

**COMMITTEE MEMBERS PRESENT:**

Kevin Marshall, Member of the Board of Supervisors (remote)  
Larry Pritchett, Treasurer  
Debbie Williams, Commissioner of Revenue (remote)  
Ed Petrovitch, County Administrator (remote)  
Bonnie Jewell, Assistant County Administrator/Chief Financial Officer

**OTHER COUNTY STAFF MEMBERS PRESENT:**

Kellie Acors, Director of Elections/General Registrar (remote)  
Kevin Brooks, Director of Parks & Recreation  
Jay Cullinan, Fire Chief  
Steve Cooper, Deputy Fire Chief  
Carter Wells, Sheriff's Office Major (remote)  
Tammy Burgess, Parks & Recreation Special Events Coordinator  
Julie Elliott, Budget Manager  
Annette D'Alessandro, Grants Manager

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**New Business:****Budget Adjustment & Appropriation of the FY 2021 Virginia Circuit Court Records Preservation Program Grant Award**

Annette D'Alessandro, Grants Manager, explained that the Clerk of the Circuit Court has accepted a \$13,505 grant from the State through the Virginia Circuit Court Records Preservation Program to preserve original deed book, land book, and other records, some of which date back to the 1700s. There is no local match requirement and no ongoing costs associated with the grant award. A budget adjustment and appropriation are necessary for this additional funding and the preservation expenses.

On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously via roll-call vote, the Finance Committee recommended approval of the budget adjustment.

**Approval of Additional Non-Competitive Litter & Recycling Grant Funding**

Tammy Burgess, Parks & Recreation Special Events Coordinator, explained that the County receives a litter and recycling grant each year from the State. The budget as adopted for FY 2021 assumed a grant allocation of \$16,961 when, in fact, the allocation is \$19,481 for FY 2021.

Staff requests appropriation of the additional \$2,520 to supplement existing environmental education programs as well as several new programs. The additional revenue will allow the Parks & Recreation Department to reach larger audiences and provide additional supplemental materials to existing programs in accordance with grant requirements. Such programs and related items will include the spring community clean-up day; spring/fall roadside clean up event; nature explorers' week-

long environmental day camp; cops and bobbers fishing event; and school environmental awareness presentations. Pursuant to State guidelines, grant funding must be expended on programs/supplies directly related to litter prevention and recycling education outreach. No local match is required.

On a motion by Ms. Williams, seconded by Mr. Petrovitch and passed unanimously via roll-call vote, the Finance Committee recommended approval of the budget adjustment.

### **Appropriation of Insurance Reimbursement for Parks & Recreation Vehicle Repairs**

Kevin Brooks, Director of Parks & Recreation, reported that a catalytic converter was stolen from a Parks and Recreation vehicle while it was stationed at Patriot Park in November 2020. The damage to the vehicle was assessed, a report was filed with the Sheriff's Office, and the County's insurance company reimbursed \$2,331 to complete the repair for the vehicle. Staff is requesting the approval of the budget adjustment and appropriation for the expense of replacing a catalytic converter for a 2011 Ford F350 at a cost of \$2,331 to be funded with the insurance reimbursement.

On a motion by Mr. Pritchett, seconded by Mr. Marshall and passed unanimously via roll-call vote, the Finance Committee recommended approval of the budget adjustment.

### **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 \$50,802 to the Capital Projects Fund balance:
  - \$4,419 from the FY 2020 Fire & Rescue Replacement Vehicles project;
  - \$9,587 from the Time Management & Attendance project;
  - \$333 from the FY 2020 Facilities Management Replacement Vehicles project;
  - \$287 from the FY 2020 In-Car Camera Replacement project;
  - \$36,176 from the Well Replacement at 2 Community Centers project;
- Information Services has reviewed the budget for the County Website Interfaces project and has determined that \$67,570 is available for permanent reduction from the project. This adjustment shifts the \$67,570 back to the Capital Projects Fund balance.
- The FY 2018 Sheriff PSAP Grant has met the grant objectives to assist with the cost of implementing Text to 911 and has been submitted for closure. Unspent budgeted capital grant funds of \$4,167 are requested to be de-appropriated.

Requested adjustments for Utilities Capital Projects are as follows:

- The Replacement Equipment – Heavy Vehicles project is now complete and the balance is requested to be brought to \$0 for return of a total of \$79,347 to the Utilities Capital Projects Fund balance.
- Utilities staff identified a need for a new static mixer for the completed Ni River WTP. Staff is requesting a shift of funding totaling \$200,000 from two projects, \$100,000 from the Flow Metering project and \$100,000 from the Manhole Rehabilitation project, to fund the new Ni River WTP Mixer Replacement project.
- In September 2020, a \$3.5 million donation received from sPower was applied to planned 531 Zone (Fawn Lake) water distribution improvement projects. In light of this donation, Utilities staff evaluated projects and requests a reallocation to shift local funding to other critical projects. These adjustments net to a \$0 change in the overall Utilities Capital Projects Fund budget and appropriation. New and existing projects to which funding is allocated are identified below:
  - \$253,181 is allocated to the Lake Bottom – Eliminate PS 25 project from the Lake Bottom Waterline project;
  - \$1,546,275 is allocated to a new Lake Bottom Booster Station project with \$808,127 from the Lake Bottom Waterline project and \$738,148 from the Brock 16" Waterline Extension project;
  - \$57,339 is allocated to a new Wishner Waterline project from the Wishner Pump Station/Force Main project;
  - \$155,000 is allocated to a new Robin Lane 2" Waterline project with \$100,000 from the Grantwood Acres Interceptor project and \$55,000 from the Waverly 2" Upgrade project.

Ms. Jewell noted that the net impact of the requested adjustments is a reduction in appropriations for both the Capital Projects Fund and the Utilities Capital Projects Fund with funds being returned to those respective fund balances.

On a motion by Ms. Williams, seconded by Mr. Pritchett and passed unanimously via roll-call vote, the Finance Committee recommended approval of the budget adjustment.

### **Budget Adjustment & Appropriation for Pre-Paid Postage for Return of Absentee Ballots for the Presidential Election**

Kellie Acors, Director of Elections and General Registrar, explained that in a special session, the General Assembly provided funds to localities for pre-paid postage on all return envelopes for absentee ballots for the November 3, 2020 presidential election. Spotsylvania County received \$10,246. There is no local match requirement and no ongoing costs associated with the award. A budget adjustment and appropriation are necessary for this additional funding and the added postage expenses.

On a motion by Mr. Marshall, seconded by Mr. Petrovitch and passed unanimously via roll-call vote, the Finance Committee recommended approval of the budget adjustment.

### **Acceptance & Appropriation of the FFY 2020 Justice Assistance Grant**

Carter Wells, Sheriff's Office Major, explained that Spotsylvania County has been awarded \$25,064 through the federal Justice Assistance Grant program. The Sheriff's Office intends to use this funding to purchase equipment for the patrol boat and Dive Team. Items that will be purchased include sonars, air supply, and wet suits. Although the grant program does not require a local match, the cost of the equipment is expected to exceed the available grant funds by approximately \$540. The Sheriff's Office will make up the additional costs through use of their FY 2021 Adopted Budget, asset forfeitures funds, or a combination of these funding sources.

On a motion by Mr. Pritchett, seconded by Mr. Marshall and passed unanimously via roll-call vote, the Finance Committee recommended acceptance of the grant and approval of the budget adjustment.

### **Grant Application Request & Authorized Organizational Representatives for the FFY 2020 Assistance for Firefighters Grant**

Steve Cooper, Deputy Fire Chief, explained that Fire/Rescue is requesting authorization to submit an application through the federal Assistance to Firefighters Grant (AFG) Program to purchase a multifunctional decontamination, rehabilitation, air supply, and lighting vehicle. The heavy vehicle will assist in long-duration incidents in the following ways:

- Decontamination of firefighters, turnout gear, self-contained breathing apparatus (SCBA), and other equipment before they are returned to the apparatus thereby leaving hazardous materials at the scene of the incident versus transporting these materials back to the station;
- Rehabilitation of firefighters following strenuous emergency service delivery and training to allow for medical monitoring, relief from environmental conditions, caloric and electrolyte replacement, rehydration, cooling or warming as needed, and rest and recovery facilities;
- Air supply to refill cylinders for SCBA and self-contained underwater breathing apparatus (SCUBA) through the use of on-board air compressors; and
- Lighting to aid in scene illumination via a roof mounted light bank powered through an on-board diesel generator.

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 \$52,676 for a total project cost of \$579,439. The local match would come from

Fire/Rescue's annual State Aid to Locality funding and/or from the department's already approved budget.

The useful life of the vehicle is anticipated to be at least 15 years, and because it will be needed on at calls where personnel are required to be on the scene for a lengthy period of time (likely several hundred calls per year) as opposed to every call, may experience a useful life in excess of 15 years.

In follow-up to questions posed by Finance Committee members, Chief Cullinan and Deputy Chief Cooper reported that this vehicle would be housed at Company 1 in the Courthouse area – a central location – because the intention is for this vehicle to respond to incidents across the County and regionally to support mutual aid efforts. There is no expectation or recommendation that each of the 11 stations around the County has its own dedicated unit of this type. Additional staff is not needed to serve on this unit. Instead, the unit is envisioned for use by existing career staff, volunteers, and/or auxiliary members when it is needed at an incident.

On a motion by Mr. Pritchett, seconded by Mr. Marshall and passed unanimously via roll-call vote, the Finance Committee recommended applying for the grant.

**Other Business:**

The next Finance Committee meeting is scheduled for Thursday, February 18, 2021, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

**Adjournment:**

Ms. Jewell adjourned the meeting.