

**CAROLINE COUNTY BOARD OF SUPERVISORS WORKSESSION
COMMUNITY SERVICES CENTER
MILFORD, VIRGINIA**

6:00 P.M.

RECONVENE FROM APRIL 20, 2021 MEETING

Requesting County Administration
Department

1. Request From Chairman To Consider Additional Spring Holiday For County Employees

Requesting County Administration
Department

Documents:

[CONSIDERATION OF SPRING HOLIDAY.PDF](#)

2. Appropriation Of 2020 VATI Grant Local Matching Funds

Requesting County Administration
Department

Documents:

[VATI GRANT APPROPRIATION.PDF](#)

3. Authorization For County Administrator To Sign Agreement With Keystone Information Systems, Inc. For Purchase Of An Information Management System

Requesting County Administration
Department

Documents:

[KEYSTONE AGREEMENT.PDF](#)

4. Continued Discussion Of Proposed Fiscal Year 2021/2022 Budget And Fiscal Years 2022 - 2026 Capital Improvements Program

Requesting County Administration
Department

APRIL 27, 2021 PORTFOLIO

Requesting County Administration
Department

Documents:

[APRIL 27, 2021 PORTFOLIO.PDF](#)

ADJOURNMENT

Caroline County
Board of Supervisors Agenda
Executive Summary

Meeting Date: April 27, 2021

Title: New Business – Consideration of Additional Spring Holiday
for County Employees

(Check Mark)

- | | |
|---|--|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: Discussion of a possible additional spring holiday for County employees was placed on the April 13, 2021 agenda at the request of Chairman Underwood. The issue was pulled from the agenda at that time without discussion to enable staff to research whether surrounding localities offer a spring holiday (between President’s Day in February and Memorial Day in May) to employees.

Attached is a summary of staff’s research.

Budget Impact: N/A

Action(s) Requested of Board: Discuss and direct staff

Survey of Whether Surrounding Localities Offer a Spring Holiday for Employees

King George County – no spring holiday

Spotsylvania County – no spring holiday

Stafford County – no spring holiday

City of Fredericksburg – no spring holiday

Orange County - no spring holiday

Louisa County - no spring holiday

Hanover County - no spring holiday, but offers two “floating” holidays in addition to normal holiday schedule

City of Richmond, City of Harrisonburg and City of Danville offer spring holiday around Easter

Caroline County
Board of Supervisors Agenda
Executive Summary

Meeting Date: April 27, 2021

Title: New Business – Update on County Contribution to VATI
Grant Award

(Check Mark)

- | | |
|---|--|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: The County has been awarded the VATI (Virginia Telecommunication Initiative) grant to expand broadband service in Caroline County through a partnership with Atlantic Broadband since its original discussion with the Board of Supervisors at a special meeting on June 23, 2020. Since that discussion, the County pursued an expanded version of the grant to include the areas of Ladysmith/Balty/Penola Road and Route 17 simultaneously. The contribution toward the cost of 512 homes/businesses with a County contribution of \$1,200 per passing is \$614,400.00.

Based on broad guidance from NaCo, an investment in broadband can be funded by funds that will be received from the federal approved funds of the American Rescue Plan. The County has completed the Pre-Award Certification process and anticipates the 1st half of those funds to be available on or around May 10th.

Budget Impact: No impact to the current year budget. No funds have been budgeted for FY 21 American Rescue Plan.

Action(s) Requested of Board: Approve use of \$614,400.00 from the American Rescue Plan funds, estimated to be \$5,958,925 (as of 4/22) for the VATI grant appropriation.

**Caroline County
Board of Supervisors Agenda
Executive Summary**

Meeting Date: April 27, 2021

Title: Agenda Item – Approval of Agreement with Keystone Information Systems, Inc. for Purchase of an Information Management System, Associated Products and Services

(Check Mark)

- | | |
|---|--|
| <input type="checkbox"/> Consent | <input type="checkbox"/> Closed Meeting |
| <input checked="" type="checkbox"/> Action | <input type="checkbox"/> Public Hearing |
| <input type="checkbox"/> No Action (Information Only) | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> PowerPoint Presentation |

Summary: As the Board will recall, the County previously issued a Request for Proposals (RFP) for the replacement of our current BAI Municipal Software system with a new information management system. The BAI system (also known as the “Bright system”) is designed to run on an IBM AS/400 platform and consists of the following modules: Tax Assessment (Commissioner of the Revenue); Billing, Collection and Cashiering (Treasurer); Payroll (Human Resources); Financial Management-Accounts Payable/General Ledger/Purchasing (Finance); Utility Billing and Permitting and Inspections (Building & Development/Community Development). In addition, the County’s Computer Aided Mass Appraisal (CAMA) system – Stonewall Technologies also resides on the AS/400.

Replacement of the Bright system is needed due to concerns about the reliable lifespan of both its software and operating hardware. In addition, the current software has become deficient in areas such as functionality, usability and accessibility. As a result, it is either underutilized or unable to provide the desired services and results. Staff believes the acquisition of a new information management system will offer opportunities to improve internal processes, provide better integration, maximize software capabilities and potentially reduce operating costs.

Committee Recommendation: A committee consisting of the primary users of the Bright system has been working to evaluate a proposal from Keystone Information Systems for many months. Keystone ultimately emerged as the preferred vendor after the

committee determined that the initial top-ranked response to the RFP was not compatible with our goals and objectives for the new system. Our efforts to evaluate the Keystone system were hampered by the onset of the COVID-19 pandemic, but the proposed software has now been thoroughly vetted by the committee and we are finally in a position to recommend moving forward with Keystone. It is important to note that the committee included the Commissioner of the Revenue and Treasurer and both are on board with recommending Keystone.

Staff is finalizing an agreement with Keystone Information Systems for the purchase of the information management system, associated products and services. The proposed agreement has been reviewed and approved by County Attorney Ben Emerson.

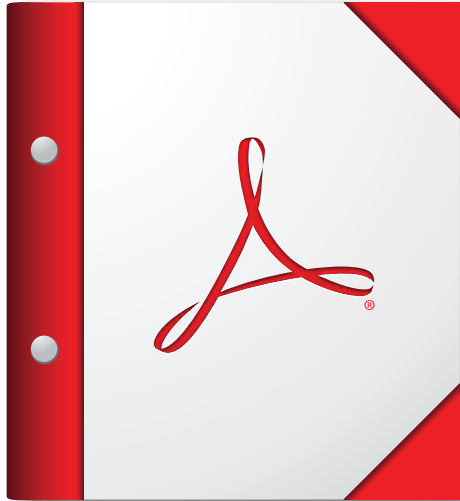
Budget Impact: The all in price for the new Keystone system is \$480,994, which includes a new CAMA system. Funds in the amount of \$500,000 are already in hand for the purchase of the Keystone system from a previous lease purchase financing.

The County will also need approximately \$10,000 to purchase primary and backup remote servers to support the Keystone system.

Conversion to the new system will also eliminate the need to purchase replacement AS/400 computers to operate the Bright system” in the future. The Board most recently approved the purchase of a new AS/400 in March 2019 at a cost of \$50,636.

Action(s) Requested of Board of Supervisors: Authorize the County Administrator to sign an agreement with Keystone Information Systems, Inc. for the Purchase of an Information Management System, Associated Products and Services

Staff met with Keystone President and General Manager Judd Van Dervort on Thursday afternoon to finalize the schedule for converting various modules to the new software system. After these staff requested changes are incorporated into the agreement, staff anticipates being able to provide the final version of the agreement to the Board on Monday.



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