



County of King William, Virginia  
Est. 1702

**BOARD OF SUPERVISORS  
REGULAR MEETING OF APRIL 27, 2020 – 7:00 P.M.  
KING WILLIAM COUNTY ADMINISTRATION BUILDING  
KING WILLIAM, VIRGINIA**

## **A G E N D A**

- 1. Call to Order**
- 2. Roll Call**
- 3. Moment of Silence**
- 4. Pledge of Allegiance**
- 5. Review and Adoption of Meeting Agenda**
- 6. Public Comment Period – Speakers:** *One Opportunity of 3 Minutes per Individual or 5 Minutes per Group on Non-Public Hearing Matters*
- 7. Consent Agenda:**
  - a. Approval of Minutes:
    - i. February 10, 2020 Work Session
    - ii. February 24, 2020 Regular Meeting
    - iii. March 9, 2020 Work Session
    - iv. March 26, 2020 Special Emergency Meeting
  - b. Approval of Payment of Bills – *Months of February and March, 2020*
  - c. Approval of Personal Property Tax Refund Due to Erroneous Assessment - Resolution 20-13
  - d. Approval of Real Estate Tax Refund Due to Erroneous Assessment on Tax Parcel 44-31A – Resolution 20-14
  - e. Approval of Real Estate Tax Refund Due to Erroneous Assessment on Tax Parcel 54-3-3 – Resolution 20-15
- 8. Presentations:**

*None*

**9. Old Business:**

- a. Resolution 20-08(R-1) Appropriating Restricted General Funds to the County of King William for Reimbursement of FY 2020 School Expenses – *Natasha Joranlien, Director of Financial Services*

**10. New Business:**

- a. Consideration of Resolution 20-22 Adopting King William County Operating Budget for Fiscal Year 2020-2021 – *Natasha Joranlien, Director of Financial Services*
- b. Ordinance 03-20 to Adopt the County Tax Rates for Calendar Year 2020 – *Natasha Joranlien, Director of Financial Services*
- c. Resolution 20-23 Adopting Fiscal Year 2020-2021 Employee Health Plan – *Natasha Joranlien, Director of Financial Services*
- d. Consideration of Resolution 20-24 Approving a Pay and Classification and Salary Adjustment Plan for Fiscal Year 2021– *Natasha Joranlien, Director of Financial Services*
- e. Consideration of Resolution 20-25 Adopting King William County Capital Improvement Program for Fiscal Years 2020 through 2024 – *Natasha Joranlien, Director of Financial Services*
- f. Consideration of Resolution 20-26 Appropriating County Operating Budget for Fiscal Year 2020-2021 - *Natasha Joranlien, Director of Financial Services*

**11. Administrative Matters from County Administrator:**

- a. Board Information

**12. Board of Supervisors' Comments**

**13. Closed Meeting (if needed)**

**14. Appointments**

**15. Adjourn or Recess**

NOTES REGARDING AGENDA:

This agenda is tentative only and subject to change by the Board of Supervisors.

During the public comment period of a public hearing, speakers shall be provided one opportunity of 3 minutes per individual or 5 minutes per group. Speakers shall provide their name, address, and if applicable, the group they are representing. The Board of Supervisors may modify and/or set other rules governing the conduct of the public hearings.

## AGENDA ITEM 7.a.

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
WORK SESSION OF FEBRUARY 10, 2020**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 10<sup>th</sup> day of February 10, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building.

**CALL TO ORDER**

Chairman Greenwood called the meeting to order.

**ROLL CALL**

The members were polled:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**REVIEW AND ADOPTION OF MEETING AGENDA**

Supervisor Moskalski moved for the adoption of the agenda for this meeting as presented by the County Administrator; motion was seconded by Supervisor Hodges.

The members were polled:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**WORK SESSION MATTERS**

**a. FY2021 Budget Request – Three Rivers Health District**

Crystal Reagan, Business Manager of Three Rivers Health District, presented their Annual Report for FY19. The Health District has requested level funding for the FY21 budget cycle.

**b. FY2021 Budget Request – Bay Aging**

Tinsley Goad, Chief Financial Officer of Bay Aging, presented Bay Aging’s Impact Report for 2018-2019. The agency is requesting a 2% increase in the FY21 budget process to address personnel costs.

**c. FY2021 Budget Request – Rappahannock Community College**

Dr. Shannon Kennedy, President of Rappahannock Community College, presented their FY21 Budget request. They have requested a 2% increase for operating funds which would increase the FY21 budget allocation to \$8,808.

**d. Resolution 20-04 to Approve Additional Fire and Emergency Medical Services Personnel in FY2020**

Natasha Langston, Director of Financial Services, presented Resolution 20-04. As presented to the Board on the 13<sup>th</sup> of January by Chief Laura Nunnally, the new hires will be fully certified Fire and EMT providers. This will reduce the time needed to acclimate the new personnel to the King William County method of providing service. The addition of the staff positions will also assist in alleviating some of the over time the County is currently expending to provide three providers per shift (currently made up of full-time and part-time personnel).

This formal request was brought to the Board of Supervisors at the January 27, 2020 meeting and the topic was tabled. The County Administrator and Chief Laura Nunnally are respectfully requesting the Board of Supervisors approve three (3) new Fire Medic positions to be funded from General Fund Unassigned monies. Projected costs associated with this request total \$62,688. This entails five (5) months of base salary for three positions of \$53,125 and associated benefits of \$9,563.

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, Resolution 20-04 was approved by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**RESOLUTION 20-04**

**BUDGET AMENDMENT – KING WILLIAM FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT ADDING THREE FULL-TIME EQUIVALENT (FTE) FIRE MEDICS FY20**

**WHEREAS**, the Board of Supervisors wishes to amend the FY 19-20 County Budget to provide funds to the Fire and Emergency Services Department for the purposes of providing additional staff to meet operational needs at a cost of approximately \$62,688 by appropriating General Fund Balance; and

**WHEREAS**, the Board of Supervisors recognizes the need for additional staff to address service delivery needs and to offset overtime expenses; and

**WHEREAS**, the FY19-20 County Budget currently includes 6 FTE’s for Fire and Emergency services and is requesting three full-time equivalent positions be created and funded to address service needs; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Supervisors of King William County hereby amends the FY 19-20 County Budget to establish the following transfers for the referenced revenue and expenditure:

TRANSFER FROM:	General Fund Balance	\$62,688
TRANSFER TO:	Fire and Emergency Services	
	Half Year Salary	53,125
	Half Year Benefits	<u>9,563</u>
		\$62,688

and \$62,688 is hereby appropriated and is directed to be transferred to the above referenced line items for the above stated purposes.

**e. Appropriating FY2020 Restricted General Funds to KWCPs Capital Fund and Reimburse the FY2020 County Funds Budget for KWCPs Expenditures**

Dr. David White, Superintendent of King William County Public Schools, and Natasha Langston, Director of Financial Services, presented Resolution 20-08.

At the October 7, 2019 Board meeting the Director of Financial Services presented the FY 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation. This annual reconciliation is presented to the Board of Supervisors upon closing of the prior fiscal year and in preparation of the Comprehensive Annual Financial Report (CAFR).

At the October 7<sup>th</sup> meeting, the Director of Financial Services cited \$610,617.75 would be identified as Restricted General Fund within the General Fund Balance.

The King William County Public Schools (KWPCS) has requested up to \$100,000 of the Restricted General Fund balance be appropriated to the School System to allow for an emergency procurement of an intercom system at the Cool Springs Primary School. The intercom system is an aged piece of equipment, parts are no longer manufactured for repairs and the system is no longer working. This creates a communication and safety issue within the Primary School.

The King William County Director of Financial Services is also requesting \$235,673.59 be appropriated for reimbursement of the following expenditures on behalf of the KWPCS that were not included within the Schools FY2020 operational budget.

Total request of \$335,673.59 from the Restricted General Fund balance. The request of the KWPCS, up to \$100,000, will be transferred to the KWPCS Capital Fund 315 when procurement has been completed and final costs are available. The request for reimbursement by the County will be processed through a reduction to expenditures.

Dr. White stated they would no longer need the full \$100,000 as the amount has come in slightly less. Therefore, the Resolution was amended to include \$86,178 of the Restricted General Fund balance be transferred to the Schools for emergency procurement. Dr. White then requested the balance of the Resolution be tabled until such time as he was able to communicate with his School Board. The Board agreed with the request.

Upon motion of Supervisor Moskalski, second by Supervisor Garber, Resolution 20-08R was approved by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**RESOLUTION 20-08R**  
**APPROPRIATING FY2020 RESTRICTED GENERAL FUNDS**  
**TO THE KING WILLIAM COUNTY PUBLIC SCHOOLS CAPITAL FUND**

**WHEREAS**, the King William County Board of Supervisors at the October 7, 2019 Board meeting was presented with the Fiscal Year 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation; and

**WHEREAS**, the Director of Financial Services prepares the annual reconciliation of revenue collected in the prior fiscal year that will be reflected within the General Fund as Restricted for KWCPs use; and

**WHEREAS**, the Fiscal Year 2019 reconciliation designated \$610,617.75 for use within the General Fund and is cited in the 2019 Comprehensive Annual Financial Report Balance Sheet, Exhibit 3; and

**WHEREAS**, the King William County Public Schools has requested ~~up to \$100,000~~ \$86,178 for an emergency procurement of the intercom system at Cool Springs Primary School; and

~~**WHEREAS**, the County Administrator is requesting \$235,673.59 for reimbursement of annual operating costs associated with the KWCPs which was not budgeted in the FY2020 KWCPs operational monies; and~~

~~**WHEREAS**, the County Administrator's request of \$235,673.59 reimburses for the following expenditures; and~~

Restricted General Fund	\$610,617.75
KWCPs Emergency Procurement	<del>\$100,000</del> * \$86,178
<i>*(not to exceed)</i>	
Reimburse County Budget FY2020	<del><u>\$235,673.59</u></del> **
<i>**See Attachment A</i>	
New Restricted General Fund Balance	<del><u>\$274,944.16</u></del> \$524,439.75

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors this 24th day of February 2020, they approve ~~reimbursement of \$235,673.59 to the FY2020 County budget from the Restricted General Fund for expenditures related to KWCPs and the Board of Supervisors appropriates~~ up to an additional ~~\$100,000~~ \$86,178 to the KWCPs Capital Fund to address the emergency procurement of the intercom system at Cool Springs Primary School.

**f. Amending the FY2020 Budget to Incorporate Prior Year Appropriated Capital Funds**

Natasha Langston, Director of Financial Services, presented Resolution 20-09 to amend the FY2020 Capital Fund budget in the amount not to exceed \$684,618.09. Brown, Edwards & Company, LLC, within the 2019 Comprehensive Annual Financial Report (CAFR), cited a *Finding 2019-004 Budget and Appropriation*, which will need to be addressed within this current fiscal year. The County had been acting under the premise that once funds were

appropriated within the Capital Fund, for a specific purpose, those funds were available across fiscal years as long as the Board of Supervisors appropriating premise was followed. The County's auditing firm recommended staff incorporate unexpended Capital Funds still needed for completion of projects to be incorporated into the annual budget process. To address this recommendation staff is requesting the Board to reappropriate a total of \$684,618.09 from prior years Capital funds that remain unexpended. These unexpended funds from prior years will be appropriated in FY2020 to cover anticipated expenses as approved in prior year budgets.

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, Resolution 20-09 was approved by the following roll call vote:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**RESOLUTION 20-09  
AMENDMENT TO THE KING WILLIAM COUNTY FISCAL YEAR 2020  
CAPITAL FUND BUDGET**

**WHEREAS**, the King William County Board of Supervisors wishes to amend its Fiscal Year (FY) 2020 Capital Fund budget to reflect the use of unexpended project funds in the amount not to exceed \$684,618.09; and

**WHEREAS**, the King William County Board of Supervisors appropriated the original Capital Funds within the fiscal years 2016, 2018 and 2019 for specific projects; and

**WHEREAS**, the King William County Board of Supervisors wishes to appropriate those Capital Funds for the original purposes authorized for expenditure; and

**WHEREAS**, the appropriated funds will be utilized as specified in Attachment A within the fiscal year 2020; and

**WHEREAS**, the amendment of the FY2020 Budget to reflect the appropriation not to exceed \$684,618.09 requires a public hearing after due notice; and

**WHEREAS**, the public hearing has been held on this date;

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors that the FY2020 Budget is amended to reflect an amount not to exceed \$684,618.09 within the Capital Fund for capital projects identified within Attachment A.

**g. Presentation of FY2021 Capital Requests**

Natasha Langston, Director of Financial Services, presented to the Board the Departmental request for FY2021 Capital Improvements. Included in these requests were the Motorola Tower Project, fire and rescue equipment, vehicle replacements, software upgrades, the build out of the courthouse wing, broadband initiatives, capital investment in infrastructures and radio replacements. She noted that the request presented were not the County Administrator approved recommendation but rather the complete request from departments so that the Board would have an understanding of what departments viewed the needs.

**h. Presentation of the Classification and Compensation Review**

Bobbie Tassinari, County Administrator, presented the Classification and Compensation Review Study. In August 2019, the County Administrator created a work group to review the existing County Classification and Compensation system and to begin the process of updating where needed. The end goal was to bring vetted recommendations to the Board of Supervisors as part of the FY2021 budget process. The work group included the County Administrator, Director of Financial Services, Human Resources Manager and the Executive Assistant – Deputy Clerk. The work group was convened with the goal to perform a comprehensive review of components that affect the County’s compensation program, such as those listed below;

- Review of the current compensation structure,
- Reassess the County’s compensation philosophy,
- Determine the regional market competitiveness of County salaries,
- Assess the internal equity of salaries paid to comparable County positions,
- Strive to ensure the integrity of the ongoing administration of the compensation system.

The following information documents the findings from the work group of the existing classification and compensation system and the methodology used to update the system. The review was conducted with extensive participation from the County staff. Staff provided input through an e-survey to collect detailed information pertaining to their job functions and responsibility levels. The work group utilized the survey results and formal job descriptions to review the level of education, experience, expertise, software knowledge requirements, license and certification requirements, and level of responsibility for each position. The work group then re-evaluated the pay grade, reclassified the existing positions within grade and categories and compared the information to localities that we generally

compete with for employees. Department Heads were involved throughout the project. They reviewed and commented on the e-survey responses submitted by their staff prior to submittal to the work group. Department Heads also were included in final review of the placement of their departmental positions within the proposed system prior to presenting to the Board of Supervisors.

In addition, all positions were evaluated in accordance with market data and the recommended salary schedule. The work group's analysis resulted in recommended changes to positions and their grades, with the goal of achieving grade parity for similar positions and to meet the market established rates of pay for comparable positions. As indicated earlier, of the salaries of the 107 positions included in the study, 26 (24.3%) ended up below the grade needed to equalize them with the market, while 80 (74.8%) were within range with one (.9%) above the maximum.

King William County currently has one pay plan. The plan has forty (40) grades with a minimum, midpoint and maximum for the grade. The distance between pay grades in the current pay plan range between 3.81% to 12.55%. The range spread is 40%. In order to maintain competitiveness with the regional labor market, a new salary schedule was developed. The County's proposed pay plan maintains the current open plan structure reducing the 40 pay grades to 27 that are 6% apart with a grade range of 60%.

The work group made the decision to separate Law Enforcement and Fire and Emergency Medical Services classifications from those listed above. Two separate pay plans were developed specific to law enforcement and fire and rescue. Fire and Emergency Medical Services personnel are subject to working 212 hours in any given 28-day cycle. The pay structure contains six (6) grades developed to address Fire and Emergency Medical Services pay structure. Those structures maintain similar range spreads (60%) and grade separation ranging from 4.71% to 27.83%. This range spread is dramatic due to the Chief of Fire and Emergency Medical Services position being included in the structure.

Law Enforcement positions such as Deputies, Senior Deputies, Sergeants, Investigators, Lieutenants, Captain, Dispatchers, Dispatcher Supervisors and Chief Dispatcher were designated separately from Fire and Rescue. The law enforcement structure contains ten (10) grades. These structures maintain similar range spreads (60%) and grade separation ranging from 4.71 to 13.86%. This range spread is not as dramatic as the Fire and Emergency Medical Services due to the Sheriff's position (Constitutional Officer) being excluded. This pay plan is designed for Law Enforcement workers who are subject to working 12-hour workdays or up to 171 hours per 28-day cycle. Dispatchers were included within this pay structure due to working typically 10-hours work days or 40 hours per week with alternating schedules.

Of the 107 employees (full-time) the implementation of the new pay and classification system would require \$54,080 in additional base salary funds effective July 1, 2020 (FY2021).

- Twenty-six (26) employees would be brought to the minimum of the new minimum compensation classification for a total of \$54,080.
- Of the twenty-six (26) employees impacted; fourteen (14) are employed with the Sheriff's Office, five (5) are employed in the Fire and Emergency Medical Services Department, two (2) at the Regional Animal Shelter and one (1) respectively in each of the following offices; Commonwealth's Attorney Office, County Administration, Treasurer, Commissioner of Revenue and Facilities.

The information provided in this review is recommended to the Board of Supervisors as the new Classification and Compensation Plan for King William County. If the Board of Supervisors agrees with the work groups recommendations the base salary adjustments would take effect July 1, 2020 (FY2021).

Supervisor Hodges stated this was great work.

Supervisor Moren questioned if we're attempting to recruit or retain with these changes?

Supervisor Moskalski stated he supports these changes.

Upon motion of Supervisor Hodges, second by Supervisor Garber, Resolution 20-10 was approved by the following roll call vote:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

## **RESOLUTION 20-10**

### **APPROVING A CLASSIFICATION AND COMPENSATION PLAN AND SALARY ADJUSTMENTS FOR FISCAL YEAR 2021**

**WHEREAS**, the King William County Board of Supervisors at the February 10, 2020 Board meeting was presented with the updated Classification and Compensation Plan and anticipated salary adjustments for implementation in the Fiscal Year 2021 budget; and

**WHEREAS**, the Classification and Compensation Plan update was initiated to address the County's pay structure, market competitiveness and internal equity within the Fiscal Year 2021 budget preparation; and

**WHEREAS**, the recommendations of the County Administrator have now been presented and reviewed by the Board of Supervisors, included in the agenda material for this meeting; and

**WHEREAS**, the King William County Board of Supervisors is projected to adopt and appropriate the annual budget for Fiscal Year 2021 on April 27, 2020; and

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors this 24th day of February, 2020, that the FY 2021 Classification and Compensation Plan and the associated salary adjustments are approved and the County Administrator is authorized to implement both in substantially the form as presented to the Board within the Fiscal Year 2021 budget.

**i. Presentation of Updates to the King William County Personnel Policies and Procedure Manual**

Nita McInter, Human Resources Manager, presented updates to the King William County Personnel Policies and Procedure Manual. The following recommendations are being made. Minor work corrections are not identified in the list of updates though they are highlighted in the attachments.

**Chapter 2: Classification**

***Section 2-1: Employment Categories.***

- Removing the term "permanent" as it refers to employment. All employees are considered "at will" employees for an indefinite period and that no employment contract exist.
- Clarifying the hours expected of part-time employees.

**Chapter 3: Pay Plan**

***Section 3-2 c: Definitions.*** Clarify performance review dates.

***Section 3-15 c. Premium Pays.*** Eliminate "On-Call Pay" as it is no longer a category used.

**Chapter 10 Disciplinary Policy**

**Section 10-5: Available Disciplinary Actions.** Add language to clarify progression is not required to be followed.

### **Chapter 11 Grievance Policy and Procedures**

**Section 11-4: Coverage.** Remove the term “permanent”.

### **Chapter 12 Separation and Termination**

**Section 12-7: Clearing Debt and Property Accounts.** Correct language regarding outstanding property and the final paycheck.

### **Chapter 13 Miscellaneous Employment Policies**

**Section 13-2: Hours of Work.** Include language pertaining to part-time employees.

**Section 13-10: Americans with Disabilities Act.** Update ADA Coordinator to reflect Human Resources Manager instead of County Administrator.

**Section 13-27 Electronic Communication and Social Media B. Personal Use.** Update language to provide further clarification of repercussions during personal use.

Supervisor Moren questioned if an organizational chart should be added?

#### **j. Presentation of Tax Levies**

Bobbie Tassinari, County Administrator, presented general information on the real property tax rates. The presentation was made to educate the Board of Supervisors on the impact the reassessment to take effect January 1, 2021 will have on the recommended FY2021 budget. The Board of Supervisors sets the tax levy rates during the annual budget process. The tax levy rates are set on a calendar year basis (January – December). The budget though is set on a fiscal year basis of July 1- June 30.

#### **k. Discussion on Sweet Sue Solar Facility**

Ron Etter, Director of Community Development, presented facts about Conditional Use Permit 03-19, Sweet Sue Solar. In summary, he stated the majority of concerns that have been voiced by the Board, Commission and public are construction related. The construction period is regulated by the State PBR and Construction General Permit regulations. He reiterated, that the conditional use permit does not permit the construction phase.

### **BOARD OF SUPERVISOR'S REQUESTS**

Supervisor Hodges questioned funding West Point's Fire Station and stated he will be supporting Rappahannock Community College's request.

Supervisor Moren questioned the best method of contacting department heads.

**CLOSED SESSION**

Upon motion of Chairman Greenwood, seconded by Supervisor Moskalski, the Board acted to convene a Closed Meeting pursuant to § 2.2-3711(A) (7) of the Code of Virginia to consider a personnel matter.

The roll call vote on the motion was as follows:

Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**b. Motion to Reconvene in Open Session**

Having completed the Closed Meeting, Chairman Greenwood reconvened the regular meeting back to order in Open Session.

**c. Certification of Closed Meeting**

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR- 1) In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended.

Supervisor Moskalski moved that the King William County Board of Supervisors adopt the following SR-1 Resolution certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act; the motion was seconded by Supervisor Hodges.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members SR-1 was adopted.

The roll call vote in favor of this motion was as follows:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye

**STANDING RESOLUTION - 1 (SR-1)  
A RESOLUTION TO CERTIFY COMPLIANCE WITH THE  
FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS**, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, Section 2.2-3711 of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

**NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors on this 10<sup>th</sup> day of February, 2020, hereby certifies that, to the best of each member’s knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

**DONE** this the 10<sup>th</sup> day of February, 2020.

**ADJOURN**

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, the meeting was adjourned by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

COPY TESTE:

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Stephen K. Greenwood, Chairman  
Board of Supervisors

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Olivia S. Lawrence  
Deputy Clerk to the Board

DRAFT

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
REGULAR MEETING OF FEBRUARY 24, 2020**

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on February 24, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building.

**Agenda Item 1. CALL TO ORDER**

Chairman Greenwood called the meeting to order.

**Agenda Item 2. ROLL CALL**

The members were polled:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

Also, in attendance:

Bobbie H. Tassinari, County Administrator  
Olivia Lawrence, Deputy Clerk  
Andrew McRoberts, County Attorney

**Agenda Item 3. MOMENT OF SILENCE**

The Chairman called for a moment of silence.

**Agenda Item 4. PLEDGE OF ALLEGIANCE**

The Chairman led the pledge of allegiance.

**Agenda Item 5. REVIEW AND ADOPTION OF MEETING AGENDA**

Upon the motion of Supervisor Moskalski, seconded by Supervisor Garber, the meeting agenda was approved by the following roll call vote:

Supervisor, 3rd District: William L. Hodges	Aye
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Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**Agenda Item 6. PUBLIC COMMENT PERIOD**

Chairman Hodges opened the public comment period.

1. Yvonne Broaddus, of the 4<sup>th</sup> District, sated her support for Sweet Sue Solar Farm and noted the increased need for litter prevention programs.
2. Benjamin Shumaker, of the 4<sup>th</sup> District, thanked the county for the Town Hall event and stated the last Planning Commission video should be viewed by the Board.
3. Roger Bulk, of the 2<sup>nd</sup> District, noted increased litter issues within the county and encouraged the hiring of another litter prevention coordinator.
4. Tommy Mundy, of the 4<sup>th</sup> District, stated the location of Sweet Sue Solar Farm is not appropriate for a solar farm.

There being no further speakers, Chairman Greenwood closed the public comment period.

**Agenda Item 7. CONSENT AGENDA**

Supervisor Moskalski moved for the approval of the Consent Agenda as presented; motion was seconded by Supervisor Hodges.

The Chairman called for any discussion.

There being no discussion the Consent Agenda was approved by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**Agenda Item 8. PRESENTATIONS**

**a. Arts Alive**

Tim Dice, Marketing Director of Arts Alive, presented their FY2021 budget request. They're requesting level funding. Arts Alive provides a variety of events for all ages including concerts, camps, workshops and scholarships.

**b. Legal Aid**

Ann Kloeckner, Executive Director of Legal Aid, presented their FY2021 budget request. They're requesting level funding. They currently serve seven counties with only two attorneys.

**c. Fire and Emergency Management Grants**

Tripp Lawrence, Fiscal Specialist Senior, updated the Board on grants that the County has either been granted, are in the process of applying for, or looking to apply/reapply for in the coming fiscal year. The grants included the Local Emergency Management Performance Grant (LEMPG), the Radiological Emergency Preparedness Program (REPP), the Rescue Squad Assistance Fund (RSAF), the Four-For-Life Program, the Aid to Localities Program, the Assistance to Firefighters Grant Program (AFG), the Firehouse Subs Public Safety Foundation Grant, and the Virginia Fire Incident Reporting System (VFIRS).

The information was presented to the Board to make them aware of staff activities to lessen the impact of the cost of government on the citizens of King William County.

**Agenda Item 9. OLD BUSINESS**

**a. Ordinance 01-20 Sweet Sue Solar Farm**

Supervisor Garber left the room.

Ron Etter, Director of Community Development, presented Ordinance 01-20. He welcomed any questions.

Supervisor Moskalski stated he felt comfortable making a decision now.

Upon the motion of Supervisor Hodges, seconded by Supervisor Greenwood, Ordinance 01-20 was approved by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Abstain
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**ORDINANCE 01-20**

**AN ORDINANCE APPROVING CONDITIONAL USE PERMIT CUP-03-19  
SWEET SUE SOLAR ENERGY CENTER**

**WHEREAS**, Section 86-456 of the King William County Code provides for the development of solar power stations associated with properties of the A-C, Agricultural-Conservation zoning district following review and approval of a Conditional Use Permit; and

**WHEREAS**, applicant Sweet Sue Solar LLC, LLC submitted a Conditional Use Permit application, #CUP-03-19 on behalf of the Property Owners Guy David Chenault, Susie Ann Chenault and T. Frank Flippo & Sons, LLC proposing to operate a solar power station on Tax Map Parcels 20-11, 20-15B, 20-31,20-32, 20-38, 20-33, 20-37, and 27-1; and

**WHEREAS**, staff in the King William County Department of Community Development have proposed conditions to mitigate potential impacts of the use on the public; and

**WHEREAS**, the Planning Commission voted three votes in favor and two votes against, to recommend the Board of Supervisors approve such application as proposed; and

**WHEREAS**, the Board of Supervisors conducted a public hearing on January 27, 2020 to consider CUP-03-19; and

**NOW, THEREFORE, BE IT RESOLVED**, the King William County Board of Supervisors this 24<sup>th</sup> day of February, 2020, hereby approves CUP-03-19, with the following eighteen (18) conditions:

1. The applicant shall meet the development standards listed below:
  - a) Location standards for utility-scale solar facilities. The location standards stated below for utility-scale solar facilities are intended to mitigate the adverse effects of such uses on adjoining property owners, the area, and the County.
    - 1)The minimum area of a utility-scale solar facility shall be no less than two acres and the maximum area shall be no greater than 1,500 acres.
    - 2)The equipment, improvements, structures, and percent of acreage covered by the facility footprint of a utility-scale solar facility shall be shown on the approved concept plan and site plan. The percent of acreage coverage shall not exceed 65%. The facility footprint is defined as the fenced area encompassing all solar facilities, including ground-mounted solar panels, inverters and the project substation.

- 3) Provide an inventory of all utility scale solar facilities – existing or proposed – within a four-mile radius.
- b) A utility-scale solar facility shall be constructed and maintained in substantial compliance with the approved concept plan.
  - c) The minimum setback to residential dwellings (existing at the time of Conditional Use Permit approval), shall be 400 feet. The minimum setback to all other property lines shall be 100 feet.
  - d) The maximum height of the lowest edge of the photovoltaic panels shall be 10 feet as measured from the finished grade. The maximum height of primary structures and accessory buildings shall be 15 feet as measured from the finished grade at the base of the structure to its highest point, including appurtenances. The Board of Supervisors may approve a greater height based upon the demonstration of a significant need where the impacts of increased height are mitigated.
  - e) The facilities, including fencing, shall be significantly screened from the ground-level view of adjacent .landscaped with plant materials consisting of an evergreen and deciduous mix (as approved by the Zoning Administrator, except to the extent that existing vegetation or natural land forms on the Site provide such screening as determined by the Zoning Administrator. Following completion of construction activities and during operation of the facility, if the existing vegetation or land forms which provide the screening are disturbed, new plantings shall be provided which accomplish the same, within 30 days of discovery. Opaque architectural fencing may be used to supplement other screening methods but shall not be the primary method.
  - f) The facilities shall be enclosed by security fencing on the interior of the buffer area (not to be seen by other properties) not less than seven feet in height, inclusive of one foot of razor/barbed wire on top of the security fencing, as appropriate. A performance bond reflecting the costs of anticipated fence maintenance shall be posted and maintained. Failure to maintain the security fencing shall result in revocation of the Conditional Use Permit and the facility's decommissioning.
  - g) Ground cover on the Site shall consist of non-invasive species with native vegetation and maintained in accordance with the Landscaping Maintenance Plan in accordance with established performance measures of the approved Landscaping Plan. (King William County Ordinance 86. Zoning, Article XI. Landscaping). A performance bond reflecting the costs of anticipated landscaping maintenance shall be posted and maintained. Failure to maintain the landscaping shall result in revocation of the Conditional Use Permit and the Facility's decommissioning.
  - h) The Applicant shall identify an access corridor for wildlife to navigate through the solar facility. The proposed wildlife corridor shall be shown on the site plan

submitted to the County. Areas between fencing shall not restrict the movement of migratory animals and other wildlife.

- i) The design of support buildings and related structures shall use materials, colors, textures, screening and landscaping that will blend the facilities to the natural setting and surrounding structures.
- j) The owner or operator shall maintain the solar facility in good condition. Such maintenance shall include, but not be limited to, painting, structural integrity of the equipment and structures, as applicable, and maintenance of the buffer areas and landscaping. Site access shall be maintained to a level acceptable to the County, in general accordance with Virginia Department of Transportation standard 24VAC30-73-70 for low commercial entrances, or other VDOT required standards. The project owner shall be responsible for the cost of maintaining the solar Facility and access roads, and the cost of repairing damage to private roads occurring as a result of construction and operation. The operator will repair damaged private roads within 30 days of notification by the County. Repair of damaged public roads will be conducted in accordance with VDOT requirements.
- k) A utility-scale solar facility shall be designed and maintained in compliance with standards contained in applicable local, state and federal building codes and regulations that were in force at the time of the permit approval.
- l) A utility-scale solar facility shall comply with all permitting and other requirements of the Virginia Department of Environmental Quality.
- m) The applicant shall provide proof of adequate liability insurance for a solar facility prior to beginning construction and before the issuance of a zoning or building permit to the Zoning Administrator.
- n) Lighting fixtures, as approved by the County, shall be the minimum necessary for safety and security purposes to protect the night sky by facing downward and to minimize off-site glare. No facility shall produce glare that would constitute a nuisance to the public during construction or general operation. Any exceptions shall be enumerated on the Concept Plan and approved by the Zoning Administrator.
- o) No signage of any type may be placed on the facility other than notices, warnings, and identification information required by law.
- p) All facilities must meet or exceed the standards and regulations of the Federal Aviation Administration (FAA), State Corporation Commission (SCC) or equivalent, and any other agency of the local, state or federal government with the authority to regulate such facilities that are in force at the time of the application.

- q) At all times, the solar facility shall comply with the County's noise ordinance.
- r) Any other condition added by the Planning Commission or Board of Supervisors as part of a Conditional Use Permit approval.

2. Decommissioning. The following requirements shall be met:

- a) Solar facilities which have reached the end of their useful life or have not been in active and continuous service for a period of one year shall be removed at the owner's or operator's expense, except if the project is being repowered or a force majeure event has or is occurring requiring longer repairs; however, the County may require evidentiary support that a longer repair period is necessary.
- b) The owner or operator shall notify the Zoning Administrator by certified mail of the proposed date of discontinued operations and plans for removal.
- c) Decommissioning shall include removal of all solar electric systems, buildings, cabling, electrical components, security barriers, roads, foundations, pilings, and any other associated facilities, so that any agricultural ground upon which the facility and systems were located is again tillable and suitable for agricultural or forestry uses. The Site shall be graded and re-seeded to restore it to as natural a pre-development condition as possible or replanted with pine seedlings to stimulate pre-timber pre-development conditions as indicated on the Preliminary Site Plan. Any exception to site restoration, such as leaving access roads in place or seeding instead of planting pine seedlings must be requested by the land owner in writing, and this request must be approved by the Board of Supervisors (other conditions might be more beneficial or desirable at that time).
- d) The Site shall be re-graded and re-seeded or replanted within 12 months of removal of solar facilities. Re-grading and re-seeding or replanting shall be initiated within a six-month period of removal of equipment.
- e) Decommissioning shall be performed in compliance with the approved decommissioning plan. The Board of Supervisors may approve any appropriate amendments to or modifications of the decommissioning plan.
- f) Hazardous material from the property shall be disposed of in accordance with federal and state law.
- g) The estimated cost of decommissioning shall be guaranteed by the deposit of funds in an amount equal to the estimated cost in an escrow account at a federally

insured financial institution approved by the County unless otherwise provided for in subsection 5) below.

- 1) The applicant shall deposit the required amount into the approved escrow account before any building permit is issued to allow construction of the solar facility.
  - 2) The escrow account agreement shall prohibit the release of the escrow funds without the written consent of the County Administrator and County Attorney. The County shall consent to the release of the escrow funds upon the owner's or occupant's compliance with the approved decommissioning plan. The County Administrator and County Attorney may approve the partial release of escrow funds as portions of the approved decommissioning plan are performed.
  - 3) The amount of funds required to be deposited in the escrow account shall be the full amount of the estimated decommissioning cost without regard to the possibility of salvage value.
  - 4) The owner or occupant shall recalculate the estimated cost of decommissioning every five years. If the recalculated estimated cost of decommissioning exceeds the original estimated cost of decommissioning by ten percent (10%), then the owner or occupant shall deposit additional funds into the escrow account to meet the new cost estimate. If the recalculated estimated cost of decommissioning is less than ninety percent (90%) of the original estimated cost of decommissioning, then the County may approve reducing the amount of the escrow account to the recalculated estimate of decommissioning cost upon approval by the County Administrator and County Attorney.
  - 5) The County may approve alternative methods to secure the availability of funds to pay for the decommissioning of a utility-scale solar facility, such as a performance bond, letter of credit, or other security approved by the County Administrator and County Attorney.
- h) If the owner or operator of the solar facility fails to remove the installation in accordance with the requirements of this permit or within the proposed date of decommissioning, the County may collect the surety and the County or hired third party may enter the property to physically remove the installation.
3. Applicants for new solar facilities shall coordinate with the County's Fire and Emergency Services staff to provide materials, education and training to the departments serving the property with fire and emergency services on how to safely respond to on-site emergencies.

4. A solar facility shall be constructed, maintained, and operated in substantial compliance with:
  - a) The approved concept plan.
  - b) The conditions imposed pursuant to this Conditional Use Permit.
5. The applicant shall pay a supplemental application fee to cover the actual cost of any review of the erosion and sediment control plan and the stormwater plans.
6. The applicant shall pay a supplemental application fee to cover the actual cost of any erosion and sediment control and stormwater inspections.
7. If the solar facility does not receive a building permit within 24 months of approval of the Conditional Use Permit, the Permit shall be terminated.
8. If the solar facility is declared to be unsafe by the Zoning Administrator or Building Official, the facility must be in compliance within 14 days or other such time frame as determined by the Zoning Administrator or Building Official. Failure to comply shall result in the Conditional Use Permit being terminated, and solar electric systems, buildings, cabling, electrical components, security barriers, roads, foundations, pilings, and any other associated facilities, removed from the property.
9. The owner and operator shall give the County written notice of any change in ownership, operator, or Power Purchase Agreement within 30 days.
10. All Federal, State, and County permit required reviews and approvals must be obtained prior to the commencement of land disturbance activities.
11. The erosion and sediment control (ESC) plan shall be prepared and implemented as a sequential progression, demonstrating that not more than 25% of the Site be disturbed and not stabilized at any one-time during construction. The erosion and sediment control plan will provide the means and measures to achieve stabilization of the disturbed areas to comply with this condition. The plan shall be reviewed by the County or by a qualified third party, however, the third-party review shall not supersede any requirements imposed by state agencies. The applicant shall construct, maintain, and operate the solar facility in compliance with the approved plan.
12. Traffic Management. The applicant shall comply with all Virginia Department of Transportation recommendations for traffic management during construction of the Site and decommissioning of the Site.

13. The roads shall be maintained in good condition during the construction phase and be brought back to the original condition, or improved, upon completion of the construction and decommissioning phases.
14. The applicant shall consult with the Virginia Department of Conservation and Recreations' Division of Dam Safety and Floodplain Management to conduct an inspection and evaluation of the dams within the project area and assure compliance with the Dam Safety Regulations (4VAC50-20). The applicant shall make whatever repairs and renovations required by the Dam Safety Division prior to the issuance of final permits for construction of the solar facility.
15. The construction hours are restricted from 7:00AM to 7:00PM Monday through Saturday. This includes decommissioning activities.
16. A Facility Stormwater Pollution Prevention Plan (SWPPP) shall be developed and implemented for the Sweet Sue solar facility and shall be maintained for the duration of the facility's operation. The Stormwater Pollution Prevention Plan is intended to document the selection, design, and installation of control measures, including Best Management Practices (BMPs), to minimize the pollutants in all stormwater discharges from the facility, and to meet applicable effluent limitations and water quality standards, as applicable. The SWPPP will require County review and approval prior to operation and annually thereafter.

The plan shall include, at a minimum, the following items:

- a) Pollution prevention team.
- b) Site description. The Stormwater Pollution Prevention Plan shall include the following:
  - a. Activities at the facility.
  - b. A general location map (e.g., United States Geological Survey (USGS) quadrangle or other map) with enough detail to identify the location of the facility and the receiving waters within one mile of the facility.
  - c. A site map identifying the following:
    - (1) The boundaries of the property and the size of the property (in acres);
    - (2) The location and extent of significant structures and impervious surfaces;
    - (3) Locations of all stormwater conveyances including ditches, pipes, swales, and inlets, and the directions of stormwater flow (use arrows to show which ways stormwater will flow);
    - (4) Locations of all existing structural and source control measures, including BMPs;
    - (5) Locations of all surface water bodies, including wetlands;
    - (6) Locations of potential pollutant sources;
    - (7) Locations of activities exposed to precipitation: equipment maintenance and cleaning areas; loading and unloading areas; locations used for the treatment, storage or disposal of wastes; areas; access roads; and machinery;
    - (8) Locations of stormwater outfalls and an approximate outline of the area draining to each outfall, and location of municipal storm sewer systems, if the stormwater from the facility discharges to them. Outfalls shall be numbered using a unique numerical identification code for

- each outfall (e.g., Outfall No. 001, No. 002, etc.); (9) Location and description of all non-stormwater discharges; (10) Location of any storage piles containing salt used for deicing or other commercial or industrial purposes; (11) Locations and sources of run-on to the site from adjacent property, where the run-on contains significant quantities of pollutants; and (12) Locations of all stormwater monitoring points.
- c) Receiving waters and wetlands. The name of all surface waters receiving discharges from the site, including intermittent streams, dry sloughs, and arroyos. Provide a description of wetland sites that may receive discharges from the facility.
  - d) A summary of potential pollution sources (solar panel type and contents, inverters, collection system components, substation, access roads, and O&M building).
  - e) Stormwater controls, type and location.
  - f) The operator shall implement the following types of control measures to prevent and control pollutants in the stormwater discharges from the facility, unless it can be demonstrated and documented that such controls are not relevant to the discharges.
    - 1) Good housekeeping. The permittee shall keep clean all exposed areas of the facility that are potential sources of pollutants to stormwater discharges.
    - 2) Eliminating and minimizing exposure.
    - 3) Preventive maintenance. The operator shall have a preventive maintenance program that includes regular inspection, testing, maintenance and repairing of all equipment and systems to avoid situations that could result in leaks, spills and other releases of pollutants in stormwater discharged from the facility.
    - 4) Sediment and erosion control. The plan shall identify areas at the facility that, due to topography, land disturbance (e.g., construction, landscaping, site grading), or other factors, have a potential for soil erosion. The operator shall identify and implement structural, vegetative, and stabilization control measures to prevent or control on-site and off-site erosion and sedimentation. Flow velocity dissipation devices shall be placed at discharge locations and along the length of any outfall channel if the flows would otherwise create erosive conditions.
    - 5) Management of runoff. The plan shall describe the stormwater runoff management practices (i.e., permanent structural control measures) for the facility. These types of control measures are typically used to divert, infiltrate, reuse, or otherwise reduce pollutants in stormwater discharges from the site.
  - g) Routine facility inspections. Facility personnel who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility and who can also evaluate the effectiveness of control measures shall regularly inspect all areas of the facility exposed to stormwater. The inspection frequency shall be specified in the plan based upon a consideration of the level of industrial activity at the facility, but shall be at a minimum quarterly unless more

frequent intervals are specified elsewhere or written approval is received from the County for less frequent intervals. Inspections shall be performed during periods when the facility is in operation. At least once each calendar year, the routine facility inspection shall be conducted during a period when a stormwater discharge is occurring.

h) The Operations and Maintenance plan detailing procedures and a regular schedule for preventive maintenance of all control measures, and shall include a description of the back-up practices that are in place should a runoff event occur while a control measure is off-line. The effectiveness of non-structural control measures shall also be maintained by appropriate means. All control measures identified in the Plan shall be maintained in effective operating condition and shall be observed at least annually during active operation (i.e., during a stormwater runoff event) to ensure that they are functioning correctly. Where discharge locations are inaccessible, nearby downstream locations shall be observed. The observations shall be documented in the Stormwater Pollution Prevention Plan.

17. Comprehensive site compliance evaluation. The operator shall conduct comprehensive site compliance evaluations at least once each calendar year. The evaluations shall be done by qualified personnel who possess the knowledge and skills to assess conditions and activities that could impact stormwater quality at the facility, and who can also evaluate the effectiveness of control measures.; evidence of, or the potential for, pollutants entering the drainage system; evidence of pollutants discharging to surface waters at all facility outfalls, and the condition of and around the outfall, including flow dissipation measures to prevent scouring; review of stormwater related training performed, inspections completed, maintenance performed, quarterly visual examinations, and effective operation of control measures, including BMPs; results of both visual and any analytical monitoring done during the past year shall be taken into consideration during the evaluation.

18. The applicant shall pay a supplemental fee, as determined by the Board of Supervisors, to cover the cost to contract with an engineering firm with the with the experience and knowledge of solar facility planning, construction and operation, including a working knowledge of federal and state requirements, to conduct plan reviews, evaluations of submittals construction and operation monitoring and inspections, to include decommission management.

Supervisor Garber returned to the room.

**b. Resolution 20-11 Appropriating 20-11 FY2020 Restricted General Funds to KWCPSCapital Fund and Reimburse the FY2020 County Budget for KWCPSC Expenditures**

Bobbie Tassinari, County Administrator, requested Resolution 20-11 be tabled until it can be discussed further with the KWCPSC.

**c. Resolution 20-09 Approving Updates to the King William County Personnel Policies and Procedure Manual**

Nita McInteer, Human Resources Manager, presented Resolution 20-09 approving updates to the King William County Personnel Policies and Procedure Manual.

Upon the motion of Supervisor Hodges, seconded by Supervisor Greenwood, Resolution 20-09 was approved by the following roll call vote:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

*\*See attachment A – Resolution 20-09*

**Agenda Item 10. NEW BUSINESS**

There was no new business.

**Agenda Item 11. ADMINISTRATIVE MATTERS FROM COUNTY ADMINISTRATOR**

**a. Board Information**

County Administrator, Bobbie Tassinari, noted the information items provided.

**Agenda Item 12. BOARD MEMBER COMMENTS**

Supervisor Hodges stated the Sheriff's Department does not have the staff to supervise inmates for litter pickup.

Supervisor Moskalski stated litter was handled internally many years ago however, they are working on new methods of dealing with the problem.

Supervisor Garber thanked everyone for attending and stated more solar farms will be coming.

Supervisor Moren thanked everyone for attending and stated his vote for the solar farm was not taken lightly. He also stated he'd like to create a litter event panel of some kind.

Chairman Greenwood thanked everyone for attending and encouraged everyone to get involved.

**Agenda Item 13. CLOSED MEETING**

Upon motion of Chairman Greenwood, seconded by Supervisor Hodges, the Board acted to convene a Closed Meeting pursuant to § 2.2-3711(A) (7) of the Code of Virginia to consider a personnel matter involving the appointment of individuals to Boards and Commissions.

The roll call vote on the motion was as follows:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**b. Motion to Reconvene in Open Session**

Having completed the Closed Meeting, Chairman Greenwood reconvened the regular meeting back to order in Open Session.

**c. Certification of Closed Meeting**

Chairman Greenwood called for a motion to approve Standing Resolution 1 (SR- 1) In accordance with Section 2.2-3717(D) of the Code of Virginia, 1950, as amended.

Supervisor Moskalski moved that the King William County Board of Supervisors adopt the following SR-1 Resolution certifying that the Closed Meeting was conducted in conformity with the requirements of the Virginia Freedom of Information Act; the motion was seconded by Supervisor Hodges.

Chairman Greenwood announced the motion was properly moved and properly seconded; he called for any discussion. There being no discussion among Board members SR-1 was adopted.

The roll call vote in favor of this motion was as follows:

Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**STANDING RESOLUTION – 1 (SR-1)  
A RESOLUTION TO CERTIFY COMPLIANCE WITH THE  
FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING**

**WHEREAS**, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and,

**WHEREAS**, Section 2.2-3711 of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law,

**NOW, THEREFORE, BE IT RESOLVED** that the King William County Board of Supervisors on this 24<sup>th</sup> day of February, 2020, hereby certifies that, to the best of each member's knowledge:

1. Only public business matters lawfully exempted from open meeting requirements under the Freedom of Information Act were heard, discussed, or considered in the closed meeting to which this certification resolution applies, by the King William County Board of Supervisors.
2. Only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

**DONE** this the 24<sup>th</sup> day of February, 2020.

**Agenda Item 14. APPOINTMENTS**

Upon motion of Supervisor Moskalski, seconded by Supervisor Garber, Resolution 20-12 was tabled by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**Agenda Item 15. ADJOURN**

Upon motion of Supervisor Moren, seconded by Supervisor Moskalski, the meeting was adjourned by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye

Supervisor, 1st District: Stephen K. Greenwood - Chairman

Aye

COPY TESTE:

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Stephen K. Greenwood, Chairman  
Board of Supervisors

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Olivia S. Lawrence  
Deputy Clerk to the Board

DRAFT

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
WORK SESSION OF MARCH 9, 2020**

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 9<sup>th</sup> day of March, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building.

**CALL TO ORDER**

Chairman Greenwood called the meeting to order.

**ROLL CALL**

The members were polled:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**REVIEW AND ADOPTION OF MEETING AGENDA**

Supervisor Moskalski moved for the adoption of the agenda for this meeting as presented by the County Administrator; motion was seconded by Supervisor Hodges.

The members were polled:

Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**WORK SESSION MATTERS**

**a. Fire and EMS**

Interim Chief of Fire and Emergency Services, Laura Nunnally, presented a packet addressing personnel information such as organizational charts, staffing budgetary information, the New Hire Orientation Packet, and the BLS Field Training Program guidelines. Chief Nunnally

also provided an update on apparatus, the departmental budget FY 2020, and existing and newly applied for grants. The Chief also provided detailed information on dispatch call mapping. The Chief wrapped up with an update on Atlantic Broadband's potential for providing services to Station One.

Supervisor Moren suggested the wording be changed on the New Hire Orientation Packet, page 17. Under the Section – Pre-employment Screening he requested the wording be changed from “may” to “shall be drug tested”.

### **b. Resolution for Large Scale Solar Power Stations**

Director of Community Development, Ron Etter, presented a Resolution for Large-Scale Power Stations. At the February 26, 2020 Planning Commission work session, the Commissioners unanimously agreed to recommend that the Board of Supervisors review the standards, application procedures, and land use suitability relating to Large-Scale Power Stations. The Commission recommends that application reviews and public hearings for new Large-Scale Power Stations be halted until further notice. The commission feels that this step is necessary to allow for a thorough review of the impact solar facilities have on the County and how Solar fits into the future land use of the County. This review should include recommendations for revisions to the performance standards for Solar or removal of Solar Facilities as a permitted use in the County.

Supervisor Moren questioned the priorities of the Planning Commission and stated a subcommittee for solar farm reviewing would be too essential to share members of the Planning Commission and should only have people not associated with the Planning Commission.

Supervisor Moskalski stated he shares the concerns of Supervisor Moren.

### **c. Dog Park Project**

Parks and Recreation Manager, Jennifer Leleux, announced the pending construction of a dog park to be located within the County's Recreation Park. The Dog Park is being fully funded by Nestle Purina. All dogs using the park must be licensed and vaccinated for rabies.

### **d. Update on FY21 Budget Activities**

County Administrator, Bobbie Tassinari and Director of Finance, Natasha Joranlien, updated the Board on the FY2021 budget activities.

*\*See addendum A and B\**

## **BOARD OF SUPERVISOR'S REQUESTS**

Supervisor Moren requested to add a public comment section to work sessions.

**ADJOURN**

Upon motion of Supervisor Moskalski, second by Supervisor Hodges, the meeting was adjourned by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

COPY TESTE:

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Stephen K. Greenwood, Chairman  
Board of Supervisors

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Olivia S. Lawrence  
Deputy Clerk to the Board

\*Addendum A

# *Budget Information*



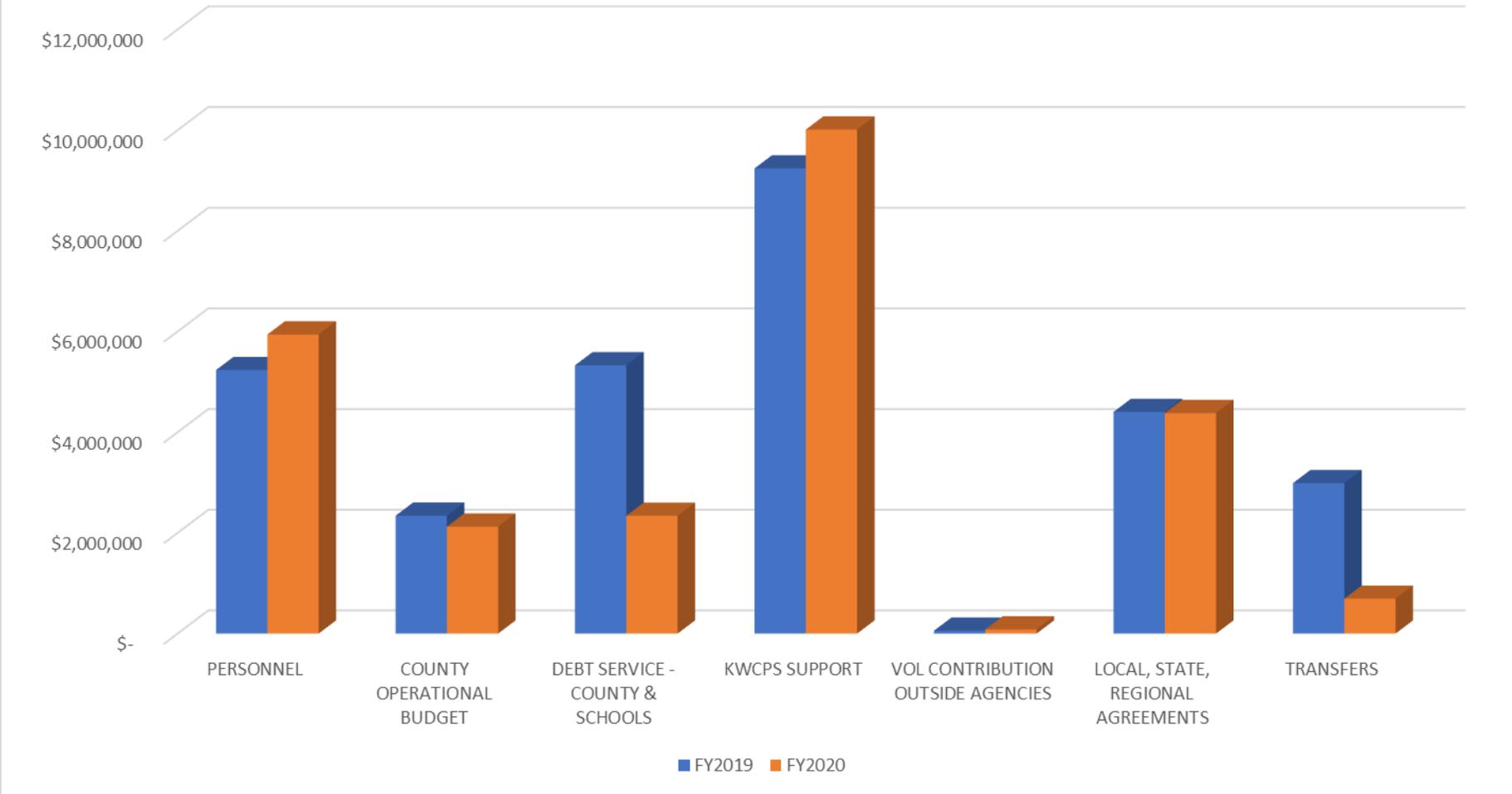
MARCH 9, 2020

BOBBIE TASSINARI, COUNTY ADMINISTRATOR

# *County Operational Funding*

- FY2019 County's Operational Funding was 7.9% of Total Budget
- FY2020 County's Operational Funding is 8.3% of Total Budget
- Operational Funding includes; reassessment costs, IT support/annual software maintenance, insurance on vehicles and buildings, telecommunications, fuel, utilities, legal services, auditing services, broadband, maintenance service contracts, repairs, janitorial supplies, postal costs, training, memberships, lease and rentals, uniforms, advertising, etc.

### GENERAL FUND - APPROPRIATED AND ACTUAL



REVENUE - FUND 100	FISCAL YEAR 2020		FISCAL YEAR 2019	
	APPR	ACTUAL TO DATE	APPR	ACTUAL
REAL PROPERTY TAXES	\$ 12,382,831.00	\$ 5,882,505.00	\$ 12,241,200.00	\$ 11,966,395.00
PUBLIC SERVICE CORP.	\$ 440,000.00	\$ 402,654.00	\$ 450,000.00	\$ 418,543.00
PERSONAL PROP TAXES	\$ 3,628,410.00	\$ 3,384,403.00	\$ 3,205,800.00	\$ 3,617,824.00
MACHINERY & TOOLS	\$ 1,716,819.00	\$ 1,893,465.00	\$ 1,648,300.00	\$ 1,721,401.00
PENALTIES & INTEREST	\$ 306,000.00	\$ 190,476.00	\$ 306,000.00	\$ 328,897.00
LOCAL SALES TAX (1%)	\$ 1,347,820.00	\$ 801,289.00	\$ 1,286,400.00	\$ 1,389,581.00
CONSUMER UTILITY TAXES	\$ 220,000.00	\$ 139,935.00	\$ 215,500.00	\$ 255,977.00
UTILITY GROSS RECEIPTS	\$ 70,000.00	\$ 26,362.00	\$ 62,000.00	\$ 50,430.00
BPOL TAXES	\$ 375,000.00	\$ 75,717.00	\$ 350,000.00	\$ 451,190.00
MOTOR VEHICLE LICENSES	\$ 415,000.00	\$ 368,993.00	\$ 412,000.00	\$ 438,319.00
BANK STOCK	\$ 104,000.00	\$ -	\$ 165,000.00	\$ 119,162.00
RECORDATION AND WILLS	\$ 205,000.00	\$ 195,756.00	\$ 165,000.00	\$ 226,000.00
MEALS TAX	\$ 420,000.00	\$ 253,542.00	\$ 439,300.00	\$ 400,794.00
ANIMAL LICENSES	\$ 5,750.00	\$ 3,775.00	\$ 5,750.00	\$ 5,772.00
LAND USE FEES	\$ 20,000.00	\$ 41,829.00	\$ 22,500.00	\$ 26,032.00
TRANSFER FEES	\$ 500.00	\$ 492.00	\$ 500.00	\$ 718.00
PERMITS & OTHER LICENSES	\$ 294,500.00	\$ 242,743.00	\$ 268,500.00	\$ 289,167.00
FINES & FORFEITURES	\$ 80,500.00	\$ 43,450.00	\$ 80,500.00	\$ 81,656.00
REVENUE FROM USE OF \$	\$ 75,000.00	\$ 87,320.00	\$ 55,000.00	\$ 137,298.00
REVENUE FROM PROPERTY	\$ 50,000.00	\$ 36,556.00	\$ 50,000.00	\$ 60,390.00
COURT COSTS	\$ 18,900.00	\$ 2,419.00	\$ 18,500.00	\$ 17,014.00
COMM. ATTY. FEES	\$ 1,250.00	\$ 833.00	\$ 1,250.00	\$ 1,961.00
CHARGES FOR LAW ENFORCEMENT	\$ 300.00	\$ 244.00	\$ 300.00	\$ 329.00
CHARGES - COMM. DEV.	\$ 750.00	\$ 355.00	\$ 750.00	\$ 1,383.00
PRIOR YR REFUNDS	\$ 3,500.00	\$ 2,552.00	\$ 5,000.00	\$ -
LOCAL REV. AGREEMENTS	\$ 400.00	\$ 3,449.00	\$ 3,900.00	\$ 21,148.00
RECOVERED COSTS	\$ 44,800.00	\$ 16,362.00	\$ 44,800.00	\$ 42,391.00
NON-CATEGORICAL AID	\$ 1,570,331.00	\$ 1,323,725.00	\$ 1,570,331.00	\$ 1,534,701.00
CONSTITUTIONAL OFFICES	\$ 1,340,085.00	\$ 632,074.00	\$ 1,303,430.00	\$ 1,287,819.00
OTHER CATEGORICAL AID	\$ 127,300.00	\$ 82,736.00	\$ 130,300.00	\$ 162,422.00
PUBLIC SAFETY	\$ 50,000.00	\$ 34,244.00	\$ 15,000.00	\$ 54,374.00
FUND TRANSFERS	\$ 260,391.00	\$ -	\$ 2,942,848.00	\$ 2,942,848.00
<b>APPR. BUDGET</b>	<b>\$ 25,575,137.00</b>		<b>\$ 27,465,659.00</b>	
<b>ACTUAL BUDGET REC'D</b>		<b>\$ 16,170,255.00</b>		<b>\$ 28,051,936.00</b>

## Fiscal Years 2020 and 2019 Revenues By Cost Category

Note: Fund Transfers category in Fiscal Year 2019 includes funding for pay off of long term debt and strategic refinancing of three long term loans.

# Fiscal Years 2020 and 2019 General Fund Appropriated and Actual Expenditures

CATEGORY	FY2019 ACTUAL EXPENDITURES	FY2020 APPROPRIATED	NOTES
<b>Personnel:</b>			
Salaries	\$ 3,769,936	\$ 4,322,243	FY2020 - Personnel were given up to a 5% merit and COLA increase. FYI - VRS Retirement, FICA are impacted with payroll increases; new staff coming onboard are younger and utilizing the family plans more so than the older employees.
Benefits	\$ 1,466,106	\$ 1,619,371	
<b>Subtotal</b>	<b>\$ 5,236,042</b>	<b>\$ 5,941,614</b>	
<b>Operational Budget</b>	<b>\$ 2,340,863</b>	<b>\$ 2,123,760</b>	FYI - All operational costs such as telecommunications, IT, insurance, fuel, service contracts, training, office supplies, Legal services, assessor services, rentals, furniture, etc.
<b>Subtotal</b>	<b>\$ 2,340,863</b>	<b>\$ 2,123,760</b>	
<b>Debt Service:</b>			
County Debt	\$ 745,967	\$ 746,986	
KWCPS Debt	\$ 4,584,275	\$ 1,593,705	FY2019 - Paid off two long term debts for Schools and refinanced three (2-Schools and 1-County) long term debt.
<b>Subtotal</b>	<b>\$ 5,330,242</b>	<b>\$ 2,340,691</b>	
<b>KWCPS Support:</b>			
Operational Support	\$ 9,135,061	\$ 10,012,161	FYI - Strictly operational support; does not include debt service or capital request.
Capital Support	\$ 105,909	\$ -	FYI - Any debt service included in School support MUST fit within constraints of Split Levy funding.
<b>Subtotal</b>	<b>\$ 9,240,970</b>	<b>\$ 10,012,161</b>	
<b>Voluntary Contribution to Outside Agencies:</b>			
Economic Development Authority	\$ 6,228	\$ 30,000	
Arts Alive	\$ 10,000	\$ 9,500	FYI - County allocates 50% and the balance is matched.
Bay Aging	\$ 7,800	\$ 7,800	
Bay Transit	\$ 25,350	\$ 26,667	FYI - Funding levels is split between King & Queen and the Town of West Point. Any changes made to this allocation impact the other parties and vice versa.
Indian River Humane Society	\$ 1,500	\$ 1,500	
KW Senior Center	\$ 1,600	\$ 1,600	
LegalAid	\$ 5,440	\$ 5,440	
<b>Subtotal</b>	<b>\$ 57,918</b>	<b>\$ 82,507</b>	

# Fiscal Years 2020 and 2019 General Fund Appropriated and Actual Expenditures

<b>Local, Regional and State Agreements:</b>			
Med-Flight Program	\$ 700	\$ 600	
Peninsula EMS Council	\$ 2,113	\$ 2,162	
Dept of Forestry	\$ 9,698	\$ 9,698	
Adult Regional Security Center	\$ 870,131	\$ 903,209	
Probation/Pre-Trial Services	\$ 12,500	\$ 20,475	
Juvenile Detention Homes	\$ 59,518	\$ 59,221	
Medical Examiner	\$ 100	\$ 300	
VPPSA	\$ 867,434	\$ 884,681	Will increase in FY2021-FY2026 due to agreement to fund portion of maintenance building currently under construction.
Three Rivers Health Department	\$ 140,000	\$ 140,000	
Middle Peninsula-Northern Neck Community Services Board	\$ 55,325	\$ 60,624	
Rappahannock Community College	\$ 7,815	\$ 8,635	
Pamunkey Regional Library	\$ 420,360	\$ 440,481	
Middle Peninsula Regional Airport	\$ 30,000	\$ 30,000	
Middle Peninsula Planning Commission	\$ 19,900	\$ 35,437	FYI - Includes more than just membership to MPPDC.
Three Rivers Soil and Water Conservation Board	\$ 5,000	\$ 5,000	
Cooperative Extension Service	\$ 23,776	\$ 41,936	FYI - On a reimbursement basis.
Hanover County Radio Support	\$ 353,069	\$ 360,859	
King William Volunteer Fire and Rescue Direct Contribution	\$ 99,436	\$ -	FY2020 - No longer an organization that runs fire and ems calls.
Mangohick Volunteer Fire and Rescue Direct Contribution	\$ 92,680	\$ 92,680	
West Point Volunteer Fire and Rescue Direct Contribution	\$ 273,840	\$ 273,840	
Walkerton Volunteer Fire Department Direct Contribution	\$ 39,320	\$ 39,320	
Mattaponi Volunteer Fire and Rescue Direct Contribution	\$ 39,320	\$ -	FY2020 - No longer funding organization.
Town of West Point Unified Tax Levy	\$ 155,310	\$ 159,969	FYI - Contract approved for 10 years.
VPA - Social Services Support	\$ 227,219	\$ 197,078	
CSA - Childrens Services Act	\$ 434,153	\$ 450,000	
Victim Witness	\$ 3,505	\$ 3,505	
VJCCCA	\$ 18,850	\$ 18,850	
Regional Animal Shelter	\$ 142,394	\$ 142,394	
<b>Subtotal</b>	<b>\$ 4,403,466</b>	<b>\$ 4,380,954</b>	
<b>Transfers:</b>			
County Capital Projects	\$ 2,990,000	\$ 693,450	FY2019 - Larger amount due to setting aside \$2M for infrastructure improvements.
<b>Subtotal</b>	<b>\$ 2,990,000</b>	<b>\$ 693,450</b>	
<b>TOTAL</b>	<b>\$ 29,599,501</b>	<b>\$ 25,575,137</b>	

# ***Fiscal Year 2020 through 2018 KWCPS Financial Support***

CATEGORY	FISCAL YEAR 2020		FISCAL YEAR 2019		FISCAL YEAR 2018	
	APPR	ACTUAL TO DATE	APPR	ACTUAL	APPR	ACTUAL
<b>KWCPS - OPERATIONS - FUND 205</b>						
KWCPS OPERATIONS						
<b>REVENUE - FUND 205</b>	\$ 26,662,546	\$ 17,418,219	\$ 23,725,980	\$ 25,902,259	\$ 23,224,944	\$ 25,180,051
<b>Revenue - Fund 205 - Other Portion</b>	\$ 112,900	\$ 157,065	\$ 127,200	\$ 200,527	\$ 118,100	\$ 146,366
<b>Revenue - Fund 205 - Local Portion (Includes States Sales Tax and Debt Service)</b>	\$ 13,891,176	\$ 8,906,044	\$ 13,370,335	\$ 13,459,398	\$ 13,219,816	\$ 13,069,271
<b>Revenue - Fund 205 - State Portion</b>	\$ 11,701,880	\$ 7,166,657	\$ 11,187,920	\$ 11,413,198	\$ 10,950,650	\$ 11,088,630
<b>Revenue - Fund 205 - Federal Portion</b>	\$ 956,590	\$ 1,188,454	\$ 957,230	\$ 829,135	\$ 894,760	\$ 875,785
KWCPS OPERATIONS						
<b>EXPENDITURES - FUND 205</b>	\$ 26,670,406	\$ 13,582,805	\$ 23,725,980	\$ 25,837,257	\$ 23,224,944	\$ 25,180,051

***FY2020 – KWCPS Operational Support \$10,012,161 + Debt Service \$1,593,705 + Share of Tax Sales Tax \$2,285,310***

# *Split Levy Impact to KWCPS Funding*

- Legislation cites no TWP funding for Real Properties be allocated to KWCPS financial support.
- Split Levy funding dollars available to KWCPS must cover operational needs, capital needs and annual debt service.
- Legislation dictates revenue categories; such as BPOL, Local Sales Tax, etc. that may be used for funding without impact to TWP.
- If County provides other funds (outside of split levy revenue) in support of KWCPS, then a proportional payment calculated from the total amount is required to be paid to the TWP.
- Projected revenue numbers are generated through historical trends, COR input, State reports, etc.
- Board of Supervisors appropriates through the budget process funding levels from all applicable revenue categories for KWCPS annually.
- Appropriation means “up to”. If revenue is collected at a lower level than expected, KWCPS receives collected amount. If revenue is collected at a higher level (except Real Properties) than expected, KWCPS still receives appropriated amount.
- At year-end County staff reconcile the Split Levy revenue to ensure KWCPS receives their correct share of the revenue received and the TWP is not owed any monies.
- This information is shared with TWP, KWCPS and Board of Supervisors in October of each year. Any funds due to KWCPS are identified as Restricted General Fund dollars and included in the CAFR Report.
- These Restricted General Fund monies are available for KWCPS operational and capital needs. Request must be made to the Board of Supervisors to expend these funds.

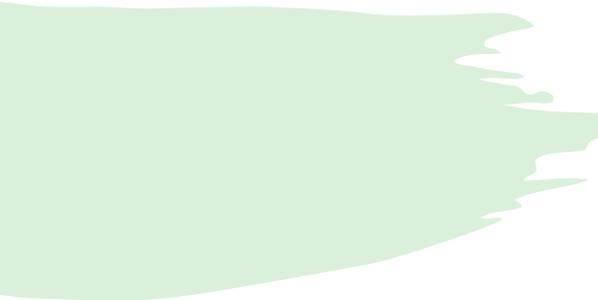
# *County and KWCPS Debt Service*

- **County Debt:**

- County has six (6) outstanding loans
- County refinanced three (3) including Schools in FY 2018-2019
- County will pay off –
  - Sona Bank in FY24
  - Series 2012 in FY 26
  - Series 2002 in FY29
  - BOA Lease in FY30
  - Series 2006C in FY30
  - Series 2017B in FY33

- **KWCPS Debt:**

- Schools have six (6) outstanding loans
- County paid off two School loans early in FY2019
- School will pay off -
  - Series 2003 in FY24
  - Series 2004A in FY25
  - Series 2010 in FY27
  - Series 2013 in FY30
  - Series 2017B in FY33
  - Series 2017 in FY38



# ***Needs Critical To Improving Business Processes***

- Financial Software System Replacement
- Assessors Software System Replacement
- CivicClerk platform for Boards and Commissions
- County website Upgrade
- Tough Books for Patrol Cars
- Next Gen 9-1-1 Fiber and Equipment (VITA and AT&T)
- Radio Units Replacement Schedule
- Radio Coverage Project Contracts with Cell Towers



# ***Maintenance of Existing Business Processes***

- Master Utility Plan
- Classification and Compensation Review
- Financial Policies to Guide Staff and Future Boards
- Ordinances (ALL) Updated
- Updating of Comprehensive Plan
- Emergency Operations Plan

FY2020 Constitutional Officers & General Registrar			
Salaries and Support			
	Current Reimbursable Compensation Board Salary Allocation	County Supplement to Salary	Current Base Salary
Commissioner of Revenue	\$71,578	10,544	\$82,122
Staff	\$17,465	91,700	\$109,165
Department Total	\$89,043	\$102,244	\$191,287
Commonwealth's Attorney	\$125,563	6,279	\$131,842
Staff	\$27,558	16,992	\$44,550
Department Total	\$153,121	\$23,271	\$176,392
Treasurer	\$69,078	13,044	\$82,122
Staff	\$16,265	95,896	\$112,161
Department Total	\$85,343	\$108,939	\$194,282

\*Salary only - Does not include Fringe Benefits

**FY2020 Constitutional Officers & General Registrar**

**Salaries and Support**

	<b>Current Reimbursable Compensation Board Salary Allocation</b>	<b>County Supplement to Salary</b>	<b>Current Base Salary</b>
Clerk of Court	\$99,699	4,985	\$104,684
Staff	\$88,299	61,070	\$149,369
<b>Department Total</b>	<b>\$187,998</b>	<b>\$66,055</b>	<b>\$254,053</b>
Sheriff's Office	\$88,056	20,000	\$108,056
Staff	\$616,001	\$171,463	\$787,464
<b>Department Total</b>	<b>\$704,057</b>	<b>\$191,463</b>	<b>\$895,520</b>

\*Salary only - Does not include Fringe Benefits

FY2020 Constitutional Officers & General Registrar

Salaries and Support

	Department of Elections Reimbursement	County Supplement to Salary	Base Salary
General Registrar	\$34,479	\$15,634	\$50,113
Electoral Board	\$4,647	\$1,992	\$6,639
Department Total	\$39,127	\$17,626	\$56,752
TOTAL Constitutional Officers & General Registrar Salaries	\$1,258,688	\$509,598	\$1,768,286

\*Salary only - Does not include Fringe Benefits

FY 2021 Budget Department Staffing Requests

<u>DEPARTMENT</u>	<u>POSITION REQUESTED</u>	<u>PROPOSED SALARY</u>	<u>JUSTIFICATION</u>
Finance	Fiscal Assistant	\$ 32,000	Full time Fiscal Assistant to assist with finance department daily tasks (i.e. Revenue transmittals to Treasurers Office, data input, support for general tasks within Finance department, assist other departments with Pcard program)
Information Technology	Technical Support Specialist	\$ 33,000	Full time position to assist with daily help desk tickets, upgrades and assist with the numerous IT related projects (Financial software, Assessor software, Motorola, 911 Enhancement, Best Practices Policies)
Parks & Recreation	Recreation Assistant Manager	\$ 40,772	Full time position to assist the Recreation Manager and provide additional support for anticipated additional classes and programs
Commissioner of Revenue	Deputy Commissioner	\$ 36,000	Addition of (1) Full time Deputy position with a focus on Land Use and additional support to COR office to maximize revenues

FY 2021 Budget Department Staffing Requests

<u>DEPARTMENT</u>	<u>POSITION REQUESTED</u>	<u>PROPOSED SALARY</u>	<u>JUSTIFICATION</u>
Regional Animal Shelter	Assistant Manager	\$ 40,772	Full time position to assist the Animal Shelter Manager in the efficient and effective daily operation of the Regional Animal Shelter, a 365 day a year operation with 7 employees
Planning	Planning Technician	\$ 34,233	Full time position to be funded from the fees generated by Solar project
General Properties	Maintenance Assistant Manager	\$ 40,772	Full time position to assist with daily tasks and delegating tasks to staff for the General Properties projects
General Properties	Custodian	\$ 21,500	Addition of (1) Full Time Custodian to support additional property custodial needs
Sheriff's Office	Deputy Sheriff	\$42,500 x 4= \$ 170,000	Addition of (4) Full time Deputies to provide support for additional court dates each month and coverage for expected development of several new residential areas

FY 2021 Budget Department Staffing Requests

<u>DEPARTMENT</u>	<u>POSITION REQUESTED</u>	<u>PROPOSED SALARY</u>	<u>JUSTIFICATION</u>
Fire & EMS	Fire Fighter Medic	\$46,500 x 3 = \$ 139,500	Addition of (3) Full Time Fire/Medics to provide support for the county's increase in fire/medical 911 calls and the expected increase with the influx of new commercial and residential development.
Fire & EMS	Administration Assistant	\$ 34,000	Full time position to provide support to department administrative staff with paperwork, and maintaining up to date records on employees/department for required certification for state and federal compliance
Fire & EMS	Battalion Chief	\$ 65,000	Full time position to have a command officer to back fill in the absence of Fire Chief. Position will facilitate the administrative/operational information between the Fire Chief and the operations staff to provide a span of control to management services having a positive impact on the service provided to the citizens.

**MINUTES  
KING WILLIAM COUNTY  
BOARD OF SUPERVISORS  
SPECIAL EMERGENCY MEETING OF MARCH 26, 2020**

A special emergency meeting of the Board of Supervisors of King William County, Virginia, was held on the 26<sup>th</sup> day of March, 2020, beginning at 2:30 p.m. in the Board Meeting Room of the County Administration Building via GoToMeeting.

**CALL TO ORDER**

Chairman Greenwood called the meeting to order.

**ROLL CALL**

The members were polled:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**EMERGENCY MATTERS**

**a. Ordinance 02-20 An Ordinance of the Board of Supervisors of the County of King William, Virginia, Instituting Emergency Procedures to Ensure Continuity of the County Government in Response to COVID-19 Disaster**

County Administrator, Bobbie Tassinari, presented Ordinance 02-20 to provide for methods to assure continuity in its government in the event of a disaster such as that created by the spread of COVID-19.

Upon motion of Supervisor Hodges, second by Supervisor Moskalski, Ordinance 02-20 was approved by the following roll call vote:

Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**ORDINANCE 02-20**

**AN ORDINANCE OF THE BOARD OF SUPERVISORS OF THE COUNTY OF KING WILLIAM,  
VIRGINIA, INSTITUTING EMERGENCY PROCEDURES  
TO ENSURE CONTINUITY OF THE COUNTY GOVERNMENT  
IN RESPONSE TO COVID-19 DISASTER**

**WHEREAS**, on January 31, 2020, the United States Health and Human Services Secretary declared a public health emergency for the entire United States to aid the healthcare community in responding to the novel coronavirus or "COVID-19"; and

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic; and

**WHEREAS**, on March 12, 2020, by Executive Order No. 51, Governor Ralph S. Northam declared a state of emergency in the Commonwealth of Virginia due to the spread of the COVID-19 virus, and declared the anticipated effects of COVID-19 to be a disaster within the meaning of Virginia Code Section 44-146.16; and

**WHEREAS**, on March 13, 2020, the President of the United States found and proclaimed that the COVID-19 outbreak in the United States constitutes a national emergency, beginning March 1, 2020; and

**WHEREAS**, on March 18, 2020, the County's Director of Emergency Management issued, pursuant to Virginia Code Section 44-146.14, a Declaration of Emergency in the County due to the spread of COVID-19; and

**WHEREAS**, the Board confirmed or ratified the local Declaration of Emergency on March 26, 2020 and it continues in effect; and

**WHEREAS**, on March 17, 2020, Governor Northam, jointly with the Virginia State Health Commissioner, declared a continuing public health emergency in Virginia resulting from the spread of COVID-19 virus, and imposed stringent measures to combat the spread of COVID-19, including restricting the number of persons permitted to gather in certain public spaces to 10 persons or less; and

**WHEREAS**, the Board of Supervisors understands and acknowledges that the public health threat posed by COVID-19 constitutes a real and substantial danger to persons in the County of King William; that the limitations on physical assembly of persons are urgently necessary to protect the public health; and that the Board of Supervisors and other County boards, commissions, committees, authorities and other public bodies must conduct themselves accordingly; and

**WHEREAS**, compliance with the limitations on physical assembly occasioned by the COVID-19 public health crisis makes it difficult or impossible for the Board and other public bodies to safely physically assemble to conduct meetings and hold public hearings in accordance with ordinarily applicable procedures; and

**WHEREAS**, Virginia Code Section 15.2-1413 authorizes any locality, by ordinance, to provide for methods to assure continuity in its government in the event of a disaster such as that created by the spread of COVID-19.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Supervisors of the County of King William, Virginia:

1. That, in accordance with Virginia Code Section 15.2-1413, the following emergency procedures are hereby instituted to ensure continuity of government during the pendency of the COVID-19 disaster:
  - a. Any process, procedure, matter or transaction which typically allows for the physical presence of the public in a county building that has been declared or in the future is declared to be closed to the public during the pendency of the Emergency Declaration is hereby suspended unless conducted in accordance with this ordinance or other provision of law.
  - b. The County Administrator is authorized to take actions objectively reasonable and necessary in the public interest to alter schedules, arrange for alternative procedures consistent with this ordinance, provide programming and services, pay bills, engage contractors, hire employees, set and manage a succession plan effective in the event of unavailability of staff, adjust administrative processes and procedures in light of the disaster, all in keeping with the U.S. Centers for Disease Control and Virginia Department of Health guidance/directives, and consistent with State and Local Declarations of Emergency and other directives and law.
  - c. Meetings required, and agenda items scheduled or proposed to be considered by the Board of Supervisors and other county boards, commissions, committees, authorities and other public bodies, for the duration of the local COVID-19 emergency but not to exceed six (6) months, are deemed continued and extensions therefor are hereby ordered if the body does not meet as permitted herein or in other applicable law and take action during that time, including those items for which applicable law requires an affirmative action to be taken within a particular time and failure to act is deemed approval.

- d. Meetings of the Board of Supervisors and other county boards, commissions, committees, authorities and other public bodies may be held through electronic communication means with a quorum of members participating but without a need for a quorum of members physically present in a single location, in accordance with the provisions of Virginia Code Section 2.2-3708.2(A)(3), including the public notice requirements, and at such a meeting may consider any item of business which the public body deems essential or is appropriate for the continuity of the work of the public body.
  - e. Such meetings may be held without permitting members of the public to be physically present in a single location or in the same physical location as any of the public body members, so long as alternative arrangements for public access to such meetings are made. Such alternative public access may be electronic, including but not limited to audio, telephonic, or video broadcast.
  - f. For any matter considered by the Board or other county public body during the pendency of the local emergency which typically require open doors, public attendance, or public participation by law, such requirements are hereby altered and may be met by electronic, telephonic, and/or written means by the body, which may meet electronically or in person or in some combination thereof as circumstances may permit.
  - g. For any matter so considered also requiring public comment or hearing, such will be allowed, solicited or received by the body by electronic, telephonic, and/or written means prior to the vote on such matter. All such comments will be heard by or provided to the members of the body and made a part of the record of such meeting.
  - h. Notices of meetings will be provided by email directly to those who have elected in writing in the previous calendar year to receive such notices under the Virginia Freedom of Information Act, and if practicable, will also be provided on the county website and by other means selected by the County Administrator. To the extent practicable, notices will also be provided as provided by general law.
2. That the provisions in Section 1 of this Ordinance shall be in effect until repealed by this Board or expiration of a period not exceeding six months from the adoption hereof, whichever comes first. This Ordinance may be amended as provided herein or by general law. Upon repeal or expiration of this Ordinance, the matters referenced herein shall resume operation in accordance with normal practices and procedures.

3. This ordinance shall be effective upon adoption.

**b. Resolution 20-20 Resolution to Confirm the County Administrator's Declaration of Local Emergency Due to COVID-19**

County Administrator, Bobbie Tassinari, presented Resolution 20-20 confirming the Declaration of Local Emergency issued by the County Administrator in her capacity as the County Director of Emergency Management on March 18, 2020.

Upon motion of Supervisor Moren, second by Supervisor Hodges, Resolution 20-20 was approved by the following roll call vote:

Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

**RESOLUTION 20-20**

**RESOLUTION TO CONFIRM THE COUNTY ADMINISTRATOR'S  
DECLARATION OF LOCAL EMERGENCY DUE TO COVID-19**

**WHEREAS**, Code of Virginia § 44-146.21 provides that “in the event the governing body cannot convene due to a disaster or other exigent circumstances, the local (King William County) director of emergency services . . . may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first;” and

**WHEREAS**, in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Code of Virginia § 44-146.13 *et seq.*, as amended) the King William County Board of Supervisors appointed the County Administrator as Director of Emergency Management;

**WHEREAS**, by virtue of the authority vested in her by § 44-146.21, the County Administrator, as the County’s Director of Emergency Management, issued a Declaration of Local Emergency on March 18, 2020 in response to the imminent threat and danger to public health posed by the novel coronavirus, designated as COVID-19.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF KING WILLIAM, VIRGINIA,** that, pursuant to § 44-146.21 of the Code of Virginia, as amended, the Board hereby confirms the Declaration of Local Emergency issued by the County Administrator in her capacity as the County Director of Emergency Management on March 18, 2020, a copy of which is attached hereto as Exhibit A and incorporated herein by reference.

**c. Update on FY2021**

County Administrator, Bobbie Tassinari, presented the revised budget presentation for FY2021.

*\*See addendum A.\**

**ADIURN**

Upon motion of Supervisor Hodges, second by Supervisor Moskalski, the meeting was adjourned by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr.	Aye
Supervisor, 5th District: Edwin H. Moren, Jr.	Aye
Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman	Aye
Supervisor, 3rd District: William L. Hodges	Aye
Supervisor, 1st District: Stephen K. Greenwood - Chairman	Aye

COPY TESTE:

---

Stephen K. Greenwood, Chairman  
Board of Supervisors

---

Olivia S. Lawrence  
Deputy Clerk to the Board



\*Addendum A\*

March 26, 2020

**Bobbie H. Tassinari**  
County Administrator

# FY 2021 County Administrator **Revised** Recommended Budget



# UPDATE TO THE FY 2021 BUDGET BY THE COUNTY ADMINISTRATOR

The County budget process started in November 2019 and is finalized by the Board of Supervisors in April of the following year. Therefore, the budget for the next fiscal year is developed over a six-month period. As we have seen over the past month, circumstances can change, and sometimes very rapidly, that may impact the recommendation made by the County Administrator and final decision by the Board of Supervisors. The budget addressed within this presentation has been **revised** by the County Administrator in response to the changing economic climate.

Virginia Code requires the County hold public hearings on the proposed tax levy rate and proposed budget. County staff will provide access through a meeting platform to be disclosed, requesting input via phone and e-mail and other means of communication once identified.

The specific changes to the revised budget include a reduced expectation of revenue to fund operations. The revised budget also includes no new staff or merit increases, limited capital expenditures, and a reduction to school operational funds. The intent was to mitigate where possible but continue to provide the services our citizens have come to expect.

# ACCOMPLISHMENTS

- Contracted with Motorola to move forward with the Radio Coverage Upgrade Project and acquired funding for project from Bank of America
- Performed a comprehensive Classification and Compensation Review of the County's personnel structure
- Finalized the Next Gen 9-1-1 project funding and contractual support with VITA and AT&T
- Purchased two key properties on Hwy. 360 – Station One and 360 Complex with vacant lot between
- Reduced the Real Property Tax Rate from \$0.88 to \$0.86/100
- Implemented the revision of Zoning Ordinances in preparation of updating the County Comprehensive Plan in Summer 2020
- Updated Fee Schedules for Building Inspections, Regional Animal Shelter, and Parks and Recreation departments
- Contracted with new legal counsel (Sands Anderson) for County support
- Added three (3) Fire Medic positions to County's Fire & EMS Department bringing total of full-time Medics to nine (9)



# GROWTH IN THE COUNTY

## BUSINESS LICENSES

Year Ending 2019

- New Business Licenses Issued – 1,031
- Year 2020 (3<sup>rd</sup> month)
  - New Business Licenses Issued - 566

## PLANNING & BUILDING INSPECTIONS

Year Ending 2019 – 4,069

Year 2020 (2 months) – 756

## PERMITS ISSUED

Year Ending 2019

- Permits Issued for Building Commercial – 17
- Permits Issued for Building Residential – 120
- Year 2020 – Second Month
  - Permits Issued for Building Commercial – 3
  - Permits Issued for Building Residential - 14

# FY 2020 BENEFITS HIGHLIGHTS

- Health insurance costs reflect a 4.8% increase in FY 2021
  - FY2018 3.2%                      FY2019 9.1%                      FY2020 0.0%
- Virginia Retirement System (VRS) costs dropped to 8.09% from 8.484%
- Group Life Insurance costs increased to 0.0134% from 0.0131%
- Worker's Compensation experience modifier decreased from 1.1% to 1%

# FY 21 CAPITAL IMPROVEMENTS

○ Fire & EMS (1)	\$ 30,000
○ Fire & EMS Grant Match	\$ 50,000
○ Information Technology Equipment	\$ 25,000
○ Sheriffs Office – Mobile Computers	\$ 130,000
○ Deferred Maintenance Program	\$ 20,000
○ Renovate 360 Complex (State and Local \$)	\$ 130,000
○ Radio Coverage Upgrade Project (Funded via BOA)	<u>\$4,517,800</u>

**\$4,902,800**

# FY 2021 REVENUE PROJECTIONS

## PROJECTED GENERAL FUND REVENUE SUMMARY FY 2021 COUNTY ADMINISTRATOR RECOMMENDED BUDGET

DESCRIPTION	FY 2020 ADOPTED BUDGET	FY 2021 RECOMMENDED	FY2020 TO FY 2021 PERCENTAGE CHANGE
GENERAL PROPERTY TAXES	\$ 18,474,060	\$ 18,941,725	2.5%
OTHER LOCAL TAXES	\$ 3,156,820	\$ 3,212,502	1.8%
PERMITS, FEES AND LICENSESE	\$ 320,750	\$ 307,500	4.1%
FINES & FORFEITURES	\$ 80,500	\$ 75,000	-7.1%
REVENUE - USE OF MONEY/PROPERTY	\$ 125,000	\$ 160,000	28.0%
CHARGES FOR SERVICES	\$ 21,200	\$ 12,500	-70.0%
MISCELLANEOUS REVENUE	\$ 3,900	\$ 11,500	200.0%
RECOVERED COSTS	\$ 44,800	\$ 44,800	0.0%
SHARED EXPENSES (CATEGORICAL)	\$ 1,340,085	\$ 1,370,885	2.2%
NON-CATEGORICAL AID	\$ 1,570,331	\$ 1,534,631	-2.4%
CATEGORICAL AID	\$ 177,300	\$ 182,300	2.8%
OTHER FINANCIAL SOURCES	\$ 260,391	\$ -	-100.0%
<b>TOTAL</b>	<b>\$ 25,575,137</b>	<b>\$ 25,853,343</b>	

# FY 2021 EXPENDITURE PROJECTIONS

## PROJECTED GENERAL FUND EXPENDITURE SUMMARY FY 2021 COUNTY ADMINISTRATOR RECOMMENDED BUDGET

DESCRIPTION	FY 2020 ADOPTED BUDGET	FY 2021 RECOMMENDED	FY2020 TO FY 2021 PERCENTAGE CHANGE
GENERAL GOVERNMENT	\$ 1,771,108	\$ 2,018,608	13.9%
JUDICIAL ADMINISTRATION	\$ 713,189	\$ 726,551	2.0%
PUBLIC SAFETY	\$ 5,195,863	\$ 5,881,300	13.2%
PUBLIC WORKS	\$ 1,601,304	\$ 1,715,646	7.1%
HEALTH & WELFARE	\$ 248,631	\$ 248,898	0.0%
PARKS, RECREATIONAL & CULTURAL	\$ 697,688	\$ 624,190	-12.0%
COMMUNITY DEVELOPMENT	\$ 801,388	\$ 757,679	-5.6%
EDUCATION (Operational Only)	\$ 10,012,161	\$ 9,549,802	-4.8%
MISCELLANEOUS	\$ 1,499,665	\$ 1,380,098	-8.5%
CAPITAL/DEBT SERVICE (County & KWCPD Debt)	\$ 3,034,140	\$ 2,950,571	-2.9%
<b>TOTAL</b>	<b>\$ 25,575,137</b>	<b>\$ 25,853,343</b>	

# FY 2021 KWCPS OPERATIONAL AND CAPITAL REQUEST

Description	Requested 3/11/2020	Recommended 3/26/2020	Funding Source
Permanent Substitutes - Two Positions Assigned To Each Building = Total Eight Positions	\$ 161,920	\$ -	Existing School Operational Funding
School-Within-A-School (HHMS)	\$ 30,459	\$ -	General Fund
Full-Time Social Worker Position	\$ 84,317	\$ -	General Fund
Part-Time Accounts Payable Assistant	\$ 23,415	\$ -	Existing School Operational Funding
Salary Raises of 3% for all Staff (Projected overall State and Local Contribution \$576,000)	\$ 234,729	\$ -	General Fund
Transportation Incentive Program	\$ 5,000	\$ -	General Fund
VRS Employer Contribution Increase (15.68% to \$16.62%)	\$ 200,000	\$ -	General Fund
Self-Insured Health Coverage Increase of 5%	\$ 171,300	\$ -	Existing School Operational Funding
<b>TOTAL</b>	<b>\$ 911,140</b>	<b>\$ -</b>	
Capital Requests (Summary)	\$ 1,923,340	\$ 303,198	Restricted General Fund Balance

# Things to Consider as we Move Forward in the Budget Process

- School funding is dependent upon the parameters of the Split Levy and may require use of the Restricted General Fund balance to address the Schools capital needs.
- Reassessment is underway and residential assessment values are anticipated to increase by 20%, land values remaining level, commercial assessment values are expected to increase between 5-10%.
- There is no recommendation within the proposed budget for tax rate changes in Calendar Year 2020.
- Grants are being applied for to help offset Capital expenses so matching dollars has been included in anticipation of receiving the grant award. If the grant is not forthcoming within FY2021 the funds will roll forward to be available as match in the next fiscal year.

# GENERAL FUND BALANCE

- The General Fund Balance provides two purposes:
  - An opportunity for the County to reinvest back into the community without taking on additional long term debt
  - Allows a balance to be available as revenues are collected at varying times throughout the fiscal year though expenditures are consistent throughout the year
- The Government Finance Officers Association (GFOA) recommends as a reserve **no less** than 2 months of regular general fund operating revenues or regular general fund operating expenditures.
- Financial Policies are being developed by the Director of Finance to formalize the Board's decision on General Fund Unassigned Balance levels as well as other critical financial policy topics.

# FUND BALANCE TYPE

- Non-spendable Fund Balance – Amounts required to remain intact such as pre-pays. Reflected as \$60,067 in 2019 CAFR.
- Restricted Fund Balance – Amounts constrained to specific purposes; i.e. reconciliation of Split Levy, Debt Service and Capital Projects. Reflected as \$5,177,731 in 2019 CAFR.
- Unassigned Fund Balance – Amounts in governmental funds and the residual balance of the General Fund. Reflected as \$6,119,501 in 2019 CAFR.
- Committed/Assigned Fund Balance – Amounts dedicated to specific purposes by the Board of Supervisors. These include School operations and capital projects, RAS, Four-for-Life, Fire Programs, Water Utility, Recreation programs, and EMS billing. Reflected as \$890,470 in 2019 CAFR.

**TOTAL FUND BALANCE:**  
**\$7,680,656**

# IMPORTANT DATES

- April 6 – Budget and Tax Rate Public Hearing (7:00 PM – Board Room)
- April 13 – Budget Work Session Meeting (7:00 PM – Board Room)
- April 17 – Budget Work Session Meeting (9:00 AM – 4:00 PM – Board Room)
- April 27 – Adoption of FY2021 Budget (7:00 PM – Board Room)

**Thank You**

## AGENDA ITEM 7.b.



Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: March 10, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
SUBJECT: Monthly Expenditures  
February 2020

County Expenditures are as follows:

County Administration Funds	1,372,158.22
Department of Social Services	98,210.92
Comprehensive Services Act	70,613.23
Tax Refunds	-

Total County Administration, Social Services,  
CSA & Tax Refunds Amount:

1,540,982.37



Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 6, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
SUBJECT: Monthly Expenditures  
March 2020

County Expenditures are as follows:

County Administration Funds	1,423,165.85
Department of Social Services	109,302.15
Comprehensive Services Act	65,473.30
Tax Refunds	-

Total County Administration, Social Services,  
CSA & Tax Refunds Amount:

1,597,941.30

## AGENDA ITEM 7.c.

**KING WILLIAM COUNTY, VIRGINIA  
REFUND SHEET**

Date: 03/10/2020

Name: George William Drummond Hersey

Address: 4130 Regency Dr

Saluda, VA

Reason: Taxpayer Moved to Gloucester County in 2016

Tax Corrected	Subject of Taxation	Year	Value		Rate	Refund
			Value	Overassessed		
Personal Property	2014 Kencraft Boat	2017	\$11,120.00	\$11,120.00	\$1.65	\$183.48
Personal Property	2014 Kencraft Boat	2018	\$10,000.00	\$10,000.00	\$1.65	\$165.00
<b>Total Refund</b>						<b>348.61</b>

*Sally W. Ferguson*  
Commissioner of the Revenue

Board of Supervisors  
*Andrew R. Whitlock*  
County Attorney

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE BALANCEMENT OF TAXES)

THE MEMORANDUM MUST BE PREPARED BY COMMISSIONER OF THE REVENUE. ONE COPY MUST BE DELIVERED TO THE COUNTY OR CITY TREASURER OR CITY COLLECTOR, ONE COPY TO TAXPAYER AND ONE COPY MUST BE RETAINED BY THE COMMISSIONER.

HERSEY GEORGE WILLIAM DRUMMOND

COUNTY OF KING WILLIAM  
DIST: TOWN

4130 REGENCY DR  
SALUDA, VA

23149

DATE 3/02/2020

2014  
KENCRAFT  
OPEN

MO. TAXED:  
START DATE: 1/01/2018  
END DATE: 12/31/2018

KCMK16190314  
BILL NUMBER : 118440001  
ACCOUNT# / SEQ# : 31473 19

ORIGINAL ASSESSMENT	SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
PP		2018	1155	6	\$10,008	\$165.13	\$ .00	\$165.13
ABATEMENT		2018	1155	6	\$10,008	\$165.13	\$ .00	\$165.13
CORRECTED ASSESSMENT		2018	1155	6	\$0	\$ .00	\$ .00	\$ .00

REASON: MOVED TO GLOUCESTER COUNTY IN 2016 PER DOCUMENTATION BP

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

*Credit \$165.13  
Pd 2/14/19*

\* This may not reflect your total tax - Please contact the Treasurer's Office (804) 769-4930

COMMONWEALTH OF VIRGINIA

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE (STATEMENT OF TAXES)

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HERSEY GEORGE WILLIAM DRUMMOND

COUNTY OF KING WILLIAM  
DIST: TOWN

4130 REGENCY DR  
SALUDA, VA

23149

DATE 3/02/2020

2014  
KENCRAFT  
OPEN

NO. TAXED:  
START DATE: 1/01/2017  
END DATE: 12/31/2017

KCMK1619J314  
BILL NUMBER : 116510001  
ACCOUNT# / SEQ# : 31473 19

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALDE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2017	1136	7	\$11,120	\$183.48	\$ .00	\$183.48
ABATEMENT	2017	1136	7	\$11,120	\$183.48	\$ .00	\$183.48
CORRECTED ASSESSMENT	2017	1136	7	\$0	\$ .00	\$ .00	\$ .00

REASON: MOVED TO GLOUCESTER COUNTY IN 2016  
PER DOCUMENTATION BY

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

\* This may not reflect your total tax - Please contact the Treasurer's Office (804) 769-4930

*Credit*  
*\$183.48*  
~~*PAID 10/23/17*~~

SEARCH BY ACCT

Options: X=Select P=Print

X Dept	Ticket No.	FRQ	Name	Acct	Balance
- PP2016	00111050004	001	HERSEY GEORGE WILLIA	000031473	
- PP2016	00111050005	001	HERSEY GEORGE WILLIA	000031473	
- PP2016	00111050006	001	HERSEY GEORGE WILLIA	000031473	
- PP2016	00111050007	001	HERSEY GEORGE WILLIA	000031473	
- PP2017	00116510001	001	HERSEY GEORGE WILLIA	000031473	183.48-
- PP2018	00118440001	001	HERSEY GEORGE WILLIA	000031473	165.13-
- PP2019	00121030001	001	HERSEY GEORGE WILLIA	000031473	

Position To: \_\_\_\_\_

Search Total: Bottom  
\$348.61

F3=Exit      F18=Show Desc.      F19=Show Acct      F20=Show Soc#      F12=Cancel  
 F21=Command Line

**RESOLUTION 20-13**

**A RESOLUTION DIRECTING THE  
TREASURER OF KING WILLIAM COUNTY  
TO ISSUE A PROPERTY TAX REFUND  
DUE TO AN ERRONEOUS PERSONAL PROPERTY ASSESSMENT**

1  
2  
3  
4  
5  
6  
7       **WHEREAS**, the Commissioner of the Revenue has determined an erroneous tax  
8 assessment has been made on certain property standing in the name of George Hersey and  
9 certified the same to this Board; and

10       **WHEREAS**, the Commissioner of the Revenue has determined that the taxpayer paid  
11 all taxes due on the erroneous assessment and is entitled to a refund of excess taxes paid for  
12 the years 2017 and 2018 in the amount of \$348.61, together with interest, and such refund  
13 has been consented to by the County Attorney, all as provided for in Section 58.1-3981 of the  
14 Code of Virginia; and

15       **WHEREAS**, the Board is required to direct the Treasurer to issue a property tax  
16 refund together with the appropriate amount of interest calculated to the time of refund on  
17 the overpayment;

18       **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of King William County  
19 this 23rd day of March, 2020, directs the Treasurer to issue a refund of \$348.61, together  
20 with interest to the time of refund, calculated in accordance with law, to the taxpayer(s)  
21 paying the same.

## AGENDA ITEM 7.d.

**KING WILLIAM COUNTY, VIRGINIA  
REFUND SHEET**

Date: 03/10/2020  
 Name: Richard L. & Katherine George

Address: 911 Mt. Olive Cohoke Rd  
King William, VA 23086

Reason: Qualifies for Disabled Veterans Tax Relief Effective 12/1/2012

Tax Corrected	Subject of Taxation	Year	Value	Value Overassessed	Rate	Refund
Real Estate	44-31A	2015	\$50,200.00	\$47,800.00	\$.94	\$449.32
Real Estate	44-31A	2016	\$50,200.00	\$47,800.00	\$.92	\$439.76
Real Estate	44-31A	2017	\$50,200.00	\$47,800.00	\$.90	\$430.20
Real Estate	44-31A	2018	\$50,200.00	\$47,800.00	\$.88	\$420.64
Real Estate	44-31A	2019	\$50,200.00	\$47,800.00	\$.86	\$411.08
<b>Total Refund</b>						<b>\$2,151.00</b>

*Sally W. Pearson*  
 Commissioner of the Revenue

Board of Supervisors  
*Andrew R. Mitchell*  
 County Attorney

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

(COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE ABATEMENT OF TAXES)

THE MEMORANDUM MUST BE PREPARED BY COMMISSIONER OF THE REVENUE. ONE COPY MUST BE DELIVERED TO THE COUNTY OR CITY TREASURER OR CITY COLLECTOR, ONE COPY TO TAXPAYER AND ONE COPY MUST BE RETAINED BY THE COMMISSIONER.

GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACQUINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25510001  
ACCOUNT# / SEQ# : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44 31A

ORIGINAL ASSESSMENT	ABATEMENT	CORRECTED ASSESSMENT	SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
			RE	2015	256	1	\$50,200	\$235.94	\$ .00	\$235.94
				2015	256	1	\$0	\$224.66	\$ .00	\$224.66
				2015	256	1	\$50,200	\$11.28	\$ .00	\$11.28

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BF

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

\* This may not reflect your total tax - Please contact the Treasurer's Office (804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

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GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACQUINTON

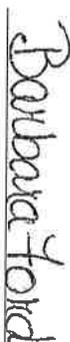
911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25510002  
ACCOUNT# / SEQ# : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2015	256	1	\$50,200	\$235.94	\$ .00	\$235.94
ABATEMENT	2015	256	1	\$0	\$224.66	\$ .00	\$224.66
CORRECTED ASSESSMENT	2015	256	1	\$50,200	\$11.28	\$ .00	\$11.28

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BF

  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

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MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

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GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACOQUINTON

911 WT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25670001  
ACCOUNT# / SEQ#: 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2016	257	7	\$50,200	\$230.92	\$ .00	\$230.92
ABATEMENT	2016	257	7	\$0	\$219.88	\$ .00	\$219.88
CORRECTED ASSESSMENT	2016	257	7	\$50,200	\$11.04	\$ .00	\$11.04

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BF

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

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(804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

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GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACQUINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25670002  
ACCOUNT# / SEQ# : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.	
ORIGINAL ASSESSMENT	RE	2016	257	7	\$50,200	\$230.92	\$ .00	\$230.92
ABATEMENT		2016	257	7	\$0	\$219.88	\$ .00	\$219.88
CORRECTED ASSESSMENT		2016	257	7	\$50,200	\$11.04	\$ .00	\$11.04

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BP

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

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(804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

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GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACCOINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25788001  
ACCOUNT# / SECH : 2221

23086

DATE 3/10/2020

REAL ESTATE

MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2017	258	8	\$50,200	\$225.90	\$ .00	\$225.90
ABATEMENT	2017	258	8	\$0	\$215.10	\$ .00	\$215.10
CORRECTED ASSESSMENT	2017	258	8	\$50,200	\$10.80	\$ .00	\$10.80

REASON: QUALITIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BF

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

\* This may not reflect your total tax - Please contact the Treasurer's Office (804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

(COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE ABATEMENT OF TAXES)

THE MEMORANDUM MUST BE PREPARED BY COMMISSIONER OF THE REVENUE. ONE COPY MUST BE DELIVERED TO THE COUNTY OR CITY TREASURER OR CITY COLLECTOR, ONE COPY TO TAXPAYER AND ONE COPY MUST BE RETAINED BY THE COMMISSIONER.

GEORGE RICHARD L.  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACOQUINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25780002  
ACCOUNT# / SEQ# : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44 31A

ORIGINAL ASSESSMENT	ABATEMENT	CORRECTED ASSESSMENT	TOTAL TAX AND PEN.
RE 2017 258 8 \$50,200	2017 258 8 \$0	2017 258 8 \$50,200	\$225.90
			\$215.10
			\$10.80
			\$10.80

REASON: QUALITIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BR

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

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MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF  
UNPAID LOCAL LEVIES

(COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE  
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GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACQUINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25890001  
ACCOUNT# / SEGH : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2018	259	9	\$50,200	\$220.88	\$ .00	\$220.88
ABATEMENT	2018	259	9	\$0	\$210.32	\$ .00	\$210.32
CORRECTED ASSESSMENT	2018	259	9	\$50,200	\$10.56	\$ .00	\$10.56

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

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(804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF  
UNPAID LOCAL LEVIES

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COPY TO TAXPAYER AND ONE COPY MUST BE RETAINED BY THE COMMISSIONER.

GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACOQUINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 25890002  
ACCOUNT# / SEQ# : 2221

23086  
DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2018	259	9	\$50,200	\$220.88	\$ .00	\$220.88
ABATEMENT	2018	259	9	\$0	\$210.32	\$ .00	\$210.32
CORRECTED ASSESSMENT	2018	259	9	\$50,200	\$10.56	\$ .00	\$10.56

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012

*Barbara Ford*  
SALLY W. PARSON  
COMMISSIONER OF THE REVENUE

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(804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF  
UNPAID LOCAL LEVIES

(COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE  
ABATEMENT OF TAXES)

THE MEMORANDUM MUST BE PREPARED BY COMMISSIONER OF THE REVENUE. ONE COPY  
MUST BE DELIVERED TO THE COUNTY OR CITY TREASURER OR CITY COLLECTOR, ONE  
COPY TO TAXPAYER AND ONE COPY MUST BE RETAINED BY THE COMMISSIONER.

GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACCOINTON

911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 26340001  
ACCOUNT# / SEQ# : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2019	264	4	\$50,200	\$215.86	\$ .00	\$215.86
ABATEMENT	2019	264	4	\$0	\$205.54	\$ .00	\$205.54
CORRECTED ASSESSMENT	2019	264	4	\$50,200	\$10.32	\$ .00	\$10.32

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BF

*Barbara Ford*  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

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(804) 769-4930

MEMORANDUM OF CORRECTED ASSESSMENT BY COMMISSIONER OF THE REVENUE OF UNPAID LOCAL LEVIES

(COMMISSIONER OF THE REVENUE MUST BE GOVERNED STRICTLY BY LAW PERTAINING TO THE ABATEMENT OF TAXES)

THE MEMORANDUM MUST BE PREPARED BY COMMISSIONER OF THE REVENUE. ONE COPY MUST BE DELIVERED TO THE COUNTY OR CITY TREASURER OR CITY COLLECTOR, ONE COPY TO TAXPAYER AND ONE COPY MUST BE RETAINED BY THE COMMISSIONER.

GEORGE RICHARD L  
GEORGE KATHERINE

COUNTY OF KING WILLIAM  
DIST: ACOQUINTON

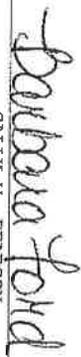
911 MT OLIVE COHOKE RD  
KING WILLIAM VA  
BILL NUMBER : 26340002  
ACCOUNT# / SEQ# : 2221

DATE 3/10/2020  
REAL ESTATE  
MAP # 44

31A

SUBJECT OF TAXATION	YEAR	PAGE	LINE	VALUE	LOCAL LEVY	PENALTY	TOTAL TAX AND PEN.
ORIGINAL ASSESSMENT	2019	264	4	\$50,200	\$215.86	\$ .00	\$215.86
ABATEMENT	2019	264	4	\$0	\$205.54	\$ .00	\$205.54
CORRECTED ASSESSMENT	2019	264	4	\$50,200	\$10.32	\$ .00	\$10.32

REASON: QUALIFIES FOR VETERAN TAX RELIEF  
EFFECTIVE 12/1/2012 BF

  
SALLY W. PEARSON  
COMMISSIONER OF THE REVENUE

\* This may not reflect your total tax - please contact the Treasurer's Office (804) 769-4930

**RESOLUTION 20-14**

**A RESOLUTION DIRECTING THE  
TREASURER OF KING WILLIAM COUNTY  
TO ISSUE A REAL ESTATE TAX REFUND  
DUE TO ERRONEOUS ASSESSMENT ON  
TAX PARCEL 44-31A**

**WHEREAS**, the Commissioner of the Revenue has determined an erroneous real estate tax assessment has been made on Tax Parcel 44-31A due to the parcel's qualification for the disabled veterans real estate tax exemption for tax years 2015 through 2019; and

**WHEREAS**, the Commissioner of the Revenue has determined that the taxpayer paid all taxes due on the erroneous assessment and is entitled to a refund of excess taxes paid for the tax years 2015 through 2019, based on the corrected assessment and the limitations required by law, in the total amount of \$2,151.00 and such refund has been consented to by the County Attorney, all as provided for in Section 58.1-3981 of the Code of Virginia; and

**WHEREAS**, the Board is required to direct the Treasurer to issue a real estate tax refund;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of King William County this 23<sup>rd</sup> day of March, 2020, directs the Treasurer to issue a refund of \$2,151.00 to Richard L. & Katherine George.

## AGENDA ITEM 7.e.

**KING WILLIAM COUNTY, VIRGINIA  
REFUND SHEET**

Date: March 10, 2020

Name: Jamie C. Thompson

Address: 1468 W Rose Garden Road  
West Point, VA 23181

Reason: Disabled Veteran Effective date 02/05/2019

Tax Corrected	Subject of Taxation	Year	Value	Value Overassessed	Rate	Refund
\$641.20	Real Estate 1 <sup>st</sup> half	2019	\$179,900	\$179,500	\$.86	\$641.20
<b>Total Refund</b>						<b>\$641.20</b>

Sally W. Pearson  
Commissioner of the Revenue

Board of Supervisors  
[Signature]  
County Attorney

**RESOLUTION 20-15**

**A RESOLUTION DIRECTING THE  
TREASURER OF KING WILLIAM COUNTY  
TO ISSUE A REAL ESTATE TAX REFUND  
DUE TO ERRONEOUS ASSESSMENT ON  
TAX PARCEL 54-3-3**

1  
2  
3  
4  
5  
6  
7  
8       **WHEREAS**, the Commissioner of the Revenue has determined an erroneous real  
9 estate tax assessment has been made on Tax Parcel 54-3-3 due to the parcel's qualification  
10 for the disabled veterans real estate tax exemption for tax year 2019; and  
11

12       **WHEREAS**, the Commissioner of the Revenue has determined that the taxpayer paid  
13 all taxes due on the erroneous assessment and is entitled to a refund of excess taxes paid for  
14 the tax year 2019, based on the corrected assessment and the limitations required by law, in  
15 the total amount of \$641.20 and such refund has been consented to by the County Attorney,  
16 all as provided for in Section 58.1-3981 of the Code of Virginia; and  
17

18       **WHEREAS**, the Board is required to direct the Treasurer to issue a real estate tax  
19 refund;  
20

21  
22       **NOW, THEREFORE, BE IT RESOLVED**, that the Board of Supervisors of King William County  
23 this 23<sup>rd</sup> day of March, 2020, directs the Treasurer to issue a refund of \$641.20 to Jamie C.  
24 Thompson.

AGENDA ITEM 8.

*Presentations*

*None*

## AGENDA ITEM 9.a.

**RESOLUTION 20-11(R1)**

**APPROPRIATING FY2020 RESTRICTED GENERAL FUNDS  
REIMBURSEMENT TO KING WILLIAM COUNTY  
FOR KING WILLIAM COUNTY PUBLIC SCHOOLS EXPENSES**

**WHEREAS**, the King William County Board of Supervisors at the October 7, 2019 Board meeting was presented with the Fiscal Year 2019 Special School Tax District Property Tax Levies and Non-Split Levy Reconciliation; and

**WHEREAS**, the Director of Financial Services prepares the annual reconciliation of revenue collected in the prior fiscal year that will be reflected within the General Fund as Restricted for KWCPs use; and

**WHEREAS**, the Fiscal Year 2019 reconciliation designated \$610,617.75 for use within the General Fund and is cited in the 2019 Comprehensive Annual Financial Report Balance Sheet, Exhibit 3; and

**WHEREAS**, King William County Board of Supervisors approved the request from King William County Public Schools on February 10, 2020 in Resolution 20-11(R) to utilize \$86,178 from the Restricted Funds for an emergency procurement of the intercom system at Cools Springs Elementary; and

**WHEREAS**, the Director of Financial Services is requesting \$181,940.49 for reimbursement of annual operating costs associated with the KWCPs to include the estimated \$70,000 for the KWCPs portion of the new financial software; and

**WHEREAS**, the \$70,000 identified for the KWCPs portion of the financial software will be drawn only when invoices have been received identifying the KWCPs and will be documented by both the County and KWCPs; and

**WHEREAS**, the KWCPs portion of the financial software is reimbursement up to, or not to exceed, \$70,000 and any balance remaining will be maintained in the Restricted General Fund balance for future KWCPs use; and

**WHEREAS**, the new balance of the Restricted Fund after reimburses to be as follows;  
and

Restricted General Fund	\$610,617.75
KWCPs Emergency Procurement	- 86,178.00
Reimbursement to KWC	<u>-181,940.49</u>
New Restricted General Fund Balance	<u>\$342,499.35</u>

43           **NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of  
44 Supervisors this 27<sup>th</sup> day of April 2020, they approve reimbursement of \$181,940.49 to the  
45 FY2020 County budget from Restricted General Fund for expenditures related to KWCP.

## AGENDA ITEM 10.a.



King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 27, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
RE: Adoption Approval of FY 2021 Budget

### Summary

Resolution 20-22 will approve the budget for FY 2021. As a result of the Board of Supervisors work session on April 17, 2020, the following adjustments have been made and incorporated in the attached Resolution:

#### Revenue Adjustments:

1. Reduce the tax revenue projection to reflect a reduction of \$ 178,832

#### Expenditure Adjustments:

1. Net Increase of \$42,767 for Sheriff's Office Department
  - Addition of one (1) Deputy full-time position and reduction in allocated expense for Motorola radio maintenance costs
2. Net Increase of \$38,288 for Fire & EMS Department
  - Addition of one (1) Fire Medic full-time position
  - Reduction in allocated expense for Motorola radio maintenance costs and LODA costs
3. Reduction of \$10,240 for King William County portion of Regional Animal Shelter expenses
  - Removal of Assistant Manager position
4. Reduction of \$12,238 from Pamunkey Regional Library covering only the health coverage increase
5. Net Reduction of \$84,300 for Departmental Expenditures
  - Remove all travel/training expenses from departments except for Sheriff and Fire/EMS Departments and non-General Fund departments such as Victim Witness, VJCCCA, DSS and CSA
  - Adjust auto and general liability to include 15% discount received for insurance renewal

180 Horse Landing Road #4 • King William, Virginia 23086

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King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

6. Reduction of \$20,000 from Legal Services
7. Reduction of \$58,111 from Radio and LODA expenses for Fire & Rescue Volunteer Organizations and Town of West Point Motorola Radio maintenance costs
8. Reduction of \$75,000 from Contingency Fund

The adoption of this Resolution will confirm the budget as drafted. The Resolution to appropriate the funding as approved will be brought up for approval at this same meeting.

#### Considerations/Options

Staff recommends adoption of Resolution 20-22.

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**RESOLUTION 20-22**

**APPROVING THE FISCAL YEAR BUDGET  
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021  
FOR KING WILLIAM COUNTY, VIRGINIA**

**WHEREAS**, Section 15.2-2503 of the 1950 Code of Virginia, as amended, provides that the governing body of the County shall prepare and approve an annual budget; and

**WHEREAS**, the County Administrator has submitted to the King William County Board of Supervisors a proposed annual budget for the County for the fiscal year beginning July 1, 2020 and ending June 30, 2021, as required by 15.2-1541; and

**WHEREAS**, the recommendation of the County Administrator regarding the educational budget submitted by the King William County School Board for FY 2021 contains estimated availability of funding from the Federal government in the amount of \$870,300; from the state government in the amount of \$13,551,079; from current local appropriations in the amount of \$9,549,802 for operations and \$1,578,306 for debt service; and from other revenue in the amount of \$185,400; and

**WHEREAS**, the Board has reviewed citizen comments, analyzed, deliberated, and made necessary revisions to create a budget;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia, this 27th day of April, 2020, that there is hereby approved for informative and fiscal planning purposes only, the annual budget for FY 2021 as submitted and as amended by the Board briefly summarized below:

General Fund:			
	General Government		\$ 1,979,008
	Judicial Administration		\$ 725,801
	Public Safety		\$ 5,894,340
	Public Works		\$ 1,672,244
	Health & Welfare		\$ 915,557
	Parks, Recreation & Cultural		\$ 611,452
	Community Development		\$ 747,536
	Education		\$ 9,549,802
	Miscellaneous		\$ 628,199
	Capital/Debt Service		\$ 2,950,571
	<b>Total General Fund:</b>		<b>\$ 25,674,511</b>

*Proposed for Adoption by King William County Board of Supervisors  
April 27, 2020 Meeting*

---

33	Special Reserve Fund:	\$	3,249,839
34			
35	School Reserve Fund:	\$	200,000
36			
37	School Cafeteria Fund:	\$	<del>945,891</del> 940,701
38			
39	School Textbook Fund:	\$	<del>355,000</del> 201,730
40			
41	School Health Self-Insurance Fund	\$	<del>3,749,194</del>
42			3,426,000
43			
44	School Regional Alternative Education Fund:	\$	<del>479,520</del> 510,173
45			
46	School Adult Education Fund:	\$	<del>237,065</del> 271,700
47			
48	Capital Projects Fund:	\$	5,445,299
49			
50	Debt Service Fund:	\$	2,886,675
51			
52	Proprietary Fund:	\$	1,370,924

## AGENDA ITEM 10.b.



King William County  
Est. 1702

Board of Supervisors

---

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 27, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha L. Joranlien, Director of Financial Services  
RE: Adoption of Tax Levies for Calendar Year 2020

For Board consideration please find the proposed Ordinance 03-20, an Ordinance to Impose Property Tax Levies upon Real Estate, Mobile Homes, Tangible Personal Property, Public Service Corporation Property, Machinery and Tools, and Aircraft for Calendar Year 2020.

**ORDINANCE 03-20**

**AN ORDINANCE TO IMPOSE PROPERTY TAX LEVIES UPON REAL ESTATE, MOBILE HOMES, TANGIBLE PERSONAL PROPERTY, PUBLIC SERVICE CORPORATION PROPERTY, MACHINERY AND TOOLS, AND AIRCRAFT FOR THE CALENDAR YEAR 2020**

**WHEREAS**, it is necessary for the Board of Supervisors to establish real estate and personal property tax levies for King William County for calendar year 2020, beginning January 1, 2020, and ending December 31, 2020; and

**WHEREAS**, the Board has duly advertised and held a public hearing on April 6, 2020 on the subject tax levies.

**NOW, THEREFORE, BE IT ORDAINED**, by the King William County Board of Supervisors this the 27th day of April, 2020, that the following general County property tax levies be, and they hereby are, imposed on all property not exempted by law located within King William County for the calendar year 2020:

General Fund Levy

TAX RATES PER \$100 OF ASSESSED VALUES  
FOR ALL DISTRICTS

	General Fund Old Rate	General Fund New Rate
Real Estate \$	0.38	\$0.38
Mobile Home \$	0.38	0.38
Mines and Minerals \$	0.38	0.38
Public Service Real Estate \$	0.38	0.38
Public Service Personal Property \$	1.65	1.65
Personal Property \$	1.65	1.65
Alternative Personal Property for One Motor Vehicle for Qualifying Disabled Veterans Under King William County Code §70-141.1 \$	—	.01
Machinery & Tools \$	1.00	1.00
Aircraft \$	N/A	N/A

30  
31 School Fund Levy – (Applies only to geographic areas of the County within the King William  
32 County School Division – does not include the Town of West Point)

33  
34  
35

TAX RATES PER \$100 OF ASSESSED VALUES

	School Fund Old Rate	School Fund New Rate
Real Estate	\$ 0.48	0.48
Mobile Home	\$ 0.48	0.48
Mines and Minerals	\$ 0.48	0.48
Public Service Real Estate	\$ 0.48	0.48
Public Service Personal Property	\$ 2.00	2.00
Personal Property	\$ 2.00	2.00
Machinery & Tools	\$ 1.25	1.25
Aircraft	\$ 1.30	1.30

36  
37

Adopted this 27th day of April, 2020

## AGENDA ITEM 10.c.



King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 27, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
RE: Resolution Adopting the FY 2021 Health Plan

### Summary

Resolution 20-23 will approve the health insurance plan for FY 2021; staff recommends approval of this resolution. The County currently offers a health insurance plan to its employees as a benefit through The Local Choice Health Benefits Program offered through the Commonwealth of Virginia. The County will offer two health insurance plans to its employees: 1) Key Advantage 250 with comprehensive dental coverage, and 2) Key Advantage 500 with comprehensive dental coverage.

Based on the final renewal provided by The Local Choice, the County will budget approximately \$1,270,804 between employer and employee premiums for FY 2021. King William County will contribute \$1,029,463 as the employer's contribution to health insurance while the employees of the County will contribute the remaining \$241,341. Contributions are based on which plan an employee selects, the County pays the same for each employee regardless of the plan choice. The County pays different levels based on whether the coverage is employee only or if other dependents have been added to the County's health benefit.

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King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

The breakdown of the FY 2021 monthly costs is as follows:

<b>King William County FY 2021 Health Insurance Premiums- Monthly Costs</b>	<b>Employee</b>	<b>Employer</b>	<b>Total</b>
<b>Key Advantage 250</b>			
Subscriber	\$ 234.12	\$ 760.43	\$ 994.55
Subscriber +1	\$ 846.53	\$ 993.76	\$ 1,840.29
Family	\$ 1,235.09	\$ 1,449.89	\$ 2,684.98
<b>Key Advantage 500</b>			
Subscriber	\$ 81.49	\$ 823.98	\$ 905.47
Subscriber +1	\$ 519.16	\$ 1,155.55	\$ 1,674.71
Family	\$ 757.95	\$ 1,687.04	\$ 2,444.99

Considerations/Options

Requesting the Board of Supervisors approve the current health plan programs and employer and employee contribution levels.

Requesting the Board of Supervisors adopt Resolution 20-23 as presented.

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**RESOLUTION 20-23**

**ESTABLISHING THE HEALTH INSURANCE PLANS TO BE OFFERED TO KING WILLIAM COUNTY EMPLOYEES BEGINNING JULY 1, 2020 AND TO PROVIDE FOR THE COUNTY'S CONTRIBUTION THERETO AND IMPLEMENTATION BY THE COUNTY ADMINISTRATOR**

**WHEREAS**, the County currently offers a health insurance plan to its employees as a benefit through The Local Choice Health Benefits Program offered through the Commonwealth of Virginia; and

**WHEREAS**, the Board has made no adjustments to the plans available beginning in FY 2021; and

**WHEREAS**, by adoption of the budget for FY 2021 the Board has approved funds for such purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors this 27th day of April, 2020, that the health insurance plans and contribution offered by the County to its employees beginning July 1, 2020 will be as follows:

1. The County will offer two health insurance plans to its employees:
  - a. Key Advantage 250 with comprehensive dental coverage; and
  - b. Key Advantage 500 with comprehensive dental coverage.
2. Employees may choose between the two plans.
3. The County's employer contribution shall be calculated as follows:

<b>King William County FY 2021 Health Insurance Premiums- Monthly Costs</b>	<b>Employee</b>	<b>Employer</b>	<b>Total</b>
<b>Key Advantage 250</b>			
Subscriber	\$ 234.12	\$ 760.43	\$ 994.55
Subscriber +1	\$ 846.53	\$ 993.76	\$ 1,840.29
Family	\$ 1,235.09	\$ 1,449.89	\$ 2,684.98
<b>Key Advantage 500</b>			
Subscriber	\$ 81.49	\$ 823.98	\$ 905.47
Subscriber +1	\$ 519.16	\$ 1,155.55	\$ 1,674.71
Family	\$ 757.95	\$ 1,687.04	\$ 2,444.99

4. These two plans and the contribution calculations will remain in effect until further action of this Board.

**BE IT FURTHER RESOLVED** that the Board of Supervisors authorizes the County Administrator to take all necessary steps to properly administer the program.

## AGENDA ITEM 10.d.



King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 27, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
RE: Summary of Changes to the Class and Compensation Plan

### Summary

King William County adopted an updated personnel policy on December 14, 2015, which addressed many deficiencies in the previous plan that had not been updated since 1997. Part of this updated plan, instructs staff to maintain an official class and compensation plan. The County Administrator has the authority within budgetary limits to create and establish new classifications and positions, reclassify existing classifications, delete or abolish positions, transfer positions between departments, make changes in employee classifications to provide for proper administration of the classification and pay plan, and to establish from funds allocated for such purpose, the compensation of each employee within the designated salary range.

As part of granting this authority to the County Administrator, the pay and classification plan must be brought to the Board of Supervisors annually at budget time to present a summary of the changes for approval. Attached to this memo is the FY 2021 Class and Compensation Plan and Pay Grade Listing.

Changes to be noted within the FY 2021 Class and Compensation Plan were approved by the Board of Supervisors with Resolution 20-10 on February 24, 2020. The updates to the Classification and Compensation Plan were based on recommendation from comprehensive review of components that affect the County's compensation program, such as those listed below:

- Review of current compensation structure
- Reassess the County's compensation philosophy
- Determine the regional market competitiveness of County salaries
- Strive to ensure the integrity of the ongoing administration of the compensation system

### Considerations/Options

Staff recommends approval of Resolution 20-24 approving the FY 2021 Class and Compensation Plan.

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King William County Pay Grade Listing FY2021				
Pay Grade	ANNUAL SALARY RANGE			% Increase Between Grades
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	
2	\$ 20,073	\$ 26,095	\$ 32,117	
3	\$ 21,478	\$ 27,922	\$ 34,365	7.0
4	\$ 22,767	\$ 29,597	\$ 36,427	6.0
5	\$ 24,133	\$ 31,373	\$ 38,612	6.0
6	\$ 25,581	\$ 33,255	\$ 40,929	6.0
7	\$ 27,116	\$ 35,250	\$ 43,385	6.0
8	\$ 28,743	\$ 37,365	\$ 45,988	6.0
9	\$ 30,467	\$ 39,607	\$ 48,747	6.0
10	\$ 32,295	\$ 41,984	\$ 51,672	6.0
11	\$ 34,233	\$ 44,503	\$ 54,773	6.0
12	\$ 36,287	\$ 47,173	\$ 58,059	6.0
13	\$ 38,464	\$ 50,003	\$ 61,542	6.0
14	\$ 40,772	\$ 53,003	\$ 65,235	6.0
15	\$ 43,218	\$ 56,184	\$ 69,149	6.0
16	\$ 45,811	\$ 59,555	\$ 73,298	6.0
17	\$ 48,560	\$ 63,128	\$ 77,696	6.0
18	\$ 51,474	\$ 66,916	\$ 82,358	6.0
19	\$ 54,562	\$ 70,931	\$ 87,299	6.0
20	\$ 57,836	\$ 75,186	\$ 92,537	6.0
21	\$ 61,306	\$ 79,698	\$ 98,089	6.0
22	\$ 64,984	\$ 84,479	\$ 103,975	6.0
23	\$ 68,883	\$ 89,548	\$ 110,213	6.0
24	\$ 73,016	\$ 94,921	\$ 116,826	6.0
25	\$ 77,397	\$ 100,616	\$ 123,835	6.0
26	\$ 82,041	\$ 106,653	\$ 131,266	6.0
27	\$ 86,963	\$ 113,053	\$ 139,142	6.0

King William County Pay Grade Listing FY 2021 Law Enforcement				
Pay Grade	ANNUAL SALARY RANGE			% Increase Between Grades
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	
L1	\$ 39,000	\$ 50,700	\$ 62,400	
L2	\$ 42,500	\$ 55,250	\$ 68,000	
L3	\$ 44,500	\$ 57,850	\$ 71,200	4.71
L4	\$ 47,500	\$ 61,750	\$ 76,000	6.74
L5	\$ 49,500	\$ 64,350	\$ 79,200	4.21
L6	\$ 50,500	\$ 65,650	\$ 80,800	2.02
L7	\$ 57,500	\$ 74,750	\$ 92,000	13.86
D1	\$ 32,459	\$ 42,197	\$ 51,934	
D2	\$ 37,103	\$ 48,234	\$ 59,365	14.31
D3	\$ 40,199	\$ 52,259	\$ 64,318	8.34

King William County Pay Grade Listing FY 2021 Fire and Emergency Medical Services				
Pay Grade	ANNUAL SALARY RANGE			% Increase Between Grades
	<u>Minimum</u>	<u>Mid-Point</u>	<u>Maximum</u>	
F2	\$ 42,500	\$ 55,250	\$ 68,000	
F3	\$ 44,500	\$ 57,850	\$ 71,200	4.71
F4	\$ 46,500	\$ 60,450	\$ 74,400	4.49
F5	\$ 50,500	\$ 65,650	\$ 80,800	8.60
F6	\$ 57,500	\$ 74,750	\$ 92,000	13.86
F7	\$ 73,500	\$ 95,550	\$ 117,600	27.83

**KING WILLIAM COUNTY**  
**FY 2021 CLASS & COMPENSATION PLAN**  
**CLASS AND COMPENSATION PLAN**  
**SORTED BY DEPARTMENT THEN GRADE, SHOWING TITLE AND RANGE**

DEPARTMENT	SYSTEM TITLE	ANNUAL SALARY RANGE			
		GRADE	MIN	MID	MAX
ASSESSORS	ASSESSOR OF REAL ESTATE	23	\$ 68,883.00	\$ 89,548.00	\$ 110,213.00
CLERK OF THE COURTS	DEPUTY CLERK I - CIRCUIT COURT	10	\$ 32,295.00	\$ 41,983.50	\$ 51,672.00
CLERK OF THE COURTS	DEPUTY CLERK II - CIRCUIT COURT	11	\$ 34,233.00	\$ 44,502.90	\$ 54,772.80
CLERK OF THE COURTS	DEPUTY CLERK III - CIRCUIT COURT	12	\$ 36,287.00	\$ 47,173.10	\$ 58,059.20
CLERK OF THE COURTS	DEPUTY CLERK IV - CIRCUIT COURT CHIEF	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER I	10	\$ 32,295.00	\$ 41,983.50	\$ 51,672.00
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER II	11	\$ 34,233.00	\$ 44,502.90	\$ 54,772.80
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER III	12	\$ 36,287.00	\$ 47,173.10	\$ 58,059.20
COMMISSIONER OF THE REVENUES	DEPUTY COMMISSIONER IV - CHIEF	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
COMMONWEALTH'S ATTORNEY OFFICE	DEPUTY COMMONWEALTH'S ATTORNEY	23	\$ 68,883.00	\$ 89,547.90	\$ 110,212.80
COMMONWEALTH'S ATTORNEY OFFICE	LEGAL ASSISTANT	17	\$ 48,560.00	\$ 63,128.00	\$ 77,696.00
COMMONWEALTH'S ATTORNEY OFFICE	VICTIM WITNESS MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
COUNTY ADMINISTRATION	EXECUTIVE ASST - CLERK TO BOS	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
COUNTY ADMINISTRATION	SPECIAL PROJECTS ASSISTANT	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
FINANCIAL SERVICES	FISCAL ASSISTANT	8	\$ 28,743.00	\$ 37,365.90	\$ 45,988.80
FINANCIAL SERVICES	PROGRAM SPECIALIST - (PAYROLL & BENEFITS)	8	\$ 28,743.00	\$ 37,365.90	\$ 45,988.80
FINANCIAL SERVICES	DIRECTOR OF FINANCIAL SERVICES	24	\$ 73,016.00	\$ 94,920.80	\$ 116,825.60
FINANCIAL SERVICES	FISCAL SPECIALIST	16	\$ 45,811.00	\$ 59,554.30	\$ 73,297.60
FINANCIAL SERVICES	HUMAN RESOURCES MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
FIRE AND EMERGENCY MEDICAL SERVICES	EMERGENCY MGMT COOR	13	\$ 38,464.00	\$ 50,003.20	\$ 61,542.40
FIRE AND EMERGENCY MEDICAL SERVICES	LIEUTENANT	F5	\$ 50,500.00	\$ 65,650.00	\$ 80,800.00
FIRE AND EMERGENCY MEDICAL SERVICES	BATTALION CHIEF - OPERATIONS	F6	\$ 57,500.00	\$ 74,750.00	\$ 92,000.00
FIRE AND EMERGENCY MEDICAL SERVICES	BATTALION CHIEF - ADMINISTRATION	F6	\$ 57,500.00	\$ 74,750.00	\$ 92,000.00
FIRE AND EMERGENCY MEDICAL SERVICES	CHIEF	F7	\$ 73,500.00	\$ 95,550.00	\$ 117,600.00
FIRE AND EMERGENCY MEDICAL SERVICES	FIRE MEDIC - BASIC	F2	\$ 42,500.00	\$ 55,250.00	\$ 68,000.00
FIRE AND EMERGENCY MEDICAL SERVICES	FIRE MEDIC - INTERMEDIATE	F3	\$ 44,500.00	\$ 57,850.00	\$ 71,200.00
FIRE AND EMERGENCY MEDICAL SERVICES	FIRE MEDIC - PARAMEDIC	F4	\$ 46,500.00	\$ 60,450.00	\$ 74,400.00
GENERAL REGISTRAR	ASSISTANT REGISTRAR	10	\$ 32,295.00	\$ 41,983.50	\$ 51,672.00
INFORMATION TECHNOLOGY	SYSTEMS ANALYST	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
INFORMATION TECHNOLOGY	SYSTEMS ENGINEER	22	\$ 64,984.00	\$ 84,479.20	\$ 103,974.40
OPERATIONS - BUILDING AND INSPECTIONS	BUILDING INSPECTOR	13	\$ 38,464.00	\$ 50,003.20	\$ 61,542.40
OPERATIONS - BUILDING AND INSPECTIONS	BUILDING OFFICIAL	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
OPERATIONS - BUILDING AND INSPECTIONS	PLANS REVIEWER/INSPECTOR	15	\$ 43,218.00	\$ 56,183.40	\$ 69,148.80
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES ASSISTANT MANAGER	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
OPERATIONS - FACILITIES DEPARTMENT	CUSTODIAN I	2	\$ 20,073.00	\$ 26,094.90	\$ 32,116.80
OPERATIONS - FACILITIES DEPARTMENT	CUSTODIAN II - LEAD	3	\$ 21,478.00	\$ 27,921.40	\$ 34,364.80
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES COORDINATOR	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES TECHNICIAN I	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
OPERATIONS - FACILITIES DEPARTMENT	FACILITIES TECHNICIAN II	10	\$ 32,295.00	\$ 41,983.50	\$ 51,672.00
OPERATIONS - UTILITIES DEPARTMENT	UTILITIES COORDINATOR	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
OPERATIONS - UTILITIES DEPARTMENT	UTILITIES MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
OPERATIONS - UTILITIES DEPARTMENT	UTILITIES OPERATOR	8	\$ 28,743.00	\$ 37,365.90	\$ 45,988.80
OPERATIONS DIVISION	DIRECTOR OF OPERATIONS	24	\$ 73,016.00	\$ 94,920.80	\$ 116,825.60
PARKS AND RECREATION DEPARTMENT	PARKS AND RECREATION ASSISTANT MANAGER	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
PARKS AND RECREATION DEPARTMENT	PARKS AND RECREATION MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
PARKS AND RECREATION DEPARTMENT	RECREATION ASSISTANT	6	\$ 25,581.00	\$ 33,255.30	\$ 40,929.60
PARKS AND RECREATION DEPARTMENT	RECREATION SPECIALIST	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
PLANNING AND ZONING	GIS ANALYST	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
PLANNING AND ZONING	PLANNING TECHNICIAN	11	\$ 34,233.00	\$ 44,502.90	\$ 54,772.80
PLANNING AND ZONING	DIRECTOR OF PLANNING	24	\$ 73,016.00	\$ 94,920.80	\$ 116,825.60
PLANNING AND ZONING	E&S/ZONING OFFICER	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
PLANNING AND ZONING	GIS TECHNICIAN	13	\$ 38,464.00	\$ 50,003.20	\$ 61,542.40
PLANNING AND ZONING	PLANNING ASSISTANT	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
PLANNING AND ZONING	ZONING ADMINISTRATOR	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
REGIONAL ANIMAL SHELTER	RAS ASSISTANT MANAGER	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
REGIONAL ANIMAL SHELTER	ANIMAL CARE TECH/OFFICE ASST	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
REGIONAL ANIMAL SHELTER	ANIMAL CARE TECHNICIAN	6	\$ 25,581.00	\$ 33,255.30	\$ 40,929.60
REGIONAL ANIMAL SHELTER	REGIONAL ANIMAL SHELTER MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20
SHERIFFS OFFICE	CAPTAIN	L7	\$ 57,500.00	\$ 74,750.00	\$ 92,000.00
SHERIFFS OFFICE	CHIEF DISPATCHER	D3	\$ 40,199.00	\$ 52,258.70	\$ 64,318.40
SHERIFFS OFFICE	DEPUTY SHERIFF - ANIMAL CONTROL	L2	\$ 42,500.00	\$ 55,250.00	\$ 68,000.00
SHERIFFS OFFICE	DEPUTY SHERIFF - CERTIFIED	L2	\$ 42,500.00	\$ 55,250.00	\$ 68,000.00
SHERIFFS OFFICE	DEPUTY SHERIFF - NON CERTIFIED	L1	\$ 39,000.00	\$ 50,700.00	\$ 62,400.00
SHERIFFS OFFICE	DISPATCH LEAD/SUPERVISOR	D2	\$ 37,103.00	\$ 48,233.90	\$ 59,364.80
SHERIFFS OFFICE	DISPATCHER	D1	\$ 32,459.00	\$ 42,196.70	\$ 51,934.40
SHERIFFS OFFICE	INVESTIGATOR	L5	\$ 49,500.00	\$ 64,350.00	\$ 79,200.00

**KING WILLIAM COUNTY**  
**FY 2021 CLASS & COMPENSATION PLAN**  
**CLASS AND COMPENSATION PLAN**  
**SORTED BY DEPARTMENT THEN GRADE, SHOWING TITLE AND RANGE**

DEPARTMENT	SYSTEM TITLE	ANNUAL SALARY RANGE			
		GRADE	MIN	MID	MAX
SHERIFFS OFFICE	LIEUTENANT DEPUTY SHERIFF	L6	\$ 50,500.00	\$ 65,650.00	\$ 80,800.00
SHERIFFS OFFICE	SENIOR DEPUTY SHERIFF	L3	\$ 44,500.00	\$ 57,850.00	\$ 71,200.00
SHERIFFS OFFICE	SERGEANT	L4	\$ 47,500.00	\$ 61,750.00	\$ 76,000.00
SHERIFFS OFFICE	ADMINISTRATIVE SERVICES COORDINATOR	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
SHERIFFS OFFICE	RECORDS MANAGER	11	\$ 34,233.00	\$ 44,502.90	\$ 54,772.80
TREASURER	DEPUTY TREASURER I	10	\$ 32,295.00	\$ 41,983.50	\$ 51,672.00
TREASURER	DEPUTY TREASURER II	11	\$ 34,233.00	\$ 44,502.90	\$ 54,772.80
TREASURER	DEPUTY TREASURER III	12	\$ 36,287.00	\$ 47,173.10	\$ 58,059.20
TREASURER	DEPUTY TREASURER IV - CHIEF	14	\$ 40,772.00	\$ 53,003.60	\$ 65,235.20
VJCCCA	JUVENILE CASEWORKER II	8	\$ 28,743.00	\$ 37,365.90	\$ 45,988.80
VJCCCA	JUVENILE CASEWORKER I	7	\$ 27,116.00	\$ 35,250.80	\$ 43,385.60
VJCCCA	PROGRAM SPECIALIST II	9	\$ 30,467.00	\$ 39,607.10	\$ 48,747.20
VJCCCA	VJCCCA MANAGER	19	\$ 54,562.00	\$ 70,930.60	\$ 87,299.20

**RESOLUTION 20-24**

**APPROVING A PAY AND CLASSIFICATION AND SALARY ADJUSTMENT PLAN FOR  
FISCAL YEAR 2021**

**WHEREAS**, on the 14<sup>th</sup> of December 2015, the King William County Board of Supervisors adopted an updated personnel policy that directs the County Administrator to provide and annual update on the adjustments needed to the class and compensation plan each fiscal year; and

**WHEREAS**, on the 24<sup>th</sup> of February 2020, the King William County Board of Supervisors adopted an updated Classification and Compensation Plan and anticipated salary adjustments for implementation in the Fiscal Year 2021 budget,

**WHEREAS**, the Classification and Compensation Plan update was initiated to address the County's pay structure, market competitiveness and internal equity within the Fiscal Year 2021 budget preparation; and

**WHEREAS**, the Board has been presented with an updated class and compensation plan for FY 2021 that meets the needs of the personnel compliment of the County; and

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors this 27th day of April, 2020, that the FY 2021 Pay Plan showing the pay grades and pay ranges in the county pay system is approved; and that the County Administrator is authorized to implement the Plan of Adjustment in substantially the form as presented to this Board.

## AGENDA ITEM 10.e.



King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 27, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
RE: Resolution Approving the FY 2021 - 2025 Capital Improvements Plan

### Summary

The Capital Improvements Plan is developed and presented for planning purposes each year as part of the annual budget process. The budget adoption an appropriation process only commits and establishes authority of expenditure for projects in the FY 2021 Capital Improvement Plan. The remainder of the plan is for short to mid-range planning purposes only and documenting future capital project needs serves as a guide.

### Considerations/Options

Requesting the Board of Supervisors approve the FY 2021-2025 Capital Improvement Plan as presented.

Requesting the Board of Supervisors adopt Resolution 20-25.

**RESOLUTION 20-25**

**ADOPTING THE FISCAL YEAR 2021-2025 CAPITAL IMPROVEMENTS PLAN AS A LONG-RANGE PLANNING DOCUMENT FOR KING WILLIAM COUNTY, VIRGINIA**

**WHEREAS**, in consideration of information received from the departments and agencies of the County and direction from the Board of Supervisors, the County Administrator has developed a Fiscal Year 2021-2025 Capital Improvements Plan; and

**WHEREAS**, the Capital Improvements Plan serves as a long-range planning document, subject each year to review and approval of funding by the King William County Board of Supervisors; and

**WHEREAS**, such review has been completed for the Fiscal Year 2021-2025 Capital Improvements Plan;

**NOW, THEREFORE, BE IT RESOLVED** by the King William County Board of Supervisors this 27th day of April, 2020, that there is hereby adopted for planning purposes only (except for those projects specifically approved and funded in the FY 2021 budget and appropriation process), the County Administrator's Fiscal Year 2021-2025 Capital Improvements Plan as previously presented to the Board and included in the agenda material of this meeting.

## AGENDA ITEM 10.f.



King William County  
Est. 1702

Board of Supervisors

Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

DATE: April 27, 2020  
TO: King William County Board of Supervisors  
FROM: Natasha Joranlien, Director of Financial Services  
RE: Appropriation Approval of FY 2021 Budget

### Summary

The King William County Board of Supervisors has adopted the FY 2021 budget on April 27, 2020 in Resolution 20-26. The Resolution being presented to you will appropriate the funding for budget year FY 2021.

General Fund:	\$25,674,511
School Operating Fund:	\$24,156,581*
School Reserve Fund:	\$200,000
School Cafeteria Fund:	\$940,701
School Textbook Fund:	\$201,730
School Health Self-Insurance Fund:	\$3,426,000
School Regional Alternative Education Fund:	\$510,173
School Adult Education Fund:	\$271,700
Special Revenue Funds:	\$3,249,839

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King William County  
Est. 1702

Board of Supervisors

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Natasha L. Joranlien  
Director of Financial Services

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Steward Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

Capital Project Fund:	\$5,445,299
Debt Service Fund:	\$2,886,675**
Proprietary Fund:	\$1,370,924

\*Includes Local, State and Federal Dollars

\*\*Includes both County and School Debt Service

#### Considerations/Options

Staff recommends adoption of Resolution 20-26.

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**RESOLUTION 20-26**

**APPROPRIATING FUNDS FOR THE FISCAL YEAR BUDGET  
BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021  
FOR KING WILLIAM COUNTY, VIRGINIA**

**WHEREAS**, the Board of Supervisors of King William County, Virginia, has heretofore prepared and, on April 27, 2020, adopted a budget for informative and fiscal planning purposes for the fiscal year beginning July 1, 2020; and

**WHEREAS**, it is now necessary to appropriate sufficient funds for the contemplated expenditures contained in the Budget and to set forth the Board’s desired administration of those funds;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of King William County, Virginia, this 27th day of April 2020:

SECTION 1. GENERAL FUND. That the amounts herein named aggregating \$25,674,511 are hereby appropriated in the General Fund for the following functions subject to the conditions hereinafter set forth in this Resolution for the fiscal year (FY) beginning July 1, 2020 and ending June 30, 2021, as follows:

General Fund:			
	General Government		\$ 1,979,008
	Judicial Administration		\$ 725,801
	Public Safety		\$ 5,894,340
	Public Works		\$ 1,672,244
	Health & Welfare		\$ 915,557
	Parks, Recreation & Cultural		\$ 611,452
	Community Development		\$ 747,536
	Education		\$ 9,549,802
	Miscellaneous		\$ 628,199
	Capital/Debt Service		\$ 2,950,571
	<b>Total General Fund:</b>		<b>\$ 25,674,511</b>

21 SECTION 2. SCHOOL OPERATING FUND. That a local appropriation to the School  
22 Operating Fund in the amount of \$9,549,802 is hereby made and an additional appropriation  
23 in the amount of \$14,606,779 is hereby made for the fiscal year beginning July 1, 2020 and  
24 ending June 30, 2021, subject to and contingent upon the availability of funding from the  
25 Federal government in the amount of \$870,300 and from the Commonwealth in the amount  
26 of \$13,551,079, and from other revenues in the amount of \$185,400. All of such  
27 appropriations are subject to the conditions hereinafter set forth in this Resolution.

28 SECTION 3. SCHOOL RESERVE FUND. That an appropriation to the School Reserve Fund  
29 in the amount of \$200,000 is hereby made for the fiscal year beginning July 1, 2020 and  
30 ending June 30, 2021, subject to and contingent upon the availability of funding from the  
31 school fund balance. Such appropriation is subject to the conditions hereinafter set forth in  
32 this Resolution.

33 SECTION 4. SCHOOL CAFETERIA FUND. That an appropriation to the School Cafeteria  
34 Fund in the amount of ~~\$945,891~~ **\$940,701** is hereby made, subject to and contingent upon  
35 the availability of funding from the Federal government in the amount of ~~\$452,188~~ **\$463,300**,  
36 and from the Commonwealth in the amount of ~~\$10,165~~ **\$7,401**, and from charges for services  
37 in the amount of ~~\$478,000~~ **\$465,000**, and from recovered costs in the amount of ~~\$5,538~~  
38 **\$5,000**. Such appropriation is subject to the conditions hereinafter set forth in this  
39 Resolution.

40 SECTION 5. SCHOOL TEXTBOOK FUND. That an appropriation to the School Textbook  
41 Fund in the amount of ~~\$355,000~~ **\$201,730** is hereby made, subject to and contingent upon  
42 the availability of funding from the Commonwealth in the amount of \$151,481 and from  
43 prior year Textbook fund reserves in the amount of ~~\$203,519~~ **\$50,249** for the fiscal year

44 beginning July 1, 2020 and ending June 30, 2021. Such appropriation is subject to the  
45 conditions hereinafter set forth in this Resolution.

46 SECTION 6. SCHOOL HEALTH SELF-INSURANCE FUND. That an appropriation to the School  
47 Health Self-Insurance Fund in the amount ~~\$3,749,194~~ **\$3,426,000** is hereby made for the  
48 fiscal year beginning July 1, 2020 and ending June 30, 2021, subject to and contingent upon  
49 the availability of funding from the Interest on Bank Deposits of ~~\$33,575~~ **\$30,000** and from  
50 collections of Net Premium Income of ~~\$3,715,619~~ **\$3,396,000**. Such appropriation is subject  
51 to the conditions hereinafter set forth in this Resolution.

52 SECTION 7. SCHOOL REGIONAL ALTERNATIVE EDUCATION FUND. That an appropriation  
53 to the School Regional Alternative Education Fund in the amount of ~~\$479,520~~ **\$510,173** is  
54 hereby made for the fiscal year beginning July 1, 2020 and ending June 30, 2021, subject to  
55 and contingent upon the availability of funding from the Commonwealth. Such appropriation  
56 is subject to the conditions hereinafter set forth in this Resolution.

57 SECTION 8. SCHOOL ADULT EDUCATION FUND. That an appropriation to the School Adult  
58 Education Fund in the amount of ~~\$237,065~~ **\$271,700** is hereby made for the fiscal year  
59 beginning July 1, 2020 and ending June 30, 2021, subject to and contingent upon the  
60 availability of funding from the Federal government in the amount of ~~\$116,263~~ **\$148,776**,  
61 and from the Commonwealth in the amount of ~~\$105,802~~ **\$107,802** and from payments from  
62 another locality in the amount of ~~\$15,000~~ **\$21,000**. Such appropriation is subject to the  
63 conditions hereinafter set forth in this Resolution.

64 SECTION 9. SPECIAL REVENUE FUNDS. That the amounts hereinafter named aggregating  
65 \$3,249,839 or so much thereof as may be necessary, are hereby appropriated to the various  
66 Special Revenue Funds subject to the conditions hereinafter set forth in this Resolution, and  
67 subject to and contingent upon the availability of funding from the sources hereinafter

68 shown for each fund, for the fiscal year beginning July 1, 2020 and ending June 30, 2021, as  
69 follows:

Special Revenue Funds:			
		<u>Source of Funds</u>	<u>Appropriation</u>
Virginia Public Assistance Fund:			
	Recovered Cost	\$ 3,000	
	State Support	\$ 415,948	
	Federal Support	\$ 728,054	
	Local Support (Transfer from General Fund)	\$ 204,240	
	<b>Total VPA Fund:</b>		<b>\$ 1,351,242</b>
Regional Animal Shelter Fund:			
	Charges for Services	\$ 4,100	
	Donations	\$ 28,825	
	Recovered Cost (King & Queen Co./Rest)	\$ 145,269	
	State Support	\$ 500	
	Local Support (Transfer from General Fund)	\$ 142,394	
	<b>Total RAS Fund:</b>		<b>\$ 321,088</b>
Assest Forfeiture Funds:			
	State Support	\$ 6,000	
	<b>Total AF Fund:</b>		<b>\$ 6,000</b>
Four-For-Life Funds:			
	State Support	\$ 19,000	
	<b>Total Four-For-Life Fund:</b>		<b>\$ 19,000</b>
Fire Program Funds:			
	State Support	\$ 42,000	
	<b>Total Fire Program Funds:</b>		<b>\$ 42,000</b>

70

*Proposed for Adoption by King William County Board of Supervisors  
April 27, 2020 Meeting*

Special Revenue Funds (Cont'd)			
		<u>Source of Funds</u>	<u>Appropriation</u>
Victim Witness Fund:			
	Recovered Cost (King & Queen County)	\$ 4,472	
	State Support	\$ 105,307	
	Local Support (Transfer from General Fund)	\$ 4,472	
	Total Victim Witness Fund:		<u>\$ 114,251</u>
EMS Revenue Recovery Fund:			
	Recovered Costs (Insurance Claims & Private Pay)		
		\$ 150,000	
	Total EMS Recovery Fund:		<u>\$ 150,000</u>
Comprehensive Services Act Fund:			
	Charges for Services	\$ 850	
	State Support	\$ 768,339	
	Local Support (Transfer from General Fund)	\$ 462,419	
	Total CSA Fund:		<u>\$ 1,231,608</u>
Project Lifesaver Fund:			
	Local Support (Donations)	\$ 5,500	
	Total Lifesaver Fund		<u>\$ 5,500</u>
DARE Fund:			
	Local Support (Donations)	\$ 900	
	Total DARE Fund		<u>\$ 900</u>
Sheriff's Donation Fund			
	Local Support (Donations)	\$ 1,250	
	Total Sheriff's Donation Fund		<u>\$ 1,250</u>
Employee Recognition Fund			
	Rebate from BOA per State Contract	\$ 7,000	
	Total Employee Recognition Fund:		<u>\$ 7,000</u>
Total Special Revenue Funds:			<u>\$ 3,249,839</u>

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SECTION 10. CAPITAL PROJECTS FUND. That the amounts herein named aggregating \$5,445,299 or so much thereof as may be necessary, are hereby appropriated to the Capital Project Fund subject to the conditions hereinafter set forth in this Resolution and subject to

78 and contingent upon availability of funding from the sources shown, in the approved Capital  
79 Improvements Plan (CIP) for the fiscal year beginning July 1, 2020 and ending June 30, 2021,  
80 as follows:

Capital Projects Funds:				
	Capital Improvements Plan (CIP):		<u>Source of Funds</u>	<u>Appropriation</u>
	Transfer from General Fund		\$ 210,000	
	Capital Financing		\$ 4,517,800	
	Capital Fund 310		\$ 45,000	
	Reimbursement from State		\$ 100,000	
	Departmental Reserve Funds		\$ 30,000	
	School Reserve Funds		\$ 200,000	
	School - Other Funds		\$ 342,499	
	<b>Total Capital Projects Funds:</b>			<b><u>\$ 5,445,299</u></b>

81

82 **SECTION 11. DEBT SERVICE FUND.** That the amounts herein named aggregating  
83 \$2,886,675 or so much thereof as may be necessary, are hereby appropriated to the Debt  
84 Service Fund subject to the conditions hereinafter set forth in this Resolution for the  
85 purposes hereinafter mentioned for the fiscal year beginning July 1, 2020 and ending June  
86 30, 2021, as follows:

		<u>Source of Funds</u>	<u>Appropriation</u>
<b>Debt Service Funds</b>			
	General Government Debt Transfer from General Fund	\$ 1,308,369	
	School Debt Transfer from the School Tax District Revenue in the General Fund	\$ 1,578,306	
	<b>Total Debt Service Funds</b>		<b><u>\$ 2,886,675</u></b>

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89 **SECTION 12. PROPRIETARY FUNDS.** That the amounts herein named aggregating  
90 \$1,370,924 or so much thereof as may be necessary, are hereby appropriated to the  
91 Proprietary Funds subject to the conditions hereinafter set forth in this Resolution for the

92 purposes hereinafter mentioned for the fiscal year beginning July 1, 2020 and ending June  
93 30, 2021, as follows:

Proprietary Funds:		<u>Source of Funds</u>	<u>Appropriation</u>
	Water Utility Fund:		
	Charges for Services	\$ 413,655	
	Prior Year Reserves	\$ 150,000	
	Total Water Utility Fund:		<u>\$ 563,655</u>
	Sewer Utility Fund:		
	Charges for Services	\$ 252,971	
	Prior Year Reserves	\$ 225,000	
	Total Sewer Utility Fund:		<u>\$ 477,971</u>
	Parks & Recreation Program Fund:		
	Charges for Services	\$ 229,298	
	Prior Year Reserves	\$ 100,000	
	Total Parks & Recreation Program Fund:		<u>\$ 329,298</u>
	Total Proprietary Funds:		<u>\$ 1,370,924</u>

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96 **SECTION 13.** Monies are hereby appropriated for the fiscal year 2021 in the various funds  
97 for the purpose of liquidating encumbered purchase transactions and for continuing capital  
98 and special projects as of June 30, 2020, not to exceed the applicable fund balance/net  
99 assets/net position as recorded in the County's audited accounting records. The County  
100 Administrator shall advise the Board of Supervisors in writing of the allocation of all such  
101 appropriations.

102 **SECTION 14.** Additional funds received for the following items are hereby appropriated for  
103 the purposes and to the programs for which received:

104 (A) Insurance recoveries and other payments received for damage to County  
105 vehicles or property;

106 (B) Refunds or reimbursements made to the County for which the County has  
107 expended funds directly related to that refund or reimbursement;

108 (C) Contributions and donations received for specific programs or purposes.

109 SECTION 15. All of the monies appropriated as shown by the items contained in Section 1  
110 through Section 14 are appropriated upon the following terms, conditions and provisions:

111 (A) All appropriations are declared to be maximum, conditional and proportionate  
112 appropriations, the purpose being to make the appropriations payable in full in the amounts  
113 named herein only in the event the revenues collected from the anticipated non-local sources  
114 are sufficient to pay the appropriations in full; otherwise, said appropriation shall be deemed  
115 to be payable only in an amount equal to actual non-local revenue received. The County  
116 Administrator is authorized to make transfers to the various funds for which there are  
117 transfers budgeted. The County Administrator shall transfer funds only as needed up to the  
118 amounts budgeted, or in accordance with any existing bond resolutions that specify the  
119 manner in which transfers are to be made.

120 (B) No department, agency or individual receiving an allocation of the appropriations  
121 made by this Resolution shall exceed the amount of such allocation except with the prior  
122 consent and approval of the Board of Supervisors or, as set forth in paragraph (D) of this  
123 Section 15, the County Administrator where so authorized.

124 (C) Nothing in this Resolution shall be construed as authorizing any reduction to be  
125 made in the amount appropriated in this Resolution for the payment of interest on or the  
126 retirement of any debt of King William County, including debt incurred for school purposes.

127 (D) The County Administrator is authorized to redistribute appropriations within,  
128 but not between, the several funds under the control of the Board of Supervisors as may be  
129 necessary to best meet the needs and interests of King William County, except that transfers

130 of funds from payroll items to non-payroll items or vice versa and transfers of capital  
131 projects funds between individual projects as set forth in the approved Capital  
132 Improvements Program may only be made by the Board of Supervisors.

133 (E) Annual appropriated contributions to non-governmental entities in excess of  
134 \$25,000 shall be disbursed on a quarterly basis in July, October, January, and April with the  
135 amount disbursed not to exceed one-quarter of the total appropriation unless otherwise  
136 agreed by the Board.

137 (F) The County Treasurer, upon receipt of a written order from the County  
138 Administrator, is authorized to advance monies between the several County Funds under his  
139 custody provided; however, that the total advanced to any particular fund, plus the amount  
140 of monies disbursed from that fund, does not exceed the annual appropriation for said fund.

141 (G) To the extent such authorization is required, the County School Board is  
142 authorized to create such additional funds, as it may deem necessary to account for its  
143 operations and to transfer the monies appropriated by this resolution for school purposes  
144 to such additional funds. Any such transfers shall not affect the status of such monies at year-  
145 end or the reversion thereof as otherwise provided by law.

146 (H) No funds appropriated to the King William County Economic Development  
147 Authority within the Capital Improvement Plan for fiscal year 2021 or prior years shall be  
148 disbursed without prior authorization of this Board.

149 SECTION 16. The County Administrator and specific employees designated by her in writing  
150 are hereby authorized as signers of drafts on the Petty Cash account available to allow  
151 emergency/immediate expenditures, not to exceed \$5,000, necessary in daily County  
152 operations.

153 SECTION 17. In accordance with the provisions of Senate Bill 488 which was adopted by the  
154 General Assembly of the Commonwealth of Virginia during the 2014 regular session and  
155 signed by the Governor of Virginia which created a special school tax district and established  
156 the taxing and appropriation authority of the King William County Board of Supervisors with  
157 respect to such special tax district and the county school division, the Board of Supervisors  
158 hereby designates the following local sources and amounts for the support of county school  
159 division operations and debt for the fiscal year beginning July 1, 2020 and ending June 30,  
160 2021:

161 Special School Tax District Property Tax Levies	
162 (Including penalties and interest)	\$ 8,518,482
163	
164 Prior Year Fund Balance from Property Levies	\$ -0-
165 County Share of Local 1% Sales Tax	\$ 993,965
166 Utilities Gross Receipts	\$ 50,000
167 Business License Taxes	\$ 372,500
168 Motor Vehicle License Tax	\$ 425,000
169 Consumer Utility Tax	\$ 220,000
170 Bank Net Capital Tax	\$ 104,000
171 Food & Beverage Tax	\$ 225,000
172 Communication Services Sales Tax	\$ 219,161
173 Rolling Stock Tax	\$ -0-
174	
175 Total School Appropriation*	<u>\$11,128,108</u>

176  
177 \*Includes funds designated for debt service and operational activities.  
178  
179

180 The designation of these specific revenue sources for FY 2021 shall in no way restrict the  
181 Board of Supervisors in future appropriations. The appropriation of prior year funds to the  
182 King William School Division derived from property taxes in the special tax district is not a  
183 part of the current year appropriation unless an amount from such source is specifically  
184 shown in the above listing. Should total receipts from the personal property tax source listed  
185 in this section exceed the amount estimated above, the excess shall be deemed property tax

186 receipts. Such revenues shall be retained as fund balance for the special tax district and will  
187 be available for future appropriation by the Board of Supervisors. Should total receipts from  
188 the sources listed in this section be less than the amount estimated above, the Board may  
189 appropriate additional funds from sources designated in a future resolution as necessary to  
190 cover any gap in local funding. The appropriation of state or federal revenue is not  
191 addressed, as such revenues are not local revenues covered by Senate Bill 488.

192 SECTION 18. Notwithstanding any other provision of this Resolution, the County  
193 Administrator is authorized to allocate the monies set aside in the approved FY 2021 budget  
194 and appropriated in the General Fund for employee pay adjustments to those departments,  
195 agencies, functions or funds as necessary to carry out the plan of adjustment presented to  
196 this Board

197  
198 SECTION 19. All resolutions and parts of resolutions inconsistent with the provisions of this  
199 Resolution are hereby repealed.

## AGENDA ITEM 11.a.



King William County  
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District  
Travis J. Moskalski, Second District  
Stephen K. Greenwood, Third District  
C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

Date: April 27, 2020  
To: King William County Board of Supervisors  
From: Bobbie Tassinari, County Administrator  
RE: FY2020 Mid-Year Actuals vs. Appropriated

## **SUMMARY**

The mid-year appropriated versus actuals for fiscal year 2020 are attached for your review. As of April 21, 2020, General Fund revenue collections are 69.1% of the projected annual level.

Overall, General Fund expenditures are at 75.8% of the projected annual level. The percentage reflects the initial and quarterly payments transferred to outside agencies, regional partners and the KWCPs. As revenue is collected these percentage differences will better align with revenue collections.

Budget Amendments identified within the report include:

- Resolution 19-60 rolling funds forward to FY20 to help offset the increased costs associated with new legal counsel.
- Resolution 19-61 rolling funds forward to FY20 for the EDA to utilize in starting up a grant incentive program.
- Resolution 20-04 approving the use of General Fund Unassigned funds to support three (3) new Fire Medic positions within the Fire and Emergency Medical Services Department.

## **ATTACHMENTS**

- FY2020 General Fund Revenue to Date
- FY2020 General Fund Expenditures to Date
- FY2020 Other Funds Revenue to Date
- FY2020 Other Funds Expenditures to Date



King William County  
Est. 1702

Board of Supervisors

County Administrator

William L. Hodges, First District  
Travis J. Moskalski, Second District  
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C. Stewart Garber, Jr., Fourth District  
Edwin H. Moren, Jr., Fifth District

GENERAL FUND REVENUE CATEGORY	FY2020 REVENUE APPROPRIATED AMOUNT	Y-T-D REVENUE COLLECTED	APPROPRIATED VS ACTUAL REVENUE DIFFERENCE
Real Property Taxes	\$12,382,831.00	\$6,009,791.00	\$6,373,040.00
Public Service Corp. Tax	\$440,000.00	\$402,654.00	\$37,346.00
Personal Property Tax	\$3,628,410.00	\$3,610,345.00	\$18,065.00
Machinery & Tools Tax	\$1,716,819.00	\$1,893,476.00	-\$176,657.00
P & I on Taxes	\$306,000.00	\$272,339.00	\$33,661.00
Other Local Taxes	\$1,347,820.00	\$921,623.00	\$426,197.00
Consumer's Utility Tax	\$220,000.00	\$184,300.00	\$35,700.00
Utility Gross Receipts	\$70,000.00	\$36,462.00	\$33,538.00
BPOL Tax	\$375,000.00	\$395,204.00	-\$20,204.00
Motor Vehicle License Tax	\$415,000.00	\$411,411.00	\$3,589.00
Bank Stock Tax	\$104,000.00	\$0.00	\$104,000.00
Recordation & Wills Tax	\$205,000.00	\$240,383.00	-\$35,383.00
Food & Beverage Tax	\$420,000.00	\$338,393.00	\$81,607.00
Animal Licenses	\$5,750.00	\$4,787.00	\$963.00
Land Use Fees	\$20,000.00	\$41,829.00	-\$21,829.00
Transfer Fees	\$500.00	\$597.00	-\$97.00
Permit & Other Licenses	\$294,500.00	\$301,689.00	-\$7,189.00
Fines & Forfeitures	\$80,500.00	\$55,828.00	\$24,672.00
Bank Interest	\$75,000.00	\$107,154.00	-\$32,154.00
Rev. From the Use of Property	\$50,000.00	\$47,196.00	\$2,804.00
Court Costs	\$18,900.00	\$3,417.00	\$15,483.00
Commonwealth Atty Fees	\$1,250.00	\$1,076.00	\$174.00
Charges for Law Enforcement	\$300.00	\$283.00	\$17.00
Charges Comm. Dev.	\$750.00	\$473.00	\$277.00
Prior Yr Exp. Refunds	\$0.00	\$0.00	\$0.00
Local Rev. Agreements	\$3,500.00	\$3,381.00	\$119.00
Local Rev. Agreements - Other	\$400.00	\$16,469.00	-\$16,069.00
Recovered Costs	\$44,800.00	\$5,173.00	\$39,627.00
Non-Categorical Aid	\$1,570,331.00	\$1,397,702.00	\$172,629.00
Constitutional Officers	\$1,340,085.00	\$852,523.00	\$487,562.00
Other Categorical Aid	\$127,300.00	\$132,145.00	-\$4,845.00
Public Safety	\$50,000.00	\$37,773.00	\$12,227.00
Fund Transfers	\$260,391.00	\$0.00	\$260,391.00
<b>SUB-TOTAL</b>	<b>\$25,575,137.00</b>	<b>\$17,725,876.00</b>	<b>\$7,849,261.00</b>
<b>FY2020 SUPPLEMENTAL FUNDING</b>	<b>\$93,159.88</b>	<b>\$0.00</b>	<b>\$93,159.88</b>
<b>TOTAL</b>	<b>\$25,668,296.88</b>	<b>\$17,725,876.00</b>	<b>\$7,942,420.88</b>



King William County  
Est. 1702

Board of Supervisors

County Administrator

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GENERAL FUND EXPENDITURE CATEGORY	FY2020 EXPENSE		APPROPRIATED VS
	APPROPRIATED AMOUNT	Y-T-D EXPENDITURES	ACTUAL EXPENDITURES DIFFERENCE
General/Financial Administration	\$ 1,580,185.00	\$ 1,287,643.85	\$ 292,541.15
Board of Elections	\$ 190,923.00	\$ 123,030.31	\$ 67,892.69
Courts	\$ 353,909.00	\$ 237,628.73	\$ 116,280.27
Commonwealth's Attorney	\$ 336,925.00	\$ 237,066.97	\$ 99,858.03
Law Enforcement	\$ 2,775,946.00	\$ 1,905,777.72	\$ 870,168.28
Fire and Rescue Services	\$ 1,286,302.00	\$ 1,273,269.08	\$ 13,032.92
Correction and Detention	\$ 991,535.00	\$ 697,979.27	\$ 293,555.73
Inspections	\$ 187,571.00	\$ 134,101.07	\$ 53,469.93
Other Protection	\$ 142,080.00	\$ 29,921.47	\$ 112,158.53
Sanitation and Waste Removal	\$ 884,681.00	\$ 653,538.25	\$ 231,142.75
Maintenance/Building/Grounds	\$ 716,623.00	\$ 562,774.51	\$ 153,848.49
Health and Special Needs	\$ 183,007.00	\$ 148,007.00	\$ 35,000.00
Community Aid	\$ 758,312.00	\$ 553,195.72	\$ 205,116.28
Planning and Community Development	\$ 571,881.00	\$ 416,630.18	\$ 155,250.82
Environmental Management	\$ 46,936.00	\$ 15,293.01	\$ 31,642.99
Miscellaneous	\$ 710,193.00	\$ 398,532.92	\$ 311,660.08
Clearing Accounts	\$ -	\$ -	\$ -
Transfers	\$ 13,858,128.00	\$ 10,741,759.15	\$ 3,116,368.85
<b>SUB-TOTAL</b>	<b>\$ 25,575,137.00</b>	<b>\$ 19,416,149.21</b>	<b>\$ 6,158,987.79</b>
<b>FY2020 SUPPLEMENTAL FUNDING</b>	<b>\$ 30,471.88</b>	<b>\$ -</b>	<b>\$ 30,471.88</b>
<b>TOTAL</b>	<b>\$ 25,605,608.88</b>	<b>\$ 19,416,149.21</b>	<b>\$ 6,189,459.67</b>



King William County  
Est. 1702

Board of Supervisors

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<b><u>OTHER FUNDS - REVENUE:</u></b>			
<b>REVENUE CATEOGRY <u>OTHER FUNDS</u></b>	<b>FY2020 REVENUE APPROPRIATED AMOUNT</b>	<b>Y-T-D REVENUE COLLECTED</b>	<b>APPROPRIATED VS ACTUAL REVENUE DIFFERENCE</b>
School Reserve Fund - 190	\$200,000.00	\$0.00	\$200,000.00
Virginia Public Assistance (Social Services) - 201	\$1,390,972.00	\$712,325.78	\$678,646.22
Regional Animal Shelter - 204	\$309,638.00	\$284,075.97	\$25,562.03
School Operating Fund - 205	\$26,670,406.00	\$19,837,197.25	\$6,833,208.75
School Textbook Fund - 206	\$360,000.00	\$104,698.75	\$255,301.25
School Cafeteria Fund - 207	\$939,430.00	\$659,101.19	\$280,328.81
Forfeiture Asset Revenue - Sheriff's Office - 208	\$5,000.00	\$604.00	\$4,396.00
Forfeiture Asset Revenue - Commonwealth Attorney's Office - 209	\$1,000.00	\$93.00	\$907.00
Four-For-Life - 210	\$18,000.00	\$0.00	\$18,000.00
Fire Programs - 211	\$39,000.00	\$25.00	\$38,975.00
Victim Witness Program - 213	\$128,399.00	\$46,910.00	\$81,489.00
Childrens Services Act - 220	\$1,398,362.00	\$620,027.59	\$778,334.41
Employee Recognition Fund - 221	\$2,000.00	\$5,542.00	-\$3,542.00
Leave Pay Out Fund - 222	\$30,000.00	\$2,241.00	\$27,759.00
Emergency Management Services Billing Fund - 240	\$300,000.00	\$125,712.41	\$174,287.59
Cash Proffer Fund - 305	\$435,500.00	\$377,529.66	\$57,970.34
Capital Improvement Plan Fund - 310	\$2,243,450.00	\$1,536,895.69	\$706,554.31
School Capital Improvement Plan Fund - 315	\$2,140,690.00	\$777,807.62	\$1,362,882.38
Debt Service Fund - 401	\$2,340,690.00	\$2,371,936.00	-\$31,246.00
Water Fund - 501	\$550,000.00	\$405,710.15	\$144,289.85
Sewer Fund - 502	\$175,000.00	\$251,380.00	-\$76,380.00
Parks and Recreation Fund - 503	\$284,408.00	\$175,126.76	\$109,281.24
School Health Insurance Fund - 606	\$3,426,000.00	\$2,646,602.80	\$779,397.20
School Regional Alternative Education Fund - 705	\$516,224.00	\$237,295.85	\$278,928.15
School Regional Adult Education Fund - 710	\$252,110.00	\$199,626.24	\$52,483.76
State Sales Tax Fund - 734	\$2,885,361.00	\$2,011,225.82	\$874,135.18
VJCCCA Fund - 737	\$186,249.00	\$131,231.50	\$55,017.50
Project Life Saver Fund - 790	\$5,500.00	\$1,200.00	\$4,300.00
DARE Fund - 791	\$900.00	\$3,487.40	-\$2,587.40
Sheriff's Donation Fund - 792	\$1,250.00	\$1,010.00	\$240.00
Fire & EMS Donation Fund - 793	\$1,000.00	\$0.00	\$1,000.00
Horse Rescue Fund - 794	\$0.00	\$2,707.00	-\$2,707.00
<b>SUB-TOTAL</b>	<b>\$47,236,539.00</b>	<b>\$33,529,326.43</b>	<b>\$13,707,212.57</b>
<b>FY2020 AMENDMENT TO FUNDING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL - OTHER FUNDS</b>	<b>\$47,236,539.00</b>	<b>\$33,529,326.43</b>	<b>\$13,707,212.57</b>



King William County  
Est. 1702

Board of Supervisors

County Administrator

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Edwin H. Moren, Jr., Fifth District

<b>OTHER FUNDS - EXPENDITURES:</b>			
<b>EXPENDITURE CATEOGRY OTHER FUNDS</b>	<b>FY2020 EXPENSE</b>		<b>APPROPRIATED VS</b>
	<b>APPROPRIATED</b>	<b>Y-T-D EXPENSE</b>	<b>ACTUAL EXPENSE</b>
			<b>DIFFERENCE</b>
School Reserve Fund - 190	\$200,000.00	\$177,807.62	\$22,192.38
Virginia Public Assistance (Social Services) - 201	\$1,390,972.00	\$918,145.13	\$472,826.87
Regional Animal Shelter - 204	\$309,638.00	\$246,898.37	\$62,739.63
School Operating Fund - 205	\$26,670,406.00	\$18,344,477.41	\$8,325,928.59
School Textbook Fund - 206	\$360,000.00	\$309,752.21	\$50,247.79
School Cafeteria Fund - 207	\$939,430.00	\$685,949.87	\$253,480.13
Forfeiture Asset Revenue - Sheriff's Office - 208	\$5,000.00	\$0.00	\$5,000.00
Forfeiture Asset Revenue - Commonwealth Attorney's Office - 209	\$1,000.00	\$0.00	\$1,000.00
Four-For-Life - 210	\$18,000.00	\$3,240.00	\$14,760.00
Fire Programs - 211	\$39,000.00	\$21,731.51	\$17,268.49
Victim Witness Program - 213	\$128,399.00	\$66,752.29	\$61,646.71
Childrens Services Act - 220	\$1,398,362.00	\$589,746.56	\$808,615.44
Employee Recognition Fund - 221	\$2,000.00	\$1,477.05	\$522.95
Leave Pay Out Fund - 222	\$30,000.00	\$32,773.82	-\$2,773.82
Emergency Management Services Billing Fund - 240	\$300,000.00	\$106,791.16	\$193,208.84
Cash Proffer Fund - 305	\$435,500.00	\$500,534.00	-\$65,034.00
Capital Improvement Plan Fund - 310	\$2,243,450.00	\$820,493.68	\$1,422,956.32
School Capital Improvement Plan Fund - 315	\$2,140,690.00	\$1,783,699.72	\$356,990.28
Debt Service Fund - 401	\$2,340,690.00	\$2,371,897.28	-\$31,207.28
Water Fund - 501	\$550,000.00	\$216,798.41	\$333,201.59
Sewer Fund - 502	\$175,000.00	\$27,286.29	\$147,713.71
Parks and Recreation Fund - 503	\$284,408.00	\$205,917.56	\$78,490.44
School Health Insurance Fund - 606	\$3,426,000.00	\$3,068,917.78	\$357,082.22
School Regional Alternative Education Fund - 705	\$516,224.00	\$281,073.99	\$235,150.01
School Regional Adult Education Fund - 710	\$252,110.00	\$194,627.39	\$57,482.61
State Sales Tax Fund - 734	\$2,885,361.00	\$2,011,045.82	\$874,315.18
VJCCCA Fund - 737	\$186,249.00	\$122,628.22	\$63,620.78
Project Life Saver Fund - 790	\$5,500.00	\$5,117.57	\$382.43
DARE Fund - 791	\$900.00	\$0.00	\$900.00
Sheriff's Donation Fund - 792	\$1,250.00	\$285.00	\$965.00
Fire & EMS Donation Fund - 793	\$1,000.00	\$0.00	\$1,000.00
Horse Rescue Fund - 794	\$0.00	\$2,100.00	-\$2,100.00
<b>SUB-TOTAL</b>	<b>\$47,236,539.00</b>	<b>\$33,117,965.71</b>	<b>\$14,118,573.29</b>
<b>FY2020 AMENDMENT TO FUNDING</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>TOTAL - OTHER FUNDS</b>	<b>\$47,236,539.00</b>	<b>\$33,117,965.71</b>	<b>\$14,118,573.29</b>

**King William County Monthly Building Report  
MARCH 2020**

PERMIT TYPE	NUMBER OF PERMITS	VALUE	FEE	STATE LEVY	PLAN REVIEW FEE	E & S INSP FEE	RE INSP FEE OTHER FEES	TOTAL FEES	YTD FEES
<b>RESIDENTIAL</b>									
Building Permits	28	2,314,976.00	8,504.00	169.08	5,050.00			13,723.08	29,083.38
Electrical Permits	22	60,470.00	2,200.00	44.00				2,244.00	6,361.81
Gas Permits	7	5,813.00	700.00	14.00				714.00	4,194.24
Plumbing Permits	11	45,700.00	1,104.00	22.08				1,126.08	3,982.08
Mechanical Permits	14	118,065.00	1,588.00	31.36				1,619.36	4,882.96
Demolition	2	11,500.00	200.00	4.00				204.00	610.00
<b>Total Residential Permits</b>	<b>84</b>	<b>2,556,524.00</b>	<b>14,296.00</b>	<b>284.52</b>	<b>5,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,630.52</b>	<b>48,810.47</b>
<b>COMMERCIAL</b>									
Building Permits	1	5,000.00	100.00	2.00				102.00	286,449.22
Electrical Permits	1	700,000.00						0.00	1,405.60
Gas Permits								0.00	204.00
Plumbing Permits								0.00	102.00
Mechanical Permits								0.00	0.00
<b>Total Commerical Permits</b>	<b>2</b>	<b>705,000.00</b>	<b>100.00</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>102.00</b>	<b>288,160.82</b>
Land Disturbance Permits	13		1,950.00					1,950.00	9,750.00
Commerical Land Disturbance Permits	1		1,500.00					1,500.00	1,500.00
Tenant Upfit Permit									0.00
<b>Total Misc. Permits</b>	<b>14</b>		<b>3,450.00</b>					<b>3,450.00</b>	<b>11,250.00</b>
<b>PERMIT TOTALS</b>	<b>100</b>	<b>3,261,524.00</b>	<b>17,846.00</b>	<b>286.52</b>	<b>5,050.00</b>	<b>0.00</b>	<b>0.00</b>	<b>23,182.52</b>	<b>348,221.29</b>

NEW CONSTRUCTION PERMIT VALUE					AVERAGE BUILDING SIZE	
	MONTHLY	VALUE	YTD PERMIT	YTD VALUE		
Stick Built Home	16	1,121,000.00	30	3,240,000.00	New Dwelling	2,455
Manufactured Housing	1	2,757,566.00	1	2,757,566.00	Commerical Buildings	
<b>TOTAL</b>	<b>17</b>	<b>3,878,566.00</b>	<b>31</b>	<b>5,997,566.00</b>		
Commerical/Industrial Buildings	1	5,000.00	4	5,952,686.00		
<b>TOTAL NEW BULDINGS</b>	<b>18</b>	<b>3,883,566.00</b>	<b>35</b>	<b>10,952,252.00</b>		

CERTIFICATE OF OCCUPANCY		
	MONTHLY	YTD PERMIT
Single Family Dwelling	8	18
Commerical		0
<b>TOTAL CO'S</b>	<b>8</b>	<b>18</b>

INSPECTIONS		
	MONTHLY	YTD INSPECTIONS
Building Inspections	423	1093
Zoning Inspections	55	141
<b>TOTAL INSPECTIONS</b>	<b>478</b>	<b>1234</b>

WAIVED FEES		
SCHOOL OR COUNTY PROJECTS		YTD
Residential Fees		\$150.00
Commerical Fees	\$3,620.48	\$3,620.48
<b>Total Waived Fees</b>	<b>\$3,620.48</b>	<b>\$3,770.48</b>
		School- Solar Panels

**Regional Animal Shelter  
Animal Activities Report  
March 2020**

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
Month	7	28	0	0	0	0	0	1	0	0	7	29		
KW Animal Control	1	10	7	34	0	0	0	2	3	6	11	52		
King William Citizens	3	11	0	0	0	0	4	16	0	0	7	27		
King & Queen Citizens	3	12	0	0	0	0	0	6	0	0	3	18		
Other	0	0	0	0	0	0	0	0	3	3	3	3		
Totals	14	61	7	34	0	0	4	25	6	9	31	129		
Disposition (Dogs)	Reclaimed		Adopted		Transferred		Euthanized		Other		Total			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
Month	6	30	5	13	11	60	8	25	1	1	31	129		
Cats Received	Stray		Seized		Bite Cases		Surrendered		Other		Total			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
Month	3	10	0	0	0	0	0	0	0	0	3	10		
KW Animal Control	1	1	0	0	0	0	0	1	0	0	1	2		
King William Citizens	4	7	0	0	0	0	1	16	0	0	5	23		
King & Queen Citizens	2	4	0	0	0	0	8	10	0	0	10	14		
Other	0	0	0	0	0	0	0	0	0	0	0	0		
Totals	10	22	0	0	0	0	9	27	0	0	19	49		
Disposition (Cats)	Reclaimed		Adopted		Transferred		Euthanized		Other		Total			
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD		
Month	0	0	1	6	12	25	6	18	0	0	19	49		
Feral Cats	Month	YTD	Other Species Handled											
Month	6	15	Month		YTD		Month		YTD		Month		YTD	
Month	6	15	Month		YTD		Month		YTD		Month		YTD	
6 dogs transferred in from Gloucester Co. (KQ dogs) 2/20; 3 dogs transferred in from New Kent Co. 2/20;														
Other Received Explanation														
1 puppy died at Shelter 3/20;														
3/1/20														
Dogs														
9														
Cats														
10														
Other Species														
0														

## Regional Animal Shelter 2020 Monetary and In-Kind Donation Record

<b>Month</b>	<b>Monetary Donations</b>	<b>YTD Monetary Donations</b>	<b>In-Kind Donation Value</b>	<b>YTD In-Kind Donation Value</b>
January	\$ 406.00	\$ 406.00	\$ 560.00	\$ 560.00
February	\$ 195.00	\$ 601.00	\$ 420.00	\$ 980.00
March	\$ 230.00	\$ 831.00	\$ 160.00	\$ 1,140.00
April				
May				
June				
July				
August				
September				
October				
November				
December				



Drop Off Recycling  
 Site Detail  
 March 2020  
 King William County

	Request Date	Pull Date	Delivery Date	Location	Weight	Paper Revenue	Containers Revenue
<b>Epworth</b>							
Paper	No Pulls						
Containers	6-Mar	6-Mar	6-Mar	CWTS	2480		\$12.40
	31-Mar	31-Mar	31-Mar	CWTS	2820		\$14.10
				<b>Total</b>	<b>5300</b>		<b>\$26.50</b>
				<b>Average</b>	<b>2650</b>		<b>\$13.25</b>

<b>Landfill</b>							
Paper	No Pulls						
Containers	No Pulls						

<b>Transfer Station</b>							
Paper	No Pulls						
Containers	19-Mar	19-Mar	19-Mar	CWTS	3080		\$15.40
	7-Mar	7-Mar	19-Mar	CWTS	2880		\$14.40
				<b>Total</b>	<b>5960</b>		<b>\$29.80</b>
				<b>Average</b>	<b>2980</b>		<b>\$14.90</b>

<b>VFW Road</b>							
Paper	No Pulls						
Containers	12-Mar	13-Mar	13-Mar	CWTS	3020		\$15.10
				<b>Total</b>	<b>3020</b>		<b>\$15.10</b>
				<b>Average</b>	<b>3020</b>		<b>\$15.10</b>

**Drop Off Recycling**

**King William  
Number of Collections**

**FY 19**

	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	1	0	0	0	0	0	3	0	4
August	0	1	0	1	0	2	0	3	0	7
September	0	1	0	1	0	0	1	2	1	4
October	0	0	0	0	1	1	1	3	2	4
November	0	2	0	1	0	1	0	2	0	6
December	1	1	1	0	0	1	0	3	2	5
January	1	1	0	1	0	1	1	3	2	6
February	0	1	0	0	1	0	1	2	2	3
March	0	1	0	1	0	1	1	2	1	5
April	0	1	0	0	0	1	1	3	1	5
May	0	1	0	1	0	1	1	3	1	6
June	0	1	0	1	0	1	1	2	1	5
<b>Totals</b>	<b>2</b>	<b>12</b>	<b>1</b>	<b>7</b>	<b>2</b>	<b>10</b>	<b>8</b>	<b>31</b>	<b>13</b>	<b>60</b>

**FY 20**

	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	2	0	0	0	1	0	3	0	6
August	1	1	0	1	1	1	0	3	2	6
September	0	1	0	0	0	1	0	2	0	4
October	0	1	0	1	0	1	0	3	0	6
November	0	1	1	0	0	0	3	2	4	3
December	1	1	0	1	1	1	0	3	2	6
January	0	1	0	0	0	1	0	3	0	5
February	0	1	0	1	0	1	1	2	1	5
March	0	2	0	0	0	1	0	2	0	5
April	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>2</b>	<b>11</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>8</b>	<b>4</b>	<b>23</b>	<b>9</b>	<b>46</b>

**Drop Off Recycling**

**King William  
Total Weights  
(Pounds)**

FY 19	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	3,060	0	0	0	0	0	8,440	0	11,500
August	0	2,180	0	2,760	0	5,000	0	8,600	0	18,540
September	0	3,040	0	2,380	0	0	12,260	5,760	12,260	11,180
October	0	0	0	0	10,660	2,880	9,480	9,340	20,140	12,220
November	0	5,820	0	2,640	0	2,700	0	5,900	0	17,060
December	12,720	3,200	9,240	0	0	2,200	0	6,900	21,960	12,300
January	9,280	2,620	0	2,880	0	3,400	10,940	8,880	20,220	17,780
February	0	3,000	0	0	13,120	0	9,940	5,920	23,060	8,920
March	0	2,760	0	2,000	0	3,740	8,940	6,100	8,940	14,600
April	0	3,020	0	0	0	2,880	9,220	9,300	9,220	15,200
May	0	2,900	0	2,440	0	3,200	8,160	8,220	8,160	16,760
June	0	3,060	0	2,900	0	2,840	9,460	5,400	9,460	14,200
<b>Totals</b>	<b>22,000</b>	<b>34,660</b>	<b>9,240</b>	<b>18,000</b>	<b>23,780</b>	<b>28,840</b>	<b>78,400</b>	<b>88,760</b>	<b>133,420</b>	<b>170,260</b>

FY 20	Epworth		Landfill		VFW Road		Transfer Station		Total	
	Paper	Container	Paper	Container	Paper	Container	Paper	Container	Paper	Container
July	0	5,240	0	0	0	3,420	0	7,800	0	16,460
August	14,200	2,660	0	2,800	15,500	2,540	0	8,120	29,700	16,120
September	0	2,620	0	0	0	2,400	0	5,320	0	10,340
October	0	2,400	0	2,240	0	2,280	0	7,660	0	14,580
November	0	3,020	11,820	0	0	0	32,520	6,020	44,340	9,040
December	9,960	2,380	0	2,360	12,140	3,360	0	9,620	22,100	17,720
January	0	3,360	0	0	0	2,860	0	8,460	0	14,680
February	0	2,700	0	2,600	0	2,540	9,460	5,960	9,460	13,800
March	0	5,300	0	0	0	3,020	0	5,960	0	14,280
April	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0
<b>Totals</b>	<b>24,160</b>	<b>29,680</b>	<b>11,820</b>	<b>10,000</b>	<b>27,640</b>	<b>22,420</b>	<b>41,980</b>	<b>64,920</b>	<b>105,600</b>	<b>127,020</b>

## Drop Off Recycling

### Total Weights (Pounds)

#### FY 19

	Paper	Container
July	77,760	95,840
August	186,580	114,220
September	165,300	76,580
October	75,420	89,020
November	46,200	83,880
December	209,140	64,740
January	131,240	105,440
February	146,480	69,560
March	58,840	65,100
April	62,340	88,100
May	106,580	98,220
June	71,180	98,080
<b>Totals</b>	<b>1,337,060</b>	<b>1,048,780</b>

#### FY 20

	Paper	Container
July	133,640	105,020
August	158,040	107,620
September	116,240	79,620
October	128,700	104,220
November	150,440	71,700
December	195,920	114,020
January	85,520	94,720
February	117,960	89,460
March	69,640	87,880
April	-	-
May	-	-
June	-	-
<b>Totals</b>	<b>1,156,100</b>	<b>854,260</b>

**Drop Off Recycling  
Material Revenue  
FY 20**

**King William**

	Mixed Paper Revenue	Commingled Containers Revenue	Total Revenue
July	\$0.00	\$82.30	\$82.30
August	\$111.11	\$80.60	\$191.71
September	\$0.00	\$51.70	\$51.70
October	\$0.00	\$72.90	\$72.90
November	\$133.02	\$45.20	\$178.22
December	\$66.30	\$88.60	\$154.90
January	\$0.00	\$73.40	\$73.40
February	\$4.73	\$69.00	\$73.73
March	\$0.00	\$71.40	\$71.40
April	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00
Total	\$315.16	\$635.10	\$950.26

**Drop Off Recycling  
Material Revenue  
FY 20**

**Paper**

	Essex Paper	King & Queen Paper	King William Paper	Mathews Paper	Middlesex Paper	Total Paper
July	\$102.62	\$0.00	\$0.00	\$0.00	\$136.50	\$239.12
August	\$204.05	\$31.80	\$111.11	\$206.84	\$60.52	\$614.32
September	\$276.19	\$57.23	\$0.00	\$39.99	\$60.29	\$433.70
October	\$59.04	\$101.61	\$0.00	\$49.26	\$90.71	\$300.62
November	\$403.70	\$0.00	\$133.02	\$61.26	\$46.20	\$644.18
December	\$212.80	\$43.44	\$66.30	\$70.08	\$104.64	\$497.26
January	\$194.26	\$0.00	\$0.00	\$23.64	\$56.46	\$274.36
February	\$206.51	\$0.00	\$4.73	\$4.95	\$34.25	\$250.44
March	\$311.74	\$4.67	\$0.00	\$0.00	\$5.94	\$322.35
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$1,970.91	\$238.75	\$315.16	\$456.02	\$595.51	\$3,576.35

**Containers**

	Essex Containers	King & Queen Containers	King William Containers	Mathews Containers	Middlesex Containers	Total Containers
July	\$64.30	\$28.70	\$82.30	\$118.90	\$179.00	\$473.20
August	\$90.10	\$40.40	\$80.60	\$80.80	\$182.40	\$474.30
September	\$69.30	\$25.90	\$51.70	\$80.80	\$98.00	\$325.70
October	\$73.40	\$41.60	\$72.90	\$82.60	\$174.30	\$444.80
November	\$60.20	\$15.50	\$45.20	\$68.00	\$104.20	\$293.10
December	\$74.90	\$58.00	\$88.60	\$70.40	\$151.40	\$443.30
January	\$72.30	\$30.90	\$73.40	\$69.80	\$145.50	\$391.90
February	\$59.10	\$42.60	\$69.00	\$82.60	\$102.00	\$355.30
March	\$71.30	\$28.80	\$71.40	\$79.90	\$102.30	\$353.70
April	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
May	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
June	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$634.90	\$312.40	\$635.10	\$733.80	\$1,239.10	\$3,555.30

**Drop Off Recycling  
Material Delivery to Sonoco**

**FY 20**

	Material Delivered (Pounds)	
	Paper	Paper Revenue
July	92,700	\$476.32
August	26,100	\$78.30
September	0	\$0.00
October	0	\$0.00
November	106,540	\$654.86
December	195,920	\$1,064.10
January	64,940	\$194.82
February	19,240	\$57.72
March	0	\$0.00
April		
May		
June		
<b>Totals</b>	<b>505,440</b>	<b>\$2,526.12</b>

**Drop Off Recycling  
Material Delivery to Butler Paper**

**FY 20**

	Material Delivered (Pounds)	
	Paper	Paper Revenue
July	0	\$0.00
August	119,840	\$886.05
September	116,240	\$1,013.88
October	106,200	\$567.86
November	43,900	\$477.31
December	0	\$0.00
January	20,580	\$438.35
February	98,720	\$752.47
March	40,360	\$653.49
April		
May		
June		
<b>Totals</b>	<b>545,840</b>	<b>\$4,789.41</b>

**Drop Off Recycling  
Material Delivery to County Waste**

**FY 20**

	Material Delivered (Pounds)		Containers Revenue	Paper Revenue
	Containers	Paper		
July	105,020	23,600	\$525.10	\$118.00
August	107,620	0	\$538.10	\$0.00
September	79,620	0	\$398.10	\$0.00
October	104,220	22,500	\$521.10	\$112.50
November	71,700	0	\$358.50	\$0.00
December	114,020	0	\$570.10	\$0.00
January	94,720	0	\$473.60	\$0.00
February	89,460	0	\$447.30	\$0.00
March	87,880	0	\$439.40	\$0.00
April				
May				
June				
<b>Totals</b>	<b>854,260</b>	<b>46,100</b>	<b>\$4,271.30</b>	<b>\$230.50</b>

**Drop Off Recycling  
Material Delivery to Tidewater Fibre**

**FY 20**

	Material Delivered (Pounds)	
	Paper	Paper Revenue
July	0	\$0.00
August	0	\$0.00
September	0	\$0.00
October	0	\$0.00
November	0	\$0.00
December	0	\$0.00
January	0	\$0.00
February	0	\$0.00
March	29,280	\$18.30
April		
May		
June		
<b>Totals</b>	<b>29,280</b>	<b>\$18.30</b>

## VPPSA Drop Off Recycling

### Total Weights (Pounds) FY 20

#### Corrugated Cardboard

	Weight (pounds)	Processor	Revenue
July	74,180	Sonoco	\$1,483.60
	30,080	International Paper	\$300.80
August	25,620	International Paper	\$256.20
	88,660	Butler Paper	\$1,884.46
September	90,040	Butler Paper	\$1,922.45
October	92,000	Butler Paper	\$1,912.50
November	21,780	Butler Paper	\$449.32
	73,160	Sonoco	\$1,463.20
December	103,980	Sonoco	\$2,079.60
January	22,960	Sonoco	\$459.20
	79,600	Butler Paper	\$1,695.48
February	84,760	Butler Paper	\$2,007.79
March	101,000	Butler Paper	\$3,203.24
April			
May			
June			
<b>Total</b>	<b>887,820</b>		<b>\$19,117.84</b>

## VPPSA Drop Off Recycling

### Total Weights (Pounds) FY 20

#### Toter Collection Program

#### Mixed Paper

	Weight (pounds)	Processor	Revenue
July	13,420	Sonoco	\$40.26
August	9,200	Butler Paper	\$41.86
September	0		\$0.00
October	11,180	Butler Paper	\$39.24
November	10,660	Sonoco	\$31.98
December	8,240	Sonoco	\$24.72
January	6,720	Sonoco	\$20.16
February	0		\$0.00
March	8,940	TFC	\$5.59

April  
May  
June

<b>Total</b>	<b>68,360</b>	<b>\$203.81</b>
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**President**  
Stephen W. Bowen  
Nottoway County

**President-Elect**  
Jeffrey C. McKay  
Fairfax County

**First Vice President**  
Meg Bohmke  
Stafford County

**Second Vice President**  
Jason D. Bellows  
Lancaster County

**Secretary-Treasurer**  
Donald L. Hart, Jr.  
Accomack County

**Immediate Past President**  
Sherrin C. Alsop  
King and Queen County

**Executive Director**  
Dean A. Lynch, CAE

**General Counsel**  
Phyllis A. Errico, Esq., CAE

## VIA ELECTRONIC MAIL

April 8, 2020

The Honorable Ralph Northam  
Governor of Virginia  
P.O. Box 1475  
Richmond, VA 23218

Dear Governor Northam:

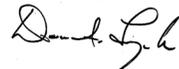
On behalf of the Virginia Association of Counties, I write to request your assistance in amending SB 740 (Obenshain and Barker), which seeks to require localities to adjust precinct boundaries to coincide with General Assembly and Congressional district boundaries adopted by the General Assembly in order to eliminate split precincts. We would request several amendments to ensure that the process the bill requires localities to undertake is achievable within the expected timeline of elections in 2021, and that there would be some protections for localities in case the state redistricting process is not completed in a timely manner.

As passed by the General Assembly, the bill includes some helpful changes in concept relative to the introduced version, in that it would allow the use of districts as they exist as of a date certain (June 15) as a basis for local adjustments to precincts. This concept would protect localities in the event that General Assembly redistricting was not completed by that date, as localities need time to adjust local precincts (which may require finding new polling places) or apply for waivers from the State Board of Elections (it is unknown how long the State Board will need to consider waiver applications), provide required public notice, adopt ordinances, and notify voters of new polling place assignments. However, the bill's requirement that localities complete the process of adjusting precinct boundaries or seeking a waiver from the State Board of Elections by July 1 does not allow enough time after the June 15 date for localities to decide how to adjust precinct lines, provide the required two weeks of public notice in a newspaper, adopt an ordinance, and notify voters of any new precinct assignments or new polling places.

Instead, we would propose substitute language that makes clear that localities may use the Congressional and General Assembly districts as they exist on June 15 if the General Assembly has not completed its redistricting process as of that date. Localities could use those district boundaries to adjust precinct boundaries in advance of the November general election, and then make any additional necessary adjustments to precincts by March of the following year to reflect any changes made to General Assembly districts or Congressional districts after June 15. We believe this approach achieves the goal of the legislation – minimizing precinct splits – while allowing some certainty for localities. Suggested substitute language is enclosed for your consideration.

We appreciate your consideration of our request, and we would be glad to discuss this matter further with your staff at their convenience.

Sincerely,



Dean A. Lynch, CAE  
Executive Director

Enclosure

cc: The Honorable Mark D. Obenshain  
The Honorable George L. Barker  
Mr. Matt Mansell, Director of the Office of Policy and Legislative Affairs  
Ms. Courtney Dozier, Policy Director  
Mr. Marvin Figueroa, Legislative Director  
Ms. Melissa Assalone, Policy Advisor  
Members, Virginia Association of Counties Board of Directors

1207 E. Main St., Suite 300  
Richmond, Va. 23219-3627

Phone: 804.788.6652  
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Email: [mail@vaco.org](mailto:mail@vaco.org)  
Website: [www.vaco.org](http://www.vaco.org)

Suggested language – SB 740 (proposed Governor’s substitute)

Revisions based on enrolled version

Be it enacted by the General Assembly of Virginia:

1. That § [24.2-307](#) of the Code of Virginia is amended and reenacted as follows:  
§ [24.2-307](#). Requirements for county and city precincts.

The governing body of each county and city shall establish by ordinance as many precincts as it deems necessary. Each governing body is authorized to increase or decrease the number of precincts and alter precinct boundaries subject to the requirements of this chapter.

At the time any precinct is established, it shall have no more than 5,000 registered voters. The general registrar shall notify the governing body whenever the number of voters who voted in a precinct in an election for President of the United States exceeds 4,000. Within six months of receiving the notice, the governing body shall proceed to revise the precinct boundaries, and any newly established or redrawn precinct shall have no more than 5,000 registered voters.

At the time any precinct is established, each precinct in a county shall have no fewer than 100 registered voters and each precinct in a city shall have no fewer than 500 registered voters.

Each precinct shall be wholly contained within ~~any~~ *a single congressional district, Senate district, House of Delegates district, and* election district used for the election of one or more members of the governing body or school board for the county or city. *By July 1 of In each year ending in one, the governing body of each county and city shall establish the precinct boundaries to be used in the November general election and subsequent elections to be consistent with any congressional district, Senate district, House of Delegates district, and local election district that was adopted by the appropriate authority by June 15 of that year. If a governing body is unable to establish a precinct with the minimum number of registered voters without splitting the precinct between two or more congressional districts, Senate districts, House of Delegates districts, or local election districts, it shall apply to the State Board for a waiver to administer a split precinct. The State Board may grant the waiver or direct the governing body to establish a precinct with fewer than the minimum number of registered voters as permitted by § [24.2-309](#). A governing body granted a waiver to administer a split precinct or directed to establish a precinct with fewer than the minimum number of registered voters may use such a precinct for any election held that year.*

*If congressional districts, Senate districts, or House of Delegates districts have not been adopted by June 15 of a year ending in one, a locality may use the congressional districts, Senate districts, or House of Delegates districts as they exist on June 15 of that year as a basis for establishing precinct boundaries to be used for elections to be held in November that year. Any waiver granted by the State Board to administer a split precinct based on the existing congressional, Senate, or House of Delegates districts may be used for any election held that year. Such locality shall establish precinct boundaries to be consistent with any subsequent changes to congressional, Senate, or House of Delegates districts made that year, or apply to the State Board for a waiver, by March 1 of the following year.*

The governing body shall establish by ordinance one polling place for each precinct.

AGENDA ITEM 12.  
BoS Comments

AGENDA ITEM 13.  
Closed Meeting  
(if needed)

### CLOSED MEETING MOTIONS

- PERSONNEL** – In accordance with Section 2.2-3711(A)(1) of the code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consider a personnel matter involving the (choose from list below):

1. appointment of individuals to Boards and Commissions.  
 2. interview of a prospective candidate for employment

(or the)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 3. Employment  | <input type="checkbox"/> 6. Promotion   | <input type="checkbox"/> 9. Salary       |
| <input type="checkbox"/> 4. Assignment  | <input type="checkbox"/> 7. Performance | <input type="checkbox"/> 10. Discipline  |
| <input type="checkbox"/> 5. Appointment | <input type="checkbox"/> 8. Demotion    | <input type="checkbox"/> 11. Resignation |

of a specific public officer/appointee/employee.

- PUBLIC PROPERTY** – In accordance with Section 2.2-3711 (A)(3) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding real property used for a public purpose, specifically pertaining to (choose one of the following):

1. the acquisition of real property for a public purpose.  
 2. the disposition of (name publicly held real property involved).

because discussion in an open meeting may adversely the bargaining position or negotiating strategy of the Board.

- PROTECTION OF PRIVACY OF INDIVIDUALS** – In accordance with Section 2.2-3711(A)(4) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting regarding a personal matter not related to public business in order to protect the privacy of individuals.
- PROSPECTIVE BUSINESS OR INDUSTRY OR EXPANSIONS OF EXISTING BUSINESS OR INDUSTRY** – In accordance with Section 2.2-3711(A)(5) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss a prospective business or industry or expansion of an existing business or industry where no previous announcement has been made.
- INVESTING OF PUBLIC FUNDS** – In accordance with Section 2.2-3711(A)(6) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the investing of public funds where competition or bargaining is involved and where discussion in open session would adversely affect the financial interest of the County.

November 2017

- LEGAL MATTERS** – In accordance with Section 2.2-3711(A)(7) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to (choose one of the following):
- 1. consult with legal counsel, consultants, and/or staff on a matter of actual litigation in which the County is involved.
  - 2. consult with legal counsel, consultants, and/or staff on a matter of probable litigation in which the County may become involved.

because discussion in an open meeting may adversely the litigation position or negotiating strategy of the Board.

- LEGAL MATTERS** – In accordance with Section 2.2-3711(A)(8) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to consult with legal counsel on a specific legal matter (identify matter in general terms at a minimum) requiring the provision of legal advice by counsel.

- HAZARDOUS WASTE SITING** – In accordance with Section 2.2-3711(A)(14) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to discuss the terms, conditions, and provisions of a hazardous waste siting agreement after a finding in open meeting that an open meeting will have an adverse effect upon the negotiating position of the Board or the establishment of the terms, conditions and provisions of the siting agreement, or both.

- TERRORIST ACTIVITY** – In accordance with Section 2.2-3711(A)(19) of the Code of Virginia, I move that the Board of Supervisors convene in Closed Meeting to:

- 1. discuss plans to protect public safety relating to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, law-enforcement, or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety;
- 2. discuss reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

- PUBLIC CONTRACTS** – In accordance with Section 2.2-3711(A)(29) of the Code of Virginia, because discussion in an open session would adversely affect the bargaining position or negotiating strategy of the Board, I move that the Board of Supervisors convene in Closed Meeting to:

- 1. discuss the award of a public contract involving the expenditure of public funds;
- 2. interview bidders or offerors;
- 3. discuss the terms or scope of a public contract.

BOARD OF SUPERVISORS  
COUNTY OF KING WILLIAM  
KING WILLIAM, VIRGINIA

Resolution

At a [regular or special] meeting of the King William County Board of Supervisors held in the King William County Administration Building, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_:

Present

Vote

William L. Hodges  
Travis J. Moskalski  
Stephen K. Greenwood  
C. Stewart Garber, Jr.  
Edwin H. Moren, Jr.

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried \_\_\_\_\_, the following resolution was adopted:

A RESOLUTION TO CERTIFY COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT REGARDING MEETING IN CLOSED MEETING

WHEREAS, the King William County Board of Supervisors has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 D. of the Code of Virginia requires a certification by the King William County Board of Supervisors that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, hereby certifies that, to the best of each member's knowledge, (1) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (2) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed, or considered by the King William County Board of Supervisors.

AGENDA ITEM 14.

Appointments

*None*