

**COMMITTEE MEMBERS PRESENT:**

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:

Dave Ansell, Chief Building Official
Keith Pusso, IT Division Director – Public Safety
First Sergeant Frank Belcher, Sheriff's Office
Erika Snodgrass, Sheriff's Office Program Assistant
Annette D'Alessandro, Grants Manager (remote)
Julie Elliott, Budget Manager

New Business:**Approval to Convert a Building Plan Reviewer Position from Part-Time to Full-Time**

Dave Ansell, Chief Building Official, reported that the Building Department has averaged 75 plans per month during the period March 2019 through January 2021. In February, 113 plans were submitted for review and the Department is expecting to receive an estimated 110 additional plans in March. With building continuing across the county and the VA clinic plans on the way in the foreseeable future, the Department is in need of additional capacity for plan review. Mr. Ansell explained he and his staff have adjusted hours, used overtime, and reassigned workloads to meet the increasing workload. Still they have not been able to reduce plan review times to an acceptable level.

At this time, Mr. Ansell requests conversion of a temporary part-time Plan Reviewer to full-time. The annualized impact to the Building Department's operating budget is \$29,595, which is projected to be fully offset with building permit revenues stemming from the increased volume of permits. If approved by the Board, the full-year costs and associated revenues will be factored into the FY 2022 Budget. Funding for the partial-year adjustment in FY 2021 is available within Building's existing budget to accomplish this change in FTE. Only the Board of Supervisors may change a budgeted FTE, thus the need for the agenda item.

On a motion by Mr. Petrovitch, seconded by Mr. Pritchett and passed unanimously, the Finance Committee recommended approval of the change in FTE for full-time.

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

Erika Snodgrass, Sheriff's Office Program Assistant, explained that \$29,816 in insurance payments have been received for the total loss of two patrol vehicles – one 2015 Harley Davidson motorcycle and one 2016 Ford Explorer. Mrs. Snodgrass reported that the

Sheriff's Office requests that the funds be shifted from the General Fund to the Capital Projects Fund for appropriation for purchase of two new replacement vehicles.

The Finance Committee inquired as to the condition of the Sheriff's Office personnel involved in these incidents. Mrs. Snodgrass assured the group that the personnel are OK. On a motion by Mr. Pritchett, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of the budget adjustment and appropriation.

Budget Adjustment & Appropriation for Additional Grant Funding for NG911 and ESInet Core Services Project

Keith Pusso, IT Division Director – Public Safety, reminded the Finance Committee that in December 2019, the Board of Supervisors approved an agreement with AT&T Corporation to transition existing 911 services to Next Generation (NG911). Localities are required to make the transition to NG911 and the Emergency Services Internet Protocol network (ESInet) to provide successful and timely emergency services across jurisdictional boundaries when citizens dial 911. This transition is mandated as old technologies are being abandoned by telephone carriers and service providers.

Mr. Pusso reported that the County will receive an additional \$39,534 for call handling equipment upgrades as part of this on-going transition to NG911 capability. There is no local match requirement for this additional grant funding.

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

Grant Application Request - Highway Safety Grant for Seatbelt Enforcement

Erika Snodgrass, Sheriff's Office Program Assistant, explained that the Virginia Department of Motor Vehicles has issued a sub-grant opportunity to meet strategic highway safety goals related to safety belt enforcements. The application deadline has been extended to allow the County to apply. In 2019, 10 crashes resulted in 13 deaths due to occupants not wearing seatbelts – the most in the state.

The Sheriff's Office is applying for \$13,000 in overtime for 200 hours of selective enforcement for occupant protection. The application requires an in-kind service match of \$6,500 that will be met through the Sheriff's Office fuel and maintenance budgets for enforcement vehicles in FY 2022 and FY 2023. Further, the grant will not pay for the estimated \$1,230 in benefits associated with the overtime hours. The Sheriff's Office will absorb these benefits costs in their FY 2022 and FY 2023 budgets. If awarded, the grant period will run from October 1, 2021 through September 30, 2022.

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

Other Business:

The next Finance Committee meeting is scheduled for Thursday, April 22, 2021, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

Adjournment:

Ms. Jewell adjourned the meeting.