

**COMMITTEE MEMBERS PRESENT:**

David Ross, Board Member
Larry Pritchett, Treasurer
Debbie Williams, Commissioner of Revenue
Mark Cole, Deputy County Administrator
Bonnie Jewell, Assistant County Administrator/Chief Financial Officer

OTHER COUNTY STAFF MEMBERS PRESENT:

Jay Cullinan, Fire Chief
Amy Swift, Social Services Director
Susan Hahn, Bridges Project Manager
Erika Snodgrass, Sheriff's Office Program Assistant
Annette D'Alessandro, Grants Manager
Julie Elliott, Budget Manager

Acceptance & Appropriation for the FY 2021 Bridges Grant

Susan Hahn, Bridges Project Manager, reported that the Department of Social Services (DSS) has been awarded a renewal grant in the amount of \$197,557 for the "Bridge to the Future Project." The project, known locally as Bridges, has been a joint effort between DSS and the Schools since FY 2002.

The project is an inter-agency project between the Spotsylvania Department of Social Services and Spotsylvania County Schools to provide intensive services to Temporary Assistance to Needy Families (TANF) recipients having multiple barriers to employment. The goal of the project is to assist TANF recipients in gaining and maintaining employment, and to ultimately achieve self-sufficiency, ending dependence on government assistance.

Ms. Hahn explained that the grant award period is July 1, 2020 through June 30, 2021. There is no local match and no requirement for the locality to continue to participate in the project beyond the grant period.

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

Capital Projects Budget Adjustments

Bonnie Jewell, Assistant County Administrator/Chief Financial Officer, explained that staff is seeking the Board's approval of several budget amendments related to capital projects.

Requested adjustments for General Capital Projects are as follows:

- Several projects are now complete and the balances are requested to be brought to \$0 for return of a total of \$297,790 to the Capital Projects Fund balance:
 - \$232,057 from the FY 2020 Refuse Disposal Equipment Replacements project;
 - \$55,470 from the FY 2019 Refuse Collection Equipment Replacements project;
 - \$15,407 from the FY 2019 Animal Control Replacement Vehicles project;
 - \$961 from the FY 2018 Refuse Collection Equipment Replacements project;
 - \$33 from the FY 2020 Parks & Recreation Vehicles Replacement project;
 - \$4,257 to the FY 2020 County Administration Vehicle Replacement project;
 - \$1,576 to the Hunting Run Phase II project; and
 - \$305 to the Circuit Court Audio/Visual Systems project.
- Information Services has reviewed the budget for the Parks & Recreation System Upgrade project and has determined that the \$100,000 in cash that has been frozen during the pandemic is available for permanent reduction from the project. This adjustment shifts the \$100,000 back to the Capital Projects Fund balance.
- \$294,473 in project savings is shifted back to the Capital Projects Fund balance from the FY 2018 Replacement Fire Equipment project. However, the FY 2019 Replacement Fire Equipment project is in need of \$245,000 in additional funding based on contract prices of the equipment being purchased and ancillary equipment to be placed on the apparatus to ready it for service. So, \$245,000 is being funded from the fund balance for use on the FY 2019 replacements.
- The Bloomsbury Road Improvements were originally budgeted at \$600,000. Later, a project agreement was signed with VDOT to have their contractors make the necessary improvements and the agreement set out the County's cost at \$150,000. This budget adjustment shifts the \$450,000 difference from the Bloomsbury project to the Old Plank/Andora Roundabout project. The Secondary Six Year Plan just approved by the Board estimates the County's share of the roundabout project at \$1.245M. This \$450,000 will be part of that \$1.245M share.
- Donations totaling \$38,316 have been received for the Belmont Park project. This budget adjustment increases the project budget by this \$38,316 in donations.

Requested adjustments for Utilities Capital Projects are as follows:

- Utilities staff identified the need to upsize the waterline throughout Plantation Woods to provide better fire flow and domestic demand to the Thornburg area. Staff is working with the Plantation Woods developer to upsize the proposed 8" waterline to a 12" waterline to be consistent with the Utilities Master Plan. The County's cost share is expected to be approximately \$200,000 and so staff is requesting a shift of \$200,000 in available funding from the Rt. 1 Waterline Improvements project to the System Improvements with Developers project.

Ms. Jewell noted that the net impact of the requested adjustments is a reduction in appropriations for the Capital Projects Fund and no change to the Utilities Capital Projects Fund.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the proposed budget adjustments and associated appropriations.

Fire Rescue Insurance Claim Appropriation

Jay Cullinan, Fire Chief, explained that the County received insurance claim reimbursements totaling \$129,107 towards the costs of repairs stemming from five incidents occurring to Fire/Rescue-operated property during FY 2020. He noted that \$104,054 of this is attributable to one incident in which a fire engine was involved and sustained significant damage to the side of the vehicle. All of the equipment has been repaired. Staff is requesting that these funds be budgeted and appropriated to pay for the insurance portion of the necessary repairs.

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

Shift of Sheriff's Office Insurance Reimbursement to Capital Projects for Vehicle Replacement

Julie Elliott, Budget Manager, explained that the Sheriff's Office received an insurance reimbursement in the amount of \$44,169 for total loss of two patrol vehicles. Major Wells has requested these insurance funds be shifted from the General Fund to the Capital Projects Fund and appropriated towards purchasing two replacement vehicles. The recommended budget adjustment shifts the revenue as requested and adds \$44,169 to the Sheriff's Office FY 2020 Vehicle Replacements project.

Mr. Pritchett asked if the \$44,169 is sufficient to pay for the two replacement vehicles. Ms. Jewell replied that costs for the two replacements are expected to exceed the \$44,169 insurance reimbursement and the difference will need to be absorbed through the annual capital budget appropriated for the routine replacement of aging or otherwise end-of-life Sheriff's Office vehicles.

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

Acceptance & Appropriation for the FFY 2020 Department of Justice Coronavirus Emergency Supplemental Grant Program

Erika Snodgrass, Sheriff's Office Program Assistant, reported that the County has been awarded \$90,846 through the Department of Justice's Coronavirus Emergency Supplemental Funding program. This program assists in preventing, preparing for and responding to the coronavirus emergency.

The Sheriff's Office and Fire/Rescue propose to use the funding for overtime costs, various equipment and gear, and cleaning supplies necessary for their continuing response to the emergency. One such item is a solar message board estimated to be used 50% of the time for coronavirus-related messages. As such, 50% of the cost of the board will be claimed under this grant while the remaining 50% will be funded using the Sheriff's Office FY 2021 Budget.

The grant does not allow for supplanting of local funds and requires no local match. Additionally, there is no requirement to fund the program after the award expires on January 31, 2022.

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

Other Business:

General Discussion of CARES Act Funding

Bonnie Jewell, Assistant County Administrator/Chief Financial Officer provided an overview of the federal CARES Act Coronavirus Relief Fund (CRF) assistance in the amount of \$11.9 million that has been allocated to the County by the State to fund the County's expenses associated with its response to the coronavirus emergency. She noted that because the CRF is designed to provide ready funding to address unforeseen financial needs and risks created by the public health emergency, the \$11.9 million has been deposited with the County upfront, as opposed to the typical reimbursement basis for federal and/or State funding. These funds are one-time funds and must be used only for qualifying expenses that:

1. Are necessary expenditures incurred due to the COVID-19 public health emergency;
2. Were not included in the approved budget in place as of March 27, 2020; and
3. Were/will be incurred during the period March 1, 2020 through December 30, 2020.

Federal guidance provides that the CRF can be used only for direct costs associated with response to the COVID-19 pandemic and cannot be used to backfill revenue shortfalls. Any funds not spent on necessary and appropriated expenditures on or before December 30, 2020 must be returned to the State within 30 days of December 30, 2020.

Ms. Jewell noted that given sparse federal guidance at this time, there continues to be considerable confusion across the state as to how to appropriately match expenditures to the CRF revenue. While we await additional guidance, we are gathering our actual costs to date, expected costs through the end of the calendar year, as well as those of our schools and regional partners (i.e. the Jail, Juvenile Center, and Library).

Additionally, we are planning how we will ensure appropriate documentation is in place to support our use of the funds. Staff anticipates presenting a general plan to the Board on July 28 regarding use of this funding.

Mr. Ross asked how the amount of funding received was determined by the State. Ms. Jewell and Ms. D'Alessandro responded that the funds received by the State were allocated to counties and cities based on proportionate shares of statewide population. Discussion also ensued as to by what entity the funds might be audited. Ms. Jewell commented that the funding could be subject to any combination of local, state and/or federal audits and we will need to very carefully document our expenses and justifications for use of the CRF funds. The County had to certify to the State that it would adhere to all current or to-be-issued federal guidance pertaining to this funding.

As this was an informational item only, no vote was taken on this matter.

Adjournment:

Ms. Jewell adjourned the meeting.