



COMMITTEE MEMBERS PRESENT:

Greg Cebula, Board Member  
Paul D. Trampe, Board Member  
Larry K. Pritchett, Treasurer  
Mary Sorrell, Director of Finance  
Mark Cole, Deputy County Administrator

OTHER STAFF MEMBERS PRESENT:

Bonnie Jewell, Budget Manager  
Annette D'Alessandro, Grants Manager  
Monty Willaford, Chief FREM  
Jay Cullinan, Deputy Chief FREM  
Joe Sposa, Deputy Chief FREM  
Debbie Aylor, Tourism/Special Events Manager  
Carter Wells, Sheriff Major  
Susan Hahn, Bridges Project Manager  
Gail Crooks, Director of Social Services

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**Grant Application Request for the Bridges Grant Program for July 1, 2016 – June 30, 2017**

Susan Hahn, Bridges Project Manager, explained that staff would like to submit a \$220,000 grant application request for the Bridge to the Future Grant through the Employment Advancement for Temporary Assistance for Needy Families (TANF) Participants Program for the period of July 1, 2016 through June 30, 2017. She explained that Spotsylvania Department of Social Services (DSS) has been a recipient of this grant since FY 2002. The funding is used to run an inter-agency project between the Spotsylvania Department of Social Services and Spotsylvania County Schools, which provides intensive services to TANF recipients with multiple barriers to employment. The program provides intensive direct services to include identifying and addressing learning and other disabilities; diagnostic services; intensive work readiness and GED preparation.

Ms. Hahn explained that the goal of the project is to assist TANF recipients in gaining and maintaining employment, and to ultimately achieve self-sufficiency, ending dependence on government assistance. The grant program awards grants on an annual basis with two optional annual renewal periods. 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 Mr. Cebula, seconded by Dr. Trampe, and passed unanimously, the Finance Committee recommended approval of the request to submit the grant application.

**Grant Application Request for the Virginia Dry Fire Hydrant Grant Application for Hunting Run Drive, Noranda Drive and Towles Mill Rd**

Joe Sposa, FREM Deputy Chief, explained that staff would like to submit grant applications under the Virginia Dry Fire Hydrant Grant Program for the installation of three dry fire hydrants located at Hunting Run Drive, Noranda Drive, and Towles Mill Rd. The property owners and/or homeowner's associations for Hunting Run Drive and Noranda Drive have voluntarily provided a letter of authorization to develop and utilize the dry hydrants on the proposed sites. FREM has been unable to obtain the Letter of Authorization for the Towles Mill Road property. FREM will continue their efforts to secure the authorization letter for the Towles Mill site and will only submit the grant request for that location if the Letter of Authorization is received prior to the application deadline.

Landowners have the ability to revoke their permission with 30 days written notice. In the event the permission is revoked, Spotsylvania County would be responsible for the costs of removing the hydrant and seeding the site.

Under this program there are no local match requirements; however, any costs above a standard installation will be paid for through the Department of Fire, Rescue and Emergency Management's FY17 Adopted Budget. No additional costs above a standard installation are anticipated for these three hydrants.

There was a discussion about the cost to install each hydrant. Staff explained that hydrants cost approximately \$3,500 each but that the funding does not run through Spotsylvania County. If approved, the State will contract directly with a contractor to install the hydrants. Mr. Cebula asked if the dry hydrants could reduce insurance costs for those homes that are located near the hydrants. FREM staff replied that it was their understanding that it could reduce insurance costs, since insurance costs are impacted by the homes proximity to a water source.

On a motion by Mr. Pritchett, seconded by Mr. Cebula, and passed unanimously, the Finance Committee recommended approval of the request to submit the three grant applications.

**Grant Application Request for Staffing for Adequate Fire and Emergency Response (SAFER)**

Jay Cullinan, FREM Deputy Chief, explained that staff would like to submit a grant request to the Department of Homeland Security (DHS) for the Federal FY 2015 SAFER grant program for six additional positions. DHS is accepting applications for the FFY 2015 SAFER Program through March 25, 2016. The awards will be announced on a rolling basis and it is anticipated that all awards will be made no later than September 30, 2016.

If approved, the SAFER grant will provide up to two years of funding to cover the salary and fringe benefits associated with the hiring of firefighters with no personnel cap. There is no local match requirement for these federal funds; however, there will be additional costs associated with hiring new positions to include physicals, uniforms, training, personal protective equipment (PPE), and overtime that the County will need to pay. There is no requirement that the County retain these positions beyond the two year grant period. However, no firefighter layoffs are permitted, of either SAFER funded or non-SAFER firefighters during the grant's period of performance.

Mr. Cullinan explained that if awarded, the SAFER funding would enable FREM to create three additional EMS Supervisor positions. Currently, FREM has three EMS Supervisor positions (one per shift) who are responsible for providing 24/7 coverage for the County's entire 413 square miles. The positions are responsible for assisting advanced life support (ALS) providers on medic units with complicated cases or any time an ALS provider is needed for additional assistance. These positions assume the role of the Incident Safety Officer at structure fires and in conjunction with Battalion Chiefs, they are responsible for strategically relocating fire and EMS units to provide effective coverage during busy periods. They are currently one of FREM's busiest positions. In 2015 these positions responded to 1,095 calls for service. If approved, the SAFER funding would allow FREMS to add an additional EMS Supervisor to each shift, allowing one to cover the northern part of the County while the other covers the southern part of the County.

FREM would like to request \$450,323 in grant funding to hire three entry level firefighter/medic positions for two years. The County would be responsible for \$170,283 in additional costs associated with promoting three employees to EMS Supervisor positions and all of the associated operational costs as noted above. Although not required, if the County opted to retain these positions after the grant expired, the estimated annual cost is \$270,939 for salary, benefits, and associated costs.

Mr. Cullinan explained that along with the three EMS Supervisor positions, FREM would like to request three additional entry level positions to provide additional support for 24/7 coverage. Chancellor Volunteer Fire/Rescue (CVFR) notified FREM this week that they will no longer be able to provide coverage at Company 10. In order to maintain coverage stabilization without costly overtime, FREM will need these three additional entry level positions to fill the gap that will be caused by the lack of support from CVFR. Chief Willaford noted that while CVFR had reduced their coverage support, there were no issues with coverage provided by Spotsylvania Volunteer Fire or Spotsylvania Volunteer Rescue, both of which meet the obligations they have committed to 365 days a year.

Dr. Trampe asked if there was a limit to the number of positions that we could request. He suggested that we request a total of nine to cover the issues that FREM had noted and to provide an additional ambulance shift to stations in the Eastern region of the County. Chief Willaford noted that the additional ambulance shift would allow FREM to provide the much needed service and extend the timeline for the addition of the County's next Fire/Rescue station.

On a motion by Dr. Trampe, seconded by Mr. Cebula, and passed unanimously, the Finance Committee recommended approval of the request to submit the grant application for an additional nine positions.

### **Grant Award Acceptance of the FY16 Virginia Tourism Corporation Marketing Leverage Program**

Debbie Aylor, Tourism/Special Events Manager, explained that in November 2015 the Department of Economic Development & Tourism applied for a \$10,000 grant from the Virginia Tourism Corporation (VTC) Marketing Leverage Program to assist with the production of three short videos. The matching grant program is designed to stimulate new tourism marketing programs and to leverage limited marketing dollars resulting in increased visitor spending, overnight stays, revenue, and jobs.

On January 21, 2016 the tourism manager was notified that the grant was approved for fifty percent of the requested amount. If the Board of Supervisors approves acceptance of the grant award, staff plans to utilize the funding as follows: one short video (\$5,000), cable TV ad (\$2,500), social media advertising (\$250), Virginia Tourism Corporation Blitz (\$1,000), printed material (\$1,000), Welcome Center Digital Spotlight (\$250). The \$5,000 local match requirement will come from two local partners (Spotsylvania County Museum and the John J. Wright Educational and Cultural Center Museum) who will provide \$250 each and the Economic Development & Tourism's existing FY16 budget (\$4,500). There are no ongoing costs associated with the project after the grant period expires. All funds will need to be expended by July 21, 2017.

On a motion by Mr. Pritchett, seconded by Ms. Sorrell, and passed unanimously, the Finance Committee recommended approval of the request to accept the grant award.

### **Budget Amendment & Appropriation for Railroad Repairs**

Jesse Beavon, Division Director, Facilities Management, explained that the FY 2016 Adopted Budget included \$213,200 to repair track damage at the Rt. 2/Rt. 17 crossing of the County-owned railroad tracks which serve the Bowman Center.

VDOT determined that the project could not proceed under the existing maintenance permit, and instead, required a permit application and design

documents, which resulted in a change of scope and increased project costs. The scope of work changes included development of engineering documents, area-wide traffic detour design, raising the rail bed by 12 inches, disconnection and reconnection of the crossing signal, reconfiguring the roadway section to VDOT specifications, and the provision of area-wide message boards and traffic control during construction. Given the additional rail inspection costs and outstanding repairs yet to be made in FY 2016, staff expects the rail expenditures to be \$132,355 higher than the amount currently budgeted.

Mr. Beavon explained that revenue is expected to be \$386,894 higher than originally projected for FY 2016, because staff was able to recoup 90% of prior years' rail repairs and maintenance costs from the primary Bowman Center rail user based on a usage agreement and because an additional billing to that same company will be made for the FY 2016 repairs and maintenance costs. Mr. Beavon explained that staff is requesting the Board's approval of a budget amendment and appropriation to recognize the additional revenue and expenditures and to add the \$254,539 in excess revenue to the General Fund Balance.

On a motion by Mr. Cole, seconded by Dr. Trampe, and passed unanimously, the Finance Committee recommended approval of the budget amendment and appropriation.

**Budget Amendment & Appropriation Returning One-Time Economic Development Special Project Funding to Fund Balance**

Bonnie Jewell, Budget Manager, explained that the Board approved allocation of \$40,000 from the General Fund balance to fund a one-time economic development special project to tie in with the opening of the Spotsylvania VRE station.

She explained that a smaller event than that which was originally planned was held and was funded by a developer's donation. Staff is requesting that the \$40,000 allocation to this project plus the \$2,524 balance of the developer's donation which was used to fund staff time on the event, be returned to the General Fund balance.

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

**Other Business:**

1. At the February 18, 2016 Finance Committee meeting, there was a question about how the Sheriff has been able to absorb more than \$80,000 of grant local match requirements on recent grant acceptances. Major Carter Wells, Sheriff's Office, explained that they were able to cover the funding because of actions Sheriff staff has taken to reduce their expenditures, including the use of a new State contract to purchase vehicle/radio equipment vs. paying the previous vendor costs (which included a 30% markup); working with Joint Fleet Maintenance to develop two separate maintenance options (A&B) that provide the necessary maintenance at a reduced cost; reduce costs related to vehicle accidents due to retraining of staff; converting asset forfeiture vehicles for use by CID versus buying new replacement vehicles; having the appropriation equipment and vehicles to respond to incidents like the recent snow storm where staff was able to respond to all calls, without paying expenses related to towing. Major Wells noted that in FY16 they were also anticipating excess in their fuel expenditure account, due to reduced fuel costs. Ms. Jewell asked if the Sheriff had factored any of these reductions in their FY17 budget, as the Sheriff had already noted their ability to use FY17 budget funding for local matches on recent grant requests. Major Wells responded that his assumption for being able to cover the local matches was based on the Board approving the County Administrator's Recommended budget and Major Wells and his staff continuing to explore opportunities to reduce costs and that if there were issues meeting those obligations in FY17 that the Sheriff's Office would reduce expenditures to help offset other costs to ensure they were able to meet local match requirements.

Ms. Jewell asked why the Sheriff doesn't reduce their budget if they anticipate savings or acknowledge that funding is included in the Sheriff budget for local match assumptions. Major Wells explained they are able to meet local funding due to budget savings and they will continue that practice in the future.

2. Mr. Wells provided an update to the Finance Committee on the recently released DCJS guidance document for new and continuation SRO positions. He explained that in addition to pursuing continuation funding for the Courtland Elementary SRO, the Sheriff's Office is interested in submitting a grant for an additional SRO. The Sheriff's Office anticipates that they would absorb some costs in their FY17 budget and use asset forfeiture for some items. Staff received notification of the grant only two days prior to the Finance Committee meeting and is in the process of developing the grant application request, however the application is due on April 15<sup>th</sup> so there will not be sufficient time for Finance Committee to review prior to having the Board approve at the April 12, 2016 Board

meeting. Ms. D'Alessandro explained that the grant is available every four years, but you must apply each year and that due to timing of the recent notification we did not have sufficient time to develop the request prior to the 3/17 Finance Committee meeting, but wanted to give the Finance Committee members an update as the item will be on the Board's April 12, 2016 agenda.

3. Annette D'Alessandro, Grants Manager provided an update to the Finance Committee on the recently released DCJS guidance for the Victim Witness (VW) program. Due to a significant increase in Victims of Crime funding, the Victim Witness program will receive an additional \$129,527 for FY17. There is no local match requirement; however, the locality cannot supplant local funds previously available for the program. Ms. D'Alessandro explained that the VW Director has indicated that staffing is her most critical need. Since the additional funds are to be used for direct services to victims and witnesses, we anticipate that the majority of the funds will be requested for additional staffing. The grant application is due April 18<sup>th</sup>, so there will not be sufficient time for Finance Committee to review prior to having the Board approve at the April 12, 2016 Board meeting.

#### **ADJOURNMENT**

Ms. Sorrell adjourned the meeting.