

**COMMITTEE MEMBERS PRESENT:**

Larry Pritchett, Treasurer
Debbie Williams, Commissioner of the Revenue
Lori Hayes, Board Member
Mark Cole, Deputy County Administrator
Julie Elliott, Budget Manager (substituting for Bonnie Jewell, Assistant County Administrator/Chief Financial Officer)

OTHER COUNTY STAFF MEMBERS PRESENT:

Wanda Parrish, Assistant County Administrator for Community Development
Carter Wells, Sheriff's Office Major
Annette D'Alessandro, Grants Manager
Lily Eghtessad, Tourism Marketing & Museum Coordinator
Valerie Tyler, Interim Deputy of Environmental Codes
Michelle McGinnis, Director of Community Engagement
Steve Cooper, FREM Deputy Chief

New Business:**Conversion of Three Part-Time Deputies to One Full-Time Deputy**

Carter Wells, Sheriff's Office Major, reported that the Sheriff's Office is requesting the conversion of three part-time Deputy Sheriff positions to a full-time 1.00 FTE Deputy Sheriff (Front Counter Desk) position, effective July 1, 2022. The conversion consists of two 0.50 FTE Deputy Sheriff (Front Counter Desk) positions and one 0.00 FTE Deputy Sheriff position. Converting all three part-time positions to one full-time position has no budget impact and does not increase the overall FTE count.

The two part-time 0.50 FTE Deputy Sheriff (Front Counter Desk) positions were approved in FY 2018 with the intent of having dedicated positions assigned to the front counter of the Public Safety Building to assist citizens with various needs and requests so that Patrol Deputies would not have to be removed from the roads to cover these responsibilities. Converting the three identified part-time positions into one full-time position is expected to broaden the pool of candidates for the position.

On a motion by Mr. Pritchett, seconded by Mrs. Williams and passed unanimously, the Finance Committee recommended approval of the request for the position conversion.

Budget Adjustment to Shift Sheriff's Office Insurance Reimbursements to Capital Projects for Vehicle Replacements

Carter Wells, Sheriff's Office Major, explained that the Sheriff's Office received two insurance reimbursements in the amount of \$16,500 and \$19,900 for the total loss of two patrol vehicles. The Sheriff's Office requests that the \$36,400 in insurance revenue be

shifted from the General Fund to the Capital Projects Fund and appropriated towards purchasing new vehicles.

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

Tourism ARPA Grant Acceptance, Budget Adjustment, and Appropriation

Lily Eghtessad, Tourism Marketing & Museum Coordinator, reported that Spotsylvania County will be the recipient of \$180,000 in federal ARPA pass through funds for tourism recovery plan efforts. The Virginia Tourism Corporation (VTC) is offering these funds as a first-step in spurring economic activity and travel across the Commonwealth. Tourism plans to use these funds for paid media, marketing production, and tourism product development in an effort to draw tourists to Spotsylvania County and aid local tourism entities negatively impacted by COVID-19.

To access these funds, the County is required to submit a spending plan detailing its planned expenditures that must be approved by VTC's approved grant management vendor. ARPA funds cannot supplant local funds. There is no local match requirement and there will be no requirement to continue to fund the program once the grant award expires on June 30, 2024.

On a motion by Mrs. Williams, seconded by Mrs. Hayes and passed unanimously, the Finance Committee recommended acceptance of the grant, and approval of the budget adjustment and appropriation.

Capital Projects Budget Adjustment

Julie Elliott, Budget Manager, explained that staff is requesting a number of budget adjustments to close several completed general capital projects. These adjustments to the Hybrid Offsite Cloud Solution and the Active Gas Collection projects will return \$446,912 to the Capital Projects Fund Balance.

Mrs. Elliott noted that the Courthouse Sidewalk/Streetscape project is complete. The project budget included federal grant revenue through VDOT from the Transportation Enhancement Grant Award. The project required less funding than originally anticipated and budget. The project balance of \$544,999 is requested to be brought to \$0 with a return of \$191,759 to the Capital Projects Fund balance and de-appropriation of \$353,240 in federal funds.

Regarding Utilities-related adjustments, Mrs. Elliott reported that as part of the FY 2023 – FY 2027 CIP process, Utilities staff re-evaluated the budgets, anticipated schedules, and probable cash flow needs of projects for which budgets already exist. Upon their review, staff determined that funding can be reallocated among existing projects to reduce the amount borrowed for water and sewer capital projects in FY 2023. As such, several adjustments to Utilities capital projects are requested and net to a \$0 change in the overall Utilities Capital projects Fund budget and appropriation.

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

Budget Adjustment & Appropriation for Environmental Codes (Erosion) Division

Wanda Parrish, Assistant County Administrator for Community Development, reported that as part of the FY 2022 Budget, the Board approved additional staffing in the Environmental Codes Division with the goal of improving cost efficiency by lessening dependence on third-party consulting services, particularly in inspection services for single-family new construction. However, the Division was unsuccessful in filling the new inspector positions until recently. As a result, there was continued use of third-party inspectors to accomplish mandated inspection services. Additionally, third-party consulting services supplemented staff resources in drafting ordinance amendments and associated documents related to corrective action agreements.

Consequently, staff now estimates that expenditures for third-party inspectors in FY 2022 will be \$2,470,176 for which \$1,690,176 is unbudgeted. At the same time, Environmental Codes revenues are less than projected, in part because the projections assumed an increase in large project review and inspections that did not come to fruition this fiscal year.

Mrs. Parrish explained that staff requests approval of a budget adjustment to add \$1,690,176 to the budget for the Management Consulting Services account. This budget increase will be partially offset by savings in other accounts within the Division, with the difference being funded through use of \$1,475,031 from the Code Compliance Fund balance.

Mrs. Parrish noted that with the recent filling of multiple vacancies and other corrective actions that have been taken, this budget imbalance is not expected to reoccur in FY 2023.

Mrs. Hayes asked if additional employees are needed to help reduce the reliance on third-party consultants. Mrs. Parrish responded that Erosion is working to fill vacant positions. Once there is a full staff, the expectation is that third-party consultants will be used only during surge periods. Mrs. Hayes asked how long it will take until we are able to perform the majority of the inspections in-house. Ms. Tyler responded that she is planning to have the new inspectors ready to begin inspections between May and June. She also added that an inspector is required to get all certifications within one year of employment. Mr. Pritchett inquired as to whether or not there is sufficient Code Compliance Fund balance to support this request. Mrs. Elliott confirmed the fund balance is available.

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

Other Business:

Next Finance Committee Meeting

The next Finance Committee meeting is scheduled for Thursday, May 19, 2022, at 3:30 PM in the Code Compliance conference room at the Merchant Square building.

Adjournment:

Mrs. Elliott adjourned the meeting.