

**COMMITTEE MEMBERS PRESENT:**

Gary Skinner, 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  
Jason Irby, Deputy Fire Chief  
Dave Ansell, Director of Code Compliance  
Debbie Aylor, Director of Tourism  
Kellie Acors, Director of Elections and General Registrar  
Christina Johnson, Deputy Director of Elections and Deputy Registrar  
Erika Snodgrass, Sheriff's Office Program Assistant

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**Acceptance & Appropriation of WanderLOVE Grant**

Debbie Aylor, Director of Tourism, reported that the Virginia Tourism Corporation (VTC) has awarded Spotsylvania County a \$10,000 grant through the WanderLOVE grant program. VTC is offering these funds as a first-step in spurring economic activity and travel across the Commonwealth as coronavirus restrictions are lifted. Spotsylvania County will use the funds to promote the Spotsylvania Visitor Center and the LOVEworks display, A. Smith Bowman Distillery, the African American Heritage Driving Tour, local brewery and wineries, Stevenson Ridge, Lake Anna State Park, and the Fredericksburg and Spotsylvania National Military Park.

Grant funds will be used for professional services in creating a video and blog about the road trip, advertising, and brochures. The grant requires an in-kind match of \$10,200 which will be met through use of Tourism's FY 2021 Adopted Budget. There is no requirement to continue to fund the program once the grant award expires on June 30, 2021.

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

**Budget Adjustment & Appropriation for Erosion & Large Site Inspections**

Dave Ansell, Director of Code Compliance, explained that third-party erosion inspection costs have been incurred during FY 2020 totaling an estimated \$200,000, but were unbudgeted. Fee revenue has been received for this higher volume of inspections, as well. To correct the current budget overrun in FY 2020 and to plan for a similar expected volume of inspections in FY 2021, budget adjustments in the amounts of \$200,000 per year are requested.

Additionally, Mr. Ansell noted that the Board approved an ordinance in November 2018 implementing fees for inspections associated with exceptionally large-scale land disturbance construction areas. The fees are charged to cover the cost of inspections on any given large site, and are required to be trued-up at the closure of the land disturbance permit.

The sPower project is subject to the large-site inspection fees. Inspections have been occurring throughout FY 2020 as required by State Code and local ordinance, but the budget was never adjusted to reflect the fee revenue or the third-party costs associated with the contracted inspections. Staff anticipates having incurred inspection costs of approximately \$300,000 for FY 2020 associated with this project and are invoicing sPower for the same amount such that the revenue will fully fund the inspection cost, as required by ordinance.

To correct the budget and ensure appropriations are in line with expected expenses for FY 2020, staff requests that the Board approve the attached FY 2020 budget adjustment and appropriation. Additionally, to better plan for FY 2021, staff requests that the Board approve the attached FY 2021 budget adjustment and appropriation for \$300,000, as well.

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

#### **Acceptance of Virtual Training Grant Award**

Dave Ansell, Director of Code Compliance, reported that his department has been awarded a \$2,000 grant from the Virginia Department of Housing and Community Development for computer equipment necessary to aid in virtual training. There is no local match requirement and no requirement to provide future funding for the equipment once the grant expires.

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

#### **Acceptance of CARES Act Funding for the 2020 Federal Election Cycle**

Kellie Acors, Director of Elections and General Registrar, reported that her office was awarded \$89,535 in federal CARES Act funding for actions necessary to prevent, prepare for, and respond to coronavirus for the 2020 federal election cycle. These funds may be used toward the protection of the health and safety of poll workers, staff, and voters during the federal election as well as costs resulting from anticipated increased demand for absentee ballots by mail costs (e.g. printing ballots, printing envelopes, postage, etc.), equipment and temporary staff. The funding may also be used for voter outreach to include mailings, public service announcements, etc. Funds are not to be used for items that would not be needed if the coronavirus pandemic had not occurred. The Virginia Department of Elections recommends that funds not

be used for personal protective equipment as they plan on purchasing and distributing these items to each Elections Office.

Mrs. Acors explained that she intends to use the funding to hire approximately 12 temporary elections workers, purchase additional voting booths and scanners to allow for early voting leading up to Election Day, temporary lease space for an early voting location permitting social distancing, laptops and printers, and operating supplies for the election to include postcard mailings to alert households to the option of early voting.

There is no local match requirement. All funds must be encumbered by November 30, 2020 and paid out by December 31, 2020.

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

**Application to FEMA's Public Assistance Program for Reimbursement of Costs Associated with Responding to the Coronavirus Pandemic**

Bonnie Jewell, Assistant County Administrator/Chief Financial Officer, reported that the County will apply to the Federal Emergency Management Agency (FEMA) for reimbursement of certain costs incurred for prevention, protection, and response to the coronavirus pandemic. She also noted that the agenda item includes a resolution designating authorized representatives of the County for purposes of accomplishing the reimbursement request and related work.

As this was an informational item only, no vote was taken on this matter. However, the Finance Committee members expressed general support to the reimbursement request.

**Authorization for Public Hearing and Application for FFY 2020 Justice Assistance Grant Program**

Erika Snodgrass, Sheriff's Office Program Assistant, reported Spotsylvania County is eligible to receive \$25,064 through the FFY 2020 Edward Byrne Memorial Justice Assistance Grant program. The Sheriff's Office would like to use the funds to purchase equipment for an existing boat and for the Dive Team. Items proposed for purchase include sonars, air supply, and wet suits. Though the grant program does not require a local match, the cost of the equipment will exceed the available grant funds and the Sheriff's Office will absorb the \$540 cost differential within their FY 2021 Adopted Budget, asset forfeitures funds, or a combination of these funding sources.

This grant application requires a 30-day governing body review, and an opportunity for public comment. As such staff will request the Board's authorization of a public hearing to be held on September 8, 2020.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended applying for the grant.

### **Other Business:**

#### **Net-\$0 Budget Adjustment to Shift Funding to Allow for Additional Part-Time Staffing at Museum**

Debbie Aylor, Director of Tourism, explained that a revised MOU is recommended between the County and the Spotsylvania Historical Association (SHA) which will shift the responsibility of staffing the County museum at Lick Run from SHA to the County. This change will ensure the Museum has consistently well-trained, dependable, and knowledgeable staff in anticipation of increased interest and visitor traffic when the Museum reopens at Lick Run. As part of the MOU and with the County's funding, SHA will continue to staff a part-time Museum Technician to oversee the collections and to inventory the items.

Mrs. Aylor explained that a net-\$0 budget adjustment is required to shift \$14,140 from the \$30,728 that was originally budgeted for the annual SHA contribution to the Museum's part-time line item budget to allow for the County's part-time staffing to occur.

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

#### **Update on Plan for Use of \$11.9M in CARES Act Funding**

Bonnie Jewell, Assistant County Administrator/Chief Financial Officer, provided an update on the plan for use of the County's \$11.9 million federal CARES Act Coronavirus Relief Fund (CRF) allocation. She noted that a plan will be presented to the Board on July 28 to make use of the entire \$11.9 million for public safety payroll costs incurred responding to the coronavirus health emergency as allowed by the U.S. Treasury's guidance and FAQs on the matter. This use then frees \$11.9 million in local funding that had been planned for public safety operations under normal, non-COVID circumstances.

Staff will propose that the freed local funding be used to fund:

- necessary building access improvements to separate public areas from personnel areas;
- conference room improvements and computer equipment to allow for remote conferencing, other improved remote work, and Emergency Operations Center (EOC) technology improvements;
- Fire/Rescue equipment to allow for individual breathing apparatus mouthpieces;
- retrofitting of replacement of Fire/Rescue station water fountains with bottle-filling stations;
- local match for FEMA reimbursement claim for certain COVID-related costs;
- audit expenses tied to audit of use of CARES Act funding;

- reservation of \$2.5 million for school technology;
- balance to capital given that cash-for-capital was reduced in order to balance the FY 2021 Budget.

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

**Recruitment & Retention Grant Received by Spotsylvania Volunteer Fire Department**

Jay Cullinan, Fire Chief, reported that a late item has been added to the Board's July 28 agenda. The Spotsylvania Volunteer Fire Department received a \$5,000 grant to conduct a study group pertaining to recruitment and retention. Though no cash will come to the County as part of this grant award, services will be provided through consultants coming in for the study group and materials being provided. As such, the Board must take action as to whether or not to accept the grant-funded services.

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

**Adjournment:**

Ms. Jewell adjourned the meeting.