

**COMMITTEE MEMBERS PRESENT:**

Paul Trampe, Board Member
Mark Cole, Deputy County Administrator
Debbie Williams, Commissioner of Revenue
Mary Sorrell, Finance Director

OTHER STAFF MEMBERS PRESENT:

Travis Bird, Commonwealth's Attorney
Bonnie Jewell, Deputy Director of Finance for Budget
Annette D'Alessandro, Grants Manager
Erika Snodgrass, Sheriff Office Manager
Susan Hahn, Bridges Project Manager
Darrell Holladay, Parks Manager

Approval of the Addition of an Assistant Commonwealth's Attorney Position for FY 2020

Travis Bird, Commonwealth's Attorney, explained that preliminary State budget information indicated that State funding for the Commonwealth's Attorney's Office appeared to increase by one FTE the number of Assistant Commonwealth's Attorney positions funded by the State in FY 2020. The General Assembly has also discussed approving funding for two additional Assistant Commonwealth's Attorney in Spotsylvania for FY 2021. Final information on the State budget was not available with the Board adopted the FY 2020 budget and Mr. Bird requested that the County add a 1.0 FTE Assistant Commonwealth's Attorney to his complement of employees to help with the workload, if the final State budget were to include funding for the additional position.

The State did add funding for one additional Assistant Commonwealth's Attorney in FY 2020, and Mr. Bird is requesting that position be added to his budget. The full cost of the added position including salary and benefits is \$115,525 where the State would fund \$62,401 and the County would be responsible for the remaining \$53,124.

Final budget estimates from the Compensation Board are now available for all constitutional offices. The increased revenue from these revised estimates (+\$244,711) is sufficient to cover the full cost of the added position in the Commonwealth's Attorney's Office, with \$129,186 remaining. Consistent with the Board's action on May 14, 2019, Finance staff recommends reserving this \$129,186 remaining balance for use towards implementation of any recommendations the Board desires to move forward with stemming from the forthcoming Compensation Review Working Group report.

On a motion by Ms. Williams, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the addition of an Assistant Commonwealth's Attorney position in the FY 2020 budget and the reservation of the remaining balance of unbudgeted Compensation Board funding for the forthcoming Compensation Review Working Group report.

FY 2020 Budget Adjustment & Appropriation to Add Funding to the Revenue One (Real Estate System) Capital Project for Temporary Part-Time Staffing

Bonnie Jewell, Deputy Director of Finance for Budget, explained that staff in the Treasurer's Office have been involved with two software implementations, the Financial System upgrade and the implementation of the new Revenue One Real Estate system which has a projected go-live date of January 2020.

The Treasurer's Office existing experienced full-time staff will be performing extensive system testing and other ongoing implementation work with IS staff and the vendor. The Treasurer is requesting the addition of a temporary part-time position to backfill some daily operations, allowing existing full-time staff to work on the new Revenue One Real Estate system.

The request is to add the temporary part-time staff at no more than 28 hours per week for the three-month period December 2019 through February 2020. Finance staff recommends use of the Capital Projects Fund balance to fund this \$6,600 one-time request.

On a motion by Ms. Williams, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of the Treasurer's request to add a temporary part-time position and the associated budget amendment.

Acceptance and Appropriation of Bridges Grant Program Extension for July 1, 2019 – September 30, 2019

Susan Hahn, Bridges Project Manager, explained that Spotsylvania Department of Social Services (DSS) has been the grant recipient of the (Bridge to the Future Grant) Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Program Grant since FY 2002 and lead agency for the regional grant since FY 2003.

The "Bridge to the Future Project," is an inter-agency project between the Spotsylvania Department of Social Services and Spotsylvania County Schools that provides intensive services to TANF recipients with multiple barriers to employment with a goal to assist TANF recipients in gaining and maintaining employment, and to ultimately achieve self-sufficiency, ending dependence on government assistance.

The current Bridges Grant will expire at the end of June and DSS has been approved for continuation funding in the amount of \$44,275 for July 1, 2019 through September 30, 2019. There is no local match requirement and no requirement for the locality to continue to participate in the project beyond the grant award period.

On a motion by Ms. Williams, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the request to accept, budget and appropriate the Bridges grant extension.

Grant Application Request and Authorized Agent Resolution for the FY 2020 Bridges Program for Social Services

Susan Hahn, Bridges Project Manager, explained that the Virginia Department of Social Services (VDSS) has not yet released the Notice of Funding Availability (NOFA) for the continuation of the Bridges Program for all of FY 2020.

In order to allow the Spotsylvania County Department of Social Services (DSS) to continue the services provided by this program, a three-month extension was awarded from July 1, 2019 to September 30, 2019. It is anticipated that the NOFA will be released sometime during the three-month extension period and that there will be a short turnaround time in order to submit the application.

DSS is seeking permission from the BOS to apply for continuation funding for the remainder of FY 2020 once the NOFA becomes available.

On a motion by Mr. Cole, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the DSS request to apply for continuation funding for the remainder of FY 2020 once the Bridges Grant NOFA becomes available.

Grant Application Request and Authorized Agent Resolution for the FFY 2019 Virginia Department of Emergency Management State Homeland Security Grant Program for the Spotsylvania County Sheriff's Office

Erika Snodgrass, Sheriff Office Manager, explained that the Department of Emergency Management has announced the availability of federal pass-through State Homeland Security Grant funds to enhance the ability of first responders to prepare, prevent, respond, and recover from terrorist attacks and other disasters.

The Sheriff's Office would like to submit a grant application under the equipment category in order to purchase and enhance their capabilities in targeting crimes with a nexus to terrorism. The requested items include: sonar for the Lake Anna patrol boat, items in support of the Dive Team, an infrared camera for the unmanned aerial systems with associated equipment for nighttime identification purposes, forensic computer software and hardware for the Criminal Investigation Division, thermal imager and hearing protection for the K9 unit, and a roadside public notification board, i.e. to advise of threats, divert traffic, etc. If approved, the Sheriff's Office would request up to \$95,834 for these items. There is no local match requirement. The Sheriff's Office does not anticipate that there will be any ongoing costs associated with these items if the grant is approved.

On a motion by Ms. Williams, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the Sheriff's request to submit a grant application for the State Homeland Security Grant.

Capital Projects Budget Adjustments

Bonnie Jewell, Deputy Director of Finance for Budget, explained that staff is requesting the following Capital Project adjustments:

General Capital Projects

- Along with funding for parking lot upgrades, the current budget for the Marshall Park Upgrades project includes funding for design and construction of a rectangular field at the Spotsylvania Middle School (SMS) site for joint use by Parks & Recreation and Spotsylvania Public Schools. Because the field is not located at Marshall Park and to ensure clear accounting for the costs related to the field itself, Finance staff has requested that the field budget and costs be tracked in a separate project. This net-\$0 adjustment reallocates \$343,000 of the existing Marshall Park parking lot upgrades project to a new, separate Rectangular Field – SMS project.
- The Marshall Park Replacement Lighting project is now complete and the \$36,198 balance remaining is being returned to the Capital Projects Fund balance.
- The Holbert Generator project has a balance of negative \$6,368. Information Services has requested a transfer from their operating budget to this capital project to cover the shortfall.
- Public Works staff has analyzed the potential for expansion of the compost operation to include green waste composting and have determined that the project is not financially feasible at this time. Staff will continue to review options and may recommend reconsideration of the project in future fiscal years, but is requesting that the \$585,563 balance in the project be transferred to the Capital Projects Fund balance for use towards other more immediate capital projects.

Utilities Capital Projects

- The Piedmont Drive Pump Station Abandonment project is now complete and the \$68,068 balance remaining is being returned to the Utilities Capital Projects Fund balance.

On a motion by Dr. Trampe, seconded by Mr. Cole and passed unanimously, the Finance Committee recommended approval of staff's request for adjustments to several Capital Project budgets.

Funding for the County Administrator Search

Mary Sorrell, Finance Director, explained that the Board has contracted with The Novak Consulting Group to assist the County in their search for a replacement County Administrator. The cost of the search, candidate reviews and interviews shall not exceed \$23,300.

The County is also responsible for costs related to advertising, background checks, and travel costs for interviews. Staff is requesting that \$30,000 be transferred from the County's Contingency Account to fund the estimated total cost of this contract plus the projected costs of advertising and background checks.

On a motion by Dr. Trampe, seconded by Ms. Williams and passed unanimously, the Finance Committee recommended approval of staff's request to transfer funding from the contingency account to cover the cost of the County Administrator search.

Other Business:

Virginia Department of Health – Child Safety Seat Program for the Sheriff's Office

Annette D'Alessandro, Grants Manager, explained that the County received federal grant funding from the Virginia Department of Health (VDH) during FY 2019 which has up to a three-year renewal period on an annual basis. The County has not yet received the renewal agreement and we understand that the mechanism of receiving this federal funding has changed. The County is anticipating the ability to accept this federal funding for a second year. Staff wanted to update the Finance Committee on the status of the grant, as the Sheriff's Office anticipates that approximately \$1,344 will need to be appropriated for FY 2019 expenses while the remaining \$13,080 will need to be spent in the first part of FY 2020. VDH will also purchase \$2,575 in supplies on behalf of the Sheriff's Office. The final details are still being coordinated with VDH. It is anticipated that this item will need to go to the June 11, 2019 Board of Supervisors' meeting. There was no concern from the Finance Committee about moving forward with this item.

Funding for Asphalt Repairs for Composting Facility

Bonnie Jewell, Deputy Director of Finance for Budget, explained that as part of our typical process for review of contract items presented to the Board, Budget staff confirms that funding is available for the recommended contract. There will be a contract award on the Board's June 11, 2019 Board meeting agenda related to asphalt repairs for the composting operations at Livingston Landfill. During their review of that item, Budget staff determined that there is funding for that project, but it is currently in two different locations. Staff is requesting the Board's approval of a budget adjustment request to combine the existing funding and establish a new project specific to the asphalt repairs. This budget adjustment will be part of the contract renewal agenda item at the Board's agenda.

On a motion by Ms. Williams, seconded by Dr. Trampe and passed unanimously, the Finance Committee recommended approval of the net zero budget adjustment to combine existing funding and establish a new project specific to asphalt repairs for the composting operations at Livingston Landfill.

USDA Reconnect Program (Federal Pilot Program providing loans and grants to extend broadband service to rural areas that do not have sufficient access to broadband)

Annette D'Alessandro, Grants Manager, explained that there is a federal pilot program called Reconnect which will provide loans and grants to extend broadband services to rural areas that do not have sufficient access to broadband. Congresswoman Spanberger has been forwarding information about this grant to the localities she

represents. While the County does qualify to apply for this grant, based on our review of the requirements, we do not believe the County would be able to submit a competitive proposal.

Under the program there are three funding mechanisms:

- applicants interested in only a grant must apply by May 31, 2019,
- applicants interested in a 50% loan and 50% grant combination must apply by June 21, 2019, and
- applicants interested in only a loan must apply by July 12, 2019.

Ms. D'Alessandro explained that there has been some confusion about the match requirement since USDA has been advertising the grant only funding mechanism as 100% grant. In actuality, the grant program requires a 25% local cash match which has to be available at the time of the grant award acceptance and would also need to be spent first before any grant funds can be accessed.

Applicants are required to include in their application a network design, diagram, project costs, and build-out timeline, all certified by a professional engineer stating that the proposed network will be able to deliver broadband service at the required speeds to all premises in the proposed project area. Based on these criteria and with the pending deadline of May 31, 2019, the County only has one project that could be certified by a Comcast engineer. This project would be for approximately 300 homes in the Livingston District on Monrovia Road down to the Orange County line. At the May 9, 2019 Cable and Telecommunications meeting, Comcast stated that the project would cost approximately \$2,000,000. Based on this the grant request would be \$1,500,000 and the County would need to provide \$500,000 as Comcast has stated that they could not provide the matching funding on behalf of the County. Additionally, the County may be responsible for obtaining a fidelity bond for 15% of the award amount.

Jane Reeve, Chief Information Officer, and Ms. D'Alessandro have reviewed the ReConnect guidance materials when it was initially released on 12/14/18, updated on 02/25/19, and then updated again on 04/25/19. Based on their review, staff does not recommend pursuing this grant opportunity at this time for the Monrovia project. Although the County does qualify to apply for this site, utilizing the USDA evaluation criteria, the County would achieve a maximum of 75 points out of a possible 150 points for the Monrovia Road project. Staff has drafted a Board Communication with further details about their review and recommendation related to this grant opportunity.

Adjournment:

Ms. Sorrell adjourned the meeting.