assessments and support

Ms. Rhodes reported that approximately \$2.5 million of the \$3.4 million carryover stemmed from health insurance savings. She noted that the items for which the School Board is requesting the carryover be used were not budgeted in the Schools FY 2019 or FY 2020 budgets because there was not enough revenue available to enable them to be included in either budget. Much discussion then ensued with various questions being answered by Schools' staff.

On a motion by Mr. Skinner, seconded by Ms. Williams, the Finance Committee voted 4-1 to recommend approval of the proposed budget adjustments and associated appropriations. Mr. Ross voted "no."

Schools' Health Insurance & OPEB Reserves

Bonnie Jewell, Assistant County Administrator/Chief Financial Officer, explained that in addition to the \$3.4 million the Committee just took action to recommend as the Schools typical carryover, the FY 2019 Audit showed an additional \$10.0 million as being available from the School Operating Fund at the end of FY 2019. She explained that this \$10.0 million was a result of Anthem changing its billing practice, eliminating the Schools' option to pay via premiums and instead requiring weekly payment of actual claims invoiced during FY 2019. Prior to this change, any premium payments in excess of actual claims were combined with any prior year surpluses and held on deposit by the administrator allowing for the maintenance of the Schools' health insurance reserve. Additionally, Anthem will no longer hold the Schools' health insurance reserve as it has in the past and has advised the Schools to develop a plan to use or request a refund of the reserve funds. \$10.0 million of the Schools' \$19.3 million health insurance reserve resides on the Schools' books at the end of FY 2019. However, because by law the School Board cannot maintain a fund balance itself

and Anthem will no longer hold the reserve, this \$10.0 million health insurance reserve will fall to the County's General Fund balance.

Both the School Board and County staff recommended to the Finance Committee that because this \$10.0 million comes from Schools' health insurance reserves and originated as health insurance premiums paid to Anthem by both the School Board and its employees, that use of the \$10.0 million be limited to Schools' health insurance and Other Post Employment Benefits (OPEB). Specifically, Ms. Jewell reported that the recommendation is to allocate \$4.8 million of the \$10.0 million to a Schools' health insurance reserve within the General Fund balance, and \$5.2 million of the \$10.0 million to a Schools' OPEB reserve also within the General Fund balance.

On a motion by Mr. Ross, seconded by Mr. Skinner and passed unanimously, the Finance Committee recommended approval of the recommended reservations within the County's General Fund balance.

Reallocation of Funding Between Belmont & Chewing Park Projects

Ben Loveday, Assistant County Administrator for Community Operations, reported that staff has been working with Supervisor Jett to plan and begin implementing improvements at Belmont Park. Mr. Jett has advised that his constituents seek a lighted field and that he (Mr. Jett) is in concurrence with lighting an existing field at nearby Chewing Park instead of building and lighting a new field at Belmont Park where the topography is a challenge for creating a new field.

Using the existing \$500,000 Belmont Park budget, staff requests a shift of \$325,000 from the existing Belmont Park project budget to a new project for the lighting to occur at Chewing Park. This will leave \$175,000 in the Belmont Park project budget to accomplish the originally planned parking improvements, picnic shelter, and walking path. Additionally, some minor landscaping and a small play area with swings and a slide are planned.

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

Request to Add an Additional FTE for a Planner Position

Leon Hughes, Planning Director, explained that the Planning Department currently has a total of five Planner positions: two Planner I positions that review plats and site plans, two Planner III positions that review site plans and manage special use and rezoning cases, and one Planner III position that handles all long range planning functions. Between calendar years 2015 and 2019 applications increased by 30%. Since 2012, application volume has increased by 83%. During that time, the department's authorized FTEs were reduced by one Planner position. The loss of that FTE and the increase in the complexity of cases required the Deputy Director of Planning to carry a full caseload in addition to his core duties in order to keep applications moving forward within Code required deadlines. The FTEs in the Planning

Department have not increased in 10 years. The department has taken steps to address the additional work, by reassigning duties, reviewing internal processes and procedures, and communicating with our customers to manage expectations. These actions offered some relief but now have limited success as the demands across the department exceed the effectiveness of the actions. The complexity of cases being reviewed by staff is such that the cases require increased review hours with the applicants and increased coordination with County, State and Federal departments and agencies that provide support in the review process. The additional Planner position will allow the Director and Deputy Director to focus on management functions that guide the mission and vision while coaching and directing staff.

Mr. Hughes explained that he is requesting the addition of an experienced Planner to improve efficiency and accuracy of reviews by allowing better management of all of the case types through a shift of funds available from the vacant Deputy County Administrator position to the Planning and Zoning Department to fund a new 1.0 FTE Planner for three months of FY 2020.

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

Budget Adjustment & Appropriation for Smart Scale Analysis Tool

Paul Agnello, Assistant Director for Transportation Planning, explained that the Smart Scale Analysis Tool is a web-based, interactive software that would enable the County to better position itself to be funded in the State's Smart Scale Program. The model allows users to enter key project information such as project type, location, cost, and leverage funding assumptions to predict how a project will score based on historical data from past rounds of Smart Scale. Using this key information, the tool would be able to generate a prediction on the probability of a project begin selected for Smart Scale. The tool would become smarter as more historical data is added and have the flexibility to be adjusted for potential changes in the Smart Scale scoring methodology. Currently three rounds of Smart Scale data are available and a fourth round will be available in early 2021. The tool would provide Spotsylvania County with a competitive advantage over other Smart Scale applicants in Virginia by enabling the County to better prioritize projects for Smart Scale and maximize their scores.

The cost of the tool is estimated to be \$110,000 and would take about 12 to 14 months to develop. If the County authorizes the funding for the tool, it would utilize the results of Smart Scale rounds one through four and could be ready for use in Smart Scale round five in 2022. The maintenance cost on the tool is estimated at about \$5,000 per year which would cover cloud hosting of the web based software and updates based on new historical Smart Scale data.

Staff have determined that procurement for the tool could be done directly between Spotsylvania County and the University of Mary Washington. The County would own

exclusive rights to the tool and could sell the rights for others entities to use the tool at the discretion of the County.

The Smart Scale Analysis Tool proposal was presented to the Transportation Committee for action at their January 23, 2020 meeting and was approved on a 6 to 1 vote for further County consideration in February.

Upon VDOT's true-up of the local share of two completed unpaved road projects, \$112,989 was returned to the County. Staff requests that this funding be returned to the Capital Projects Fund balance and then that \$110,000 of it be allocated to a new project to purchase the Smart Scale Analysis Tool for evaluating candidate projects. The net appropriation is a reduction to the Capital Projects Fund of \$2,989.

On a motion by Mr. Skinner, seconded by Mr. Ross and passed unanimously, the Finance Committee recommended approval of the proposed budget adjustment and associated appropriation.

Acceptance of & Budget Adjustment for a Grant for the Swift Water Rescue Team

Jay Cullinan, Fire Chief; Jason Irby, Deputy Fire Chief; and Mike Grubb, Battalion Chief reported that \$76,000 from the State Homeland Security Program (SHSP) would be awarded to the Department of Fire, Rescue, and Emergency Management (FREM) for the Swift Water Rescue Team (SWRT). When natural disasters strike, local emergency response resources are quickly overwhelmed. Recent and increased flooding across the Commonwealth directly correlates to an increased need for properly equipped and trained swift water and flood rescue teams in order to protect life and property.

The federal funding is planned for use for training, supplies, tools and equipment for the County's SWRT. Although there is no local match requirement, it is anticipated that there will be ongoing costs to the County for insurance, maintenance, and replacement of the equipment and supplies over time. By accepting the agreement, the Spotsylvania County SWRT will become part of a statewide swift water and flood rescue program that will provide these capabilities as part of a MOU established with the State. As part of the MOU, equipment and training levels will be monitored by the State to ensure the team meets standards described in the MOU. Deployments during states of emergency as part of the statewide swift water and flood rescue program will be reimbursed through State and/or FEMA funding mechanisms.

On a motion by Mr. Skinner, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended acceptance of the grant, as well as approval of the proposed budget adjustment and associated appropriation.

Grant Application Request for Assistance to Firefighters Grant Program

Jay Cullinan, Fire Chief and Jason Irby, Deputy Fire Chief explained that Fire/Rescue would like to submit a grant application seeking federal funds in the amount of \$261,743 to purchase and install 34 thermal imaging cameras (TIC). If funded, this

project will provide a truck-mounted TIC for response vehicles at all fire stations, one for a volunteer Chief's command vehicle, two devices for training purposes, and a spare for logistics. The goal of this project is to update and replace outdated units, and expand FIREM's capability by ensuring all fire apparatus have a TIC for size up, locating fires and search and rescue at the scene of house fires. The enhanced capability of being able to perform a faster search to locate possible victims for rapid removal can greatly improve the chances of survivability of the victim, as well as being able to provide an enhanced tool for the search and rescue of downed or trapped firefighters in Mayday situations. FIREM's objective is to standardize the TIC's so they are interchangeable from charger to charger, unit to unit, streamline training, and standardize the TICs so that all personnel are familiar with the TIC operation regardless of which unit they may be on. AFG considers TICs as high priority items for funding.

If the application is awarded and accepted by the Board of Supervisors, the County would then be required to provide a 10% local match of the amount awarded or \$26,174 for a total project cost of \$287,917. The local match would come from Fire/Rescue's State Aid to Locality funding and/or from Fire/Rescue's Adopted Budget.

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

Other Business:

Grant Application for Community Policing Development Micro Grants

Sheriff's Office Sergeant Lawrence DiBella and Erika Snodgrass, Sheriff's Office Program Assistant, reported that the Sheriff's Office would like to apply for \$100,000 in federal funds to significantly enhance youth engagement efforts by sworn law enforcement personnel. Specifically, the funding would be used for the following:

GRANT AMOUNT	PURPOSE
\$23,860	Convert a van received through asset forfeiture into an ice cream truck. Several community partners have indicated their willingness to provide the ice cream free of charge for distribution.
\$10,640	Equipment, supplies, and services for community engagement events primarily focused on youth located at more at risk areas and hotels. Sworn personnel will set up a block party style event with roll off basketball hoops, music on a speaker system, face painting, and other activities. Essential living items such as shampoo, soap, tooth brush, laundry soap, etc. will be offered to the neediest families. A barber will be hired to offer free haircuts.

	Several community partners have indicated their willingness to provide free food both for the event and for distribution for over the weekend as many children do not receive three meals a day when school is not in session.
\$7,000	Purchase of 20 Science, Technology, Engineering, and Mathematics (STEM) Robots for the School Resource Officers. STEM Robots have been a popular resource at the Sheriff's Office Summer Camps. The STEM Robots will be used by the SROs to engage with children while at school and will also be available at the community engagement events.
\$58,500	First time youth offenders will participate in a restorative justice pilot program as an alternative to the court system. The Sheriff's Office will partner with a juvenile justice non-profit agency in organizing a meeting between the victim and the offender, and other representatives from the community. Restorative justice strives to get offenders to take responsibility for their actions, to give offenders an opportunity to redeem themselves, and to discourage them from causing additional harm. Restorative justice allows victims to have an active role in the process, and to reduce anxiety. It is anticipated that approximately 130 youth would participate in this program at an estimated cost of \$450 per case.

Mr. DiBella and Mrs. Snodgrass explained that, if awarded, the grant would be available for one year and could not supplant local funds. Although there is no local match requirement, there is the potential for ongoing costs if the restorative justice pilot program is deemed successful. However, there is no grant requirement that continuation funding must be provided after the award expires.

Ms. Jewell noted that though there is no match requirement and no requirement to continue these programs after the grant performance period, once these programs are started, there will be expectation from some that they continue, which means then that County taxpayers will likely have on-going costs associated with this in the future.

The Finance Committee recommended applying for this grant.

Adjournment:

Ms. Jewell adjourned the meeting.