County of King William, Virginia
Est. 1702

BOARD OF SUPERVISORS
REGULAR MEETING OF MAY 18, 2020 – 7:00 P.M.
KING WILLIAM COUNTY ADMINISTRATION BUILDING
KING WILLIAM, VIRGINIA

A M E N D E D 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. April 6, 2020 Public Hearing
   ii. April 13, 2020 Work Session
   iii. April 17, 2020 Daylong Budget Session
   iv. April 27, 2020 Regular Meeting

b. Approval of Payment of Bills – *Month of April, 2020*

8. Presentations:

a. Information Technology Projects – *Travis Wolfe, Systems Engineer*

9. Old Business:

a. Public Hearing and Consideration of the Re-Adoption of 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 – *Bobbie Tassinari, County Administrator*

b. Public Hearing and Consideration of Ordinance 04-20 Planning and Zoning Proposed Fee Schedule – *Ron Etter, Director of Community Development*

c. Virginia Retirement System Enhanced Benefit Election for Fire and EMS Employees Resolution 20-27 – *Nita McInteer, Manager of Human Resources*

d. Human Resources Policies and Procedures Manual Update Resolution 20-28 - *Nita McInteer, Manager of Human Resources*

10. New Business:

a. Resolution 20-28 to Accept Federal Cares Coronavirus Relief Funds and Authority to Expend – *Bobbie Tassinari, County Administrator*

11. Administrative Matters from County Administrator:

a. Board Information

12. Board of Supervisors' Comments

13. Closed Meeting (if needed)

14. Appointments

None

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
PUBLIC HEARING OF APRIL 6, 2020

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 6th day of April, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building via Zoom.

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 as presented; 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

PUBLIC HEARING – REVISED PROPOSED BUDGET FY 2021

1. Bob Shannon, of the 3rd District submitted a public comment prior to the meeting via email. See attachment A.

2. Robert Bruce, of the 3rd District submitted a public comment prior to the meeting via email. See attachment B.

DRAFT

PUBLIC HEARING – PROPOSED TAX LEVIES FOR CALENDAR YEAR 2020

There were no speakers.

ADJOURN

Upon motion of Supervisor Greenwood, 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

DRAFT

Local Government should follow States lead

Amidst the startling economic fallout from this global health crisis comes the silver lining , if only elected officials have the wisdom and backbone to implement the needed changes.

The fall off in revenues that will be collected by government at every level in the coming years has led Governor Northam to order a hiring freeze and department/agency heads to look for cuts that can be made in the current budget year to offset what is going to be a revenue nightmare for Virginia. Not being a fan of the Governor I am onboard with this specific order. It is ridiculous while we watch the carnage occurring with the private sector to not also recognize the lingering impact this will have on a serious decline in taxes and fees collected by government at every level. That leaves then only two choices since King William can not run deficits or print money. The County Administrator must prepare for the Board's consideration the elimination of any position within county government that is non-essential. I could list more than a few. The Board must then follow through on recognizing that King William is going to experience the same declines , particularly in sales taxes collected and perhaps BPOL revenues, given that no business is immune to what is happening. Lean times are on the horizon and the Board must recognize they have two distinct stark choices, cut spending or openly share with the citizens just how they plan on making up the revenue shortfalls with increased or new taxes. No back room discussions---but transparency and disclosures done openly with the citizens who deserve no less.

Perhaps in the back of the Board's mind is the new real estate assessments that will be in place beginning January 1, 2021 as being their saving grace, bailing them out of the financial crunch they will face. If the current rate is left intact this will lead to a huge increase in homeowners real estate tax bill, at the same time these people are losing their jobs and watching their retirement/investment assets take a major league hit. It is a lose-lose proposition all the way around. At a MINIMUM the Board needs to lower the real estate tax rate (equalize it as they did in 2015) January 1 so that homeowners are not further hurt . Not to be overlooked is how real estate prices are likely to fall as a result of the broader economic fallout continues.

Others have observed that while private sector unemployment rises the public sector deserves to share in the pain. Essential and Non Essential are not merely words , they are realities that deserve serious consideration by our elected officials as we muddle through what is going to be a long tough slog. Let's all hope the Board sees the wisdom in taking their Leadership responsibilities seriously and begin the tough choices that need to be made. Raising taxes is not a consideration.

Bob Shannon Founder King William T.E.A Party (Taxed Enough Already)

Deputy Clerk

From: rbrucepix@aol.com
Sent: Monday, April 6, 2020 10:22 AM
To: County Administrator
Cc: Deputy Clerk; RBRUCEPIX@aol.com
Subject: A comment for tonight's Tax and Budget Public Hearing

County Administrator: In keeping with information in the public notice printed in Country Courier News on 18 Mar and 1 Apr 2020, please ensure that this will be ***"distributed to Board members and made part of the public record."*** Sincerely, Robert "Sarge" Bruce, 91 Fairfield Lane., KW 23086 (District 3, Aylett).

Questions for King William's Budget Busters !

Virginia's economy is crashing,
but our County Government wants a
$ 3.5 MILLION $ INCREASE
IN SPENDING FOR 2020-21 !
KW already has one of the
HIGHEST REAL ESTATE TAX RATES
OF ANY RURAL VA COUNTY
So where will all this extra money come from?
IT WILL COME FROM YOU, THE ALREADY OVERTAXED HOMEOWNERS & BUSINESSES OF KING WILLIAM !

__ Since America is in a serious economic downturn, shouldn't KW government economize and make do with what it has ?
__ What justifies ANY raises – much less 3% – for county employees ?
__ Since KW has no real growth in residents, school enrollment, crime, emergencies, etc., what justifies hiring more employees ?
__ Since new RE assessments are coming in 20% higher, why not deeply cut taxes to help hard-hit homeowners ?
__ Why do $ MILLIONAIRE "farmers" get tax breaks that homeowners and businesses don't ?
__ How much Supplemental Spending will go "off budget" again later in the year when folks aren't paying attention ?
__ Where did the $10 MILLION in Real Estate Tax overcharges go ?
__ Since new Supv. Moren (Mangohick) campaigned on cutting taxes, isn't it time for him to keep his promise ?

A BoS "Budget Public Hearing" is scheduled for 7 pm April 6th
It will probably be canceled so mail your questions to
180 Horse Landing Rd. #4, King William, VA 23086; or FAX to 804-769-4968; or email to countyadmin@kingwilliamcounty.us

King William T.E.A. Party's OPERATION WATCHDOG volunteers paid for this public service warning.

MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
WORK SESSION OF APRIL 13, 2020

A meeting of the Board of Supervisors of King William County, Virginia, was held on the 13th day of April, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building via Zoom

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 – AMENDED AGENDA

Supervisor Moren moved for the adoption of the amended 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 an update on the Fire and EMS Department stating they're currently tracking all possible reimbursements

relating to COVID-19 and the final inspection of the new ambulance would now be held via Zoom.

b. Arts Alive, Inc. Request for Appointment to the Board of Directors

County Administrator, Bobbie Tassinari, stated Arts Alive has requested someone be appointed to fill a seat on their Board of Directors where Supervisor Hodges once served.

The Board requested Mrs. Tassinari advertise the vacancy to county staff and citizens.

c. Resolution 20-21 Budget Amendment – King William Social Services Office Appropriation of Local Match Funds for Additional Pass Through Funding for FY2020

Director of Social Services, Anne Mitchell, presented Resolution 20-21, amending the FY20 County Budget to provide local match funds to the Social Services Office for additional pass through funding for the remainder of FY20.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Hodges, Resolution 20-21 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 20-21

BUDGET AMENDMENT – KING WILLIAM SOCIAL SERVICES OFFICE APPROPRIATION OF LOCAL MATCH FUNDS FOR ADDITIONAL PASS THROUGH FUNDING FOR FY20

WHEREAS, the Board of Supervisors wishes to amend the FY20 County Budget to provide local match funds to the Social Services Office for additional pass through funding for the remainder of the FY20; and

WHEREAS, each year federal and state pass through funds are utilized throughout the budget year to help fund administrative expenses and services; and

WHEREAS, additional pass through funds are being requested at this time as a result of additional administrative expenses that exceeded the projections of the FY20 budget request; and

DRAFT

WHEREAS, pass through is funded at a 65% local match;

NOW, THEREFORE BE IT RESOLVED, the Board of Supervisors of King William County hereby amends the FY20 County Budget to establish the following revenue and expenditure:

REVENUE:	Proceeds from Commonwealth	$28,312
	Transfer from General Fund	52,579
		$80,891
EXPENDITURE:	Administrative Expenditures	$80,891

and $52,579 is hereby appropriated and is directed to be transferred to the above-referenced line items for the above stated purposes.

d. Update on Town of West Point Pavilion

County Administrator, Bobbie Tassinari, provided an update regarding the West Point Pavilion project.

Supervisor Garber stated he did not agree with pursuing this project due to the current state of the economy.

Supervisor Greenwood stated the previous Board did not have any way of knowing the economic impact from the COVID-19 would've happened when they committed to the project.

Supervisor Moskalski stated the monies committed to this project would be coming from the capital fund not the general fund.

Supervisor Moren stated he could not believe West Point would continue to go forward with this project during the current state of things.

e. FY2021 Budget Discussion

Director of Financial Services, Natasha Joranlien, presented budget updates including the health coverage increase of 4.8%, capital plan funding of $4.9 million and recommending of the tax levies to remain at $0.86 cents.

BOARD REVIEW OF PROPOSED APRIL 17, 2020 WORK SESSION MEETING AGENDA

County Administrator, Bobbie Tassinari, presented the draft agenda for April 17, 2020.

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The Board requested they now meet in person, but still allow the public to join via Zoom. Mr. Garber requested he be allowed to participate via Zoom. The final decision was to meet in person keeping with the social distancing and 10-person limit and to allow Mr. Garber to participate via Zoom.

BOARD OF SUPERVISOR'S COMMENTS

Supervisor Moren requested to receive updates on Sweet Sue Solar Farm.

Supervisor Hodges made note of West Point Historical Society's request for funding.

CLOSED SESSION

a. Motion to Convene Closed Meeting

Upon motion of Supervisor Moren, seconded by Supervisor Hodges, the Board acted to convene a Closed Meeting pursuant to § 2.2-3711(A) (1) of the Code of Virginia to consider a personnel matter involving 3. Employment.

The roll call vote on the motion was as follows:

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

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 Hodges 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 Moskalski.

DRAFT

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, 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

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 13th day of April, 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 13th day of April, 2020.

d. Action on Closed Meeting

There was no action.

DRAFT

ADJOURN

Upon motion of Supervisor Moskalski, second by Supervisor Garber, the meeting was adjourned 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

COPY TESTE:

Stephen K. Greenwood, Chairman Board of Supervisors	Olivia S. Lawrence Deputy Clerk to the Board

DRAFT

MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
DAYLONG WORK SESSION OF APRIL 17, 2020

A daylong work session of the Board of Supervisors of King William County, Virginia, was held on the 17th day of April 17, 2020, beginning at 9:00 a.m. in the Board Meeting Room of the County Administration Building via Zoom.

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 Moren.

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

FY2020 COUNTY OPERATING BUDGET REVIEW AND ADJUSTMENTS

a. King William County Public Schools

King William County Public Schools Superintendent, Dr. David White, presented a few changes from the previously presented budget.

Supervisor Garber questioned if there would be any savings due to the closure of schools this year.

Supervisor Moren requested Dr. White list his priorities for the Board.

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b. General Government

i. Board of Supervisors/County Administration
ii. Financial Services/Information Technology
iii. Legal Services – County Attorney
iv. Assessor's Office
v. Commissioner of the Revenue
vi. Treasurer
vii. Board of Elections & General Registrar

County Administrator, Bobbie Tassinari, noted changes to the Board of Supervisors budget such as the increase due to the addition of CivicClerk.

Supervisor Garber questioned sending only chair and vice chair to the VACo Annual Conference this year in order to save money.

Supervisor Moskalski recommended salary cuts for the Board to save money as well.

Chairman Greenwood disagreed with both Supervisor Garber and Moskalski's suggestions.

Supervisor Hodges requested we keep the same budget as FY20, but cut all training budget lines as previously recommended and keep one new deputy position and one new EMS position.

County Administrator, Bobbie Tassinari, stated she'd do her best to revise the budget.

c. Judicial Administration & Public Safety

i. County Court System
ii. Clerk of the Circuit Court
iii. Commonwealth's Attorney
iv. County Sheriff's Office
v. Sheriff's Office - Emergency Communications E911
vi. Corrections and Detention
vii. Sheriff's Office – Animal Control
viii. Emergency Medical Services Billing
ix. Fire and Emergency Medical Services

County Administrator, Bobbie Tassinari, presented changes including an increase in the Sheriff's Department due to the Pay Class and Compensation Study.

d. Cultural/Operations/Community Development/Parks & Recreation

i. Operations - Building Inspections
ii. Operations - Utilities Department
iii. Operations - Facilities Department
iv. Community Development – Planning and Zoning
v. Outside Agencies

DRAFT

vi. Joint Government Agencies
vii. Economic Development
viii. Parks and Recreation – Administration and Programs

County Administrator, Bobbie Tassinari, presented changes including an increase to the Utilities Fund and Building Department accounts due to positions being moved into them from other departments and also moving some positions to non-General Fund department.

Supervisor Moren stated he'd like to see changes to how Bay Transit is handled.

Supervisor Moren stated he would not support an increase to the Regional Library.

e. Health and Welfare

i. Social Services
ii. CSA Fund
iii. Regional Animal Shelter

County Administrator, Bobbie Tassinari, presented changes to Social Services due to an increase in copying and postal machine charges, as well as, the Regional Animal Shelter due to the Pay Class and Compensation Study.

f. Miscellaneous Budgetary Departments

i. Debt Service
ii. Transfers from General Fund
iii. Miscellaneous

There was no discussion.

g. Work Session Wrap-Up

Supervisor Moren questioned how Employee Recognition is paid for and requested an update on the zoning ordinance revision process that is currently underway.

County Administrator, Bobbie Tassinari, stated the Employee Recognition events are funded solely through rebates received from using the P Cards, not tax dollars.

Director of Community Development, Ron Etter stated he would attend the upcoming Board of Supervisors meeting and give an update on the current state of the ordinance project.

ADJOURN

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

DRAFT

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

DRAFT

MINUTES
KING WILLIAM COUNTY
BOARD OF SUPERVISORS
REGULAR MEETING OF APRIL 27, 2020

A regular meeting of the Board of Supervisors of King William County, Virginia, was held on the 27th day of April, 2020, beginning at 7:00 p.m. in the Board Meeting Room of the County Administration Building via Zoom.

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 Schools, 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

Supervisor Moskalski moved for the adoption of the agenda as presented; 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

DRAFT

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 Greenwood opened the public comment period.

1. Robert Ehrhart, of the 5th District, submitted a public comment prior to the meeting via email. See attachment A.

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; motion was seconded by Supervisor Garber.

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

There were no presentations.

Agenda Item 9. OLD BUSINESS

a. Resolution 20-11(R1) Appropriating Restricted General Funds to the County of King William for Reimbursement of FY 2020 School Expenses

Natasha Joranlien, Director of Financial Services, presented Resolution 20-11(R1).

Upon the motion of Supervisor Garber, seconded by Supervisor Moren, Resolution 20-11(R1) 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

DRAFT

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

WHERAS, 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

WHREAS, 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	-181,940.49
New Restricted General Fund Balance	$342,499.35

DRAFT

NOW, THEREFORE, BE IT RESOLVED by the King William County Board of Supervisors this 27th day of April 2020, they approve reimbursement of $181,940.49 to the FY2020 County budget from Restricted General Fund for expenditures related to KWCPS.

Agenda Item 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, presented Resolution 20-22.

Upon the motion of Supervisor Hodges, seconded by Supervisor Garber, Resolution 20-22 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 20-22

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:

DRAFT

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
	Total General Fund:	$	25,674,511

Special Reserve Fund:	$	3,249,839
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
Capital Projects Fund:	$	5,445,299
Debt Service Fund:	$	2,886,675
Proprietary Fund:	$	1,370,924

b. Ordinance 03-20 to Adopt the County Tax Rates for Calendar Year 2020

Natasha Joranlien, Director of Financial Services, presented Ordinance 03-20.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Moren, Ordinance 03-20 was approved by the following roll call vote:

Supervisor, 2nd District: Travis J. Moskalski – Vice Chairman Aye
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, 1st District: Stephen K. Greenwood - Chairman Aye

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

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

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

Adopted this 27th day of April, 2020

c. Resolution 20-23 Adopting Fiscal Year 2020-2021 Employee Health Plan

Natasha Joranlien, Director of Financial Services, presented Resolution 20-23.

Upon the motion of Supervisor Moren, seconded by Supervisor Hodges, Resolution 20-23 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

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

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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:

King William County FY 2021 Health Insurance Premiums- Monthly Costs	Employee	Employer	Total
Key Advantage 250			
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
Key Advantage 500			
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.

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, presented Resolution 20-24.

Upon the motion of Supervisor Moskalski, seconded by Supervisor Garber, Resolution 20-24 was approved by the following roll call vote:

Supervisor, 4th District: C. Stewart Garber, Jr. Aye

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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 20-24

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

WHEREAS, on the 14th 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 24th 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.

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, presented Resolution 20-25.

Upon the motion of Supervisor Moren, seconded by Supervisor Moskalski, Resolution 20-25 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 20-25

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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.

f. Consideration of Resolution 20-26 Appropriating County Operating Budget for Fiscal Year 2020-2021

Natasha Joranlien, Director of Financial Services, presented Resolution 20-26.

Upon the motion of Supervisor Hodges, seconded by Supervisor Garber, Resolution 20-26 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 20-26

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

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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
	Total General Fund:	$ 25,674,511

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

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

SECTION 4. SCHOOL CAFETERIA FUND. That an appropriation to the School Cafeteria Fund in the amount of $940,701 is hereby made, subject to and contingent upon the availability of funding from the Federal government in the amount of $463,300, and from the Commonwealth in the amount of $7,401, and from charges for services in the amount of $465,000, and from recovered costs in the amount of $5,000. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

SECTION 5. SCHOOL TEXTBOOK FUND. That an appropriation to the School Textbook Fund in the amount of $201,730 is hereby made, subject to and contingent upon the availability of funding from the Commonwealth in the amount of $151,481 and from prior year Textbook fund reserves in the amount of $50,249 for the fiscal year beginning July 1, 2020 and ending June 30, 2021. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

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

SECTION 7. SCHOOL REGIONAL ALTERNATIVE EDUCATION FUND. That an appropriation to the School Regional Alternative Education Fund in the amount of $510,173 is hereby made for the fiscal year beginning July 1, 2020 and ending June 30, 2021, subject to and contingent upon the

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availability of funding from the Commonwealth. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

SECTION 8. SCHOOL ADULT EDUCATION FUND. That an appropriation to the School Adult Education Fund in the amount of $271,700 is hereby made for the fiscal year beginning July 1, 2020 and ending June 30, 2021, subject to and contingent upon the availability of funding from the Federal government in the amount of $148,776, and from the Commonwealth in the amount of $107,802 and from payments from another locality in the amount of $21,000. Such appropriation is subject to the conditions hereinafter set forth in this Resolution.

SECTION 9. SPECIAL REVENUE FUNDS. That the amounts hereinafter named aggregating $3,249,839 or so much thereof as may be necessary, are hereby appropriated to the various Special Revenue Funds subject to the conditions hereinafter set forth in this Resolution, and subject to and contingent upon the availability of funding from the sources hereinafter shown for each fund, for the fiscal year beginning July 1, 2020 and ending June 30, 2021, as follows:

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Special Revenue Funds:				
	Virginia Public Assistance Fund:		Source of Funds	Appropriation
		Recovered Cost	$ 3,000	
		State Support	$ 415,948	
		Federal Support	$ 728,054	
		Local Support (Transfer from General Fund)	$ 204,240	
		Total VPA Fund:		$ 1,351,242
	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	
		Total RAS Fund:		$ 321,088
	Assest Forfeiture Funds:			
		State Support	$ 6,000	
		Total AF Fund:		$ 6,000
	Four-For-Life Funds:			
		State Support	$ 19,000	
		Total Four-For-Life Fund:		$ 19,000
	Fire Program Funds:			
		State Support	$ 42,000	
		Total Fire Program Funds:		$ 42,000

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

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

Capital Projects Funds:				
	Capital Improvements Plan (CIP):		Source of Funds	Appropriation
		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	
		Total Capital Projects Funds:		$ 5,445,299

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

		Source of Funds	Appropriation
Debt Service Funds			
	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	
	Total Debt Service Funds		$ 2,886,675

SECTION 12. PROPRIETARY FUNDS.That the amounts herein named aggregating $1,370,924 or so much thereof as may be necessary, are hereby appropriated to the Proprietary Funds subject to the conditions hereinafter set forth in this Resolution for the purposes hereinafter mentioned for the fiscal year beginning July 1, 2020 and ending June 30, 2021, as follows:

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

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

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

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

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

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

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

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

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

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

(D) The County Administrator is authorized to redistribute appropriations within, but not between, the several funds under the control of the Board of Supervisors as may be necessary to best meet the needs and interests of King William County, except that transfers of funds from payroll items to non-payroll items or vice versa and transfers of capital projects funds between individual projects as set forth in the approved Capital Improvements Program may only be made by the Board of Supervisors.

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

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

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

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

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

SECTION 17. In accordance with the provisions of Senate Bill 488 which was adopted by the General Assembly of the Commonwealth of Virginia during the 2014 regular session and signed by the Governor of Virginia which created a special school tax district and established the taxing and appropriation authority of the King William County Board of Supervisors with respect to such special tax district and the county school division, the Board of Supervisors hereby designates the

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following local sources and amounts for the support of county school division operations and debt for the fiscal year beginning July 1, 2020 and ending June 30, 2021:

Special School Tax District Property Tax Levies (Including penalties and interest)	$ 8,518,482
Prior Year Fund Balance from Property Levies	$ -0-
County Share of Local 1% Sales Tax	$ 993,965
Utilities Gross Receipts	$ 50,000
Business License Taxes	$ 372,500
Motor Vehicle License Tax	$ 425,000
Consumer Utility Tax	$ 220,000
Bank Net Capital Tax	$ 104,000
Food & Beverage Tax	$ 225,000
Communication Services Sales Tax	$ 219,161
Rolling Stock Tax	$ -0-
Total School Appropriation*	$11,128,108

*Includes funds designated for debt service and operational activities.

The designation of these specific revenue sources for FY 2021 shall in no way restrict the Board of Supervisors in future appropriations. The appropriation of prior year funds to the King William School Division derived from property taxes in the special tax district is not a part of the current year appropriation unless an amount from such source is specifically shown in the above listing. Should total receipts from the personal property tax source listed in this section exceed the amount estimated above, the excess shall be deemed property tax receipts. Such revenues shall be retained as fund balance for the special tax district and will be available for future appropriation by the Board of Supervisors. Should total receipts from the sources listed in this section be less than the amount estimated above, the Board may appropriate additional funds from sources designated in a future resolution as necessary to cover any gap in local funding. The appropriation of state or federal revenue is not addressed, as such revenues are not local revenues covered by Senate Bill 488.

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

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

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 Moren stated he was impressed with the work put into the FY21 budget by staff.

Supervisor Garber stated he agreed with Supervisor Moren and this was a historical time to be in.

Supervisor Moskalski stated this was his 9th budget process, but his first 5-0 vote.

Supervisor Hodges thanked everyone for attending through Zoom and suggested to keep social distancing.

Chairman Greenwood stated this was also his first 5-0 vote on a budget adoption and thanked everyone for attending through Zoom.

Agenda Item 13. CLOSED MEETING

There was no closed meeting.

Agenda Item 14. APPOINTMENTS

There were no appointments.

Agenda Item 15. ADJOURN

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

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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

COPY TESTE:

Stephen K. Greenwood, Chairman Board of Supervisors	Olivia S. Lawrence Deputy Clerk to the Board

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To: KW County Administrator & Board Members

Date: April 27, 2020

Subject: Property taxes and April 27 Public Comment

As a general statement, King William County should level fund all departments/budgets in FY 2021. The Governor has advised state agency to prepare for budget cuts…. Henrico, Chesterfield and Richmond have slashed millions (including Fire/EMS department) and cut positions.

1) **King William should not buck the 4 year trend of lower taxes but the rate of $0.73/$100 for calendar year 2021 does that. According to the Commissioner of Revenue, home reassessments show an increase in property value of ~20%. A split rate of 0.86/$100 of assessed value for calendar year 2020 and then $0.73/$100 of assessed value will cause homeowners to pay an additional $29.**

year	value/100	rate	tax amt
2020	$1,800	0.86	$1,548
2021	$2,160	0.73	$1,577
			$29

2) **Candidate Moren (and his PAC) need to live up to the promise [or deception] made to voters last November. In order to uphold this promise, he must support/propose a rate lower than $0.73 to normalize the amount paid in FY 21.**

3) **I do not see how this general government meeting satisfies the condition under the emergency declaration and interpretation by the office of the attorney general that the meeting is necessary to prevent "irrevocable public harm". [See footnote 15 @ https://www.oag.state.va.us/files/Opinions/2020/Sullivan-Opinion-Request.pdf]. What "fact specific determination" was made by legal counsel to determine this to be a necessity (especially since Zoom limits the timeframe allocated for online meetings and citizen involvement)?**

Bob Ehrhart
5th District

AGENDA ITEM 7.b.

Board of Supervisors
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

Natasha L. Joranlien
Director of Financial Services

DATE: May 18, 2020

TO: King William County Board of Supervisors

FROM: Natasha Joranlien, Director of Financial Services

SUBJECT: Monthly Expenditures
April 2020

County Expenditures are as follows:

County Administration Funds		2,435,400.68
Department of Social Services		98,628.94
Comprehensive Services Act		150,781.95
Tax Refunds		
	Resolution 20-13	348.61
	Resolution 20-14	2,151.00
	Resolution 20-15	641.20
Total County Administration, Social Services, CSA & Tax Refunds Amount:		2,687,952.38

180 Horse Landing Road # 4, *King William, Virginia 23086*
Phone: 804-769-4929
Fax: 804-769-4964
www.kingwilliamcounty.us

AGENDA ITEM 8.a.

TRAVIS WOLFE

Systems Engineer

IT PROJECTS

Server Upgrades

Edmunds – ERP

Vision – Assessment

GIS Provider

Civic Plus/Civic Clerk

CodeBlue Contract

Computer Upgrades/Replacements

Audio System in Board Room

NG-911

Emergency Services Communication System

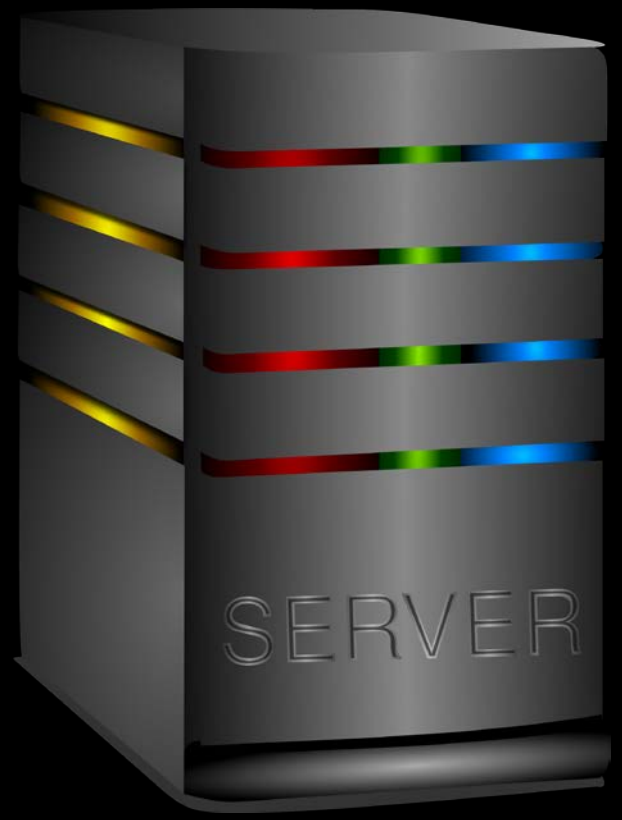
Internet Service

Fire Station 1

DSS and Satellite Office for Sheriff

Mobile Computers for Sheriff and Fire EMS

SERVER UPGRADES



Additional RAM
MS SQL Server Core License
Provision Virtual Machines

Allows us to host Edmunds, Vision and move to one domain.

MANAGED SERVICES CONTRACT

- Renegotiated CodeBlue Contract
- Helpdesk Services from Monthly Renewal to Block Hour Purchase
- Helpdesk Hours used Jan 1 thru February 29 = 59.24
- Helpdesk Hours used March1 thru April 30 = 3.75
- Created County Run Helpdesk Account for Internal Services

EMERGENCY SERVICES COMMUNICATION SYSTEM

- Provide Better Communication Coverage for Police and Fire
- All New Equipment on Seven Towers, Five in King William and Two In Hanover
- Potentially Reduce Our Monthly Cost to Hanover

INTERNET SERVICE FIRE STATION 1 & SHERIFF'S SATELLITE/DSS OFFICE

- Atlantic BroadBand
- Windship – Fixed Wireless Provider
- Segra
- Fiber vs Coax For Fire Station 1 and Sheriff's Satellite/DSS Office

QUESTIONS?

AGENDA ITEM 9.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

MEMO

DATE: May 18, 2020

TO: King William County Board of Supervisors

FROM: Bobbie Tassinari, County Administrator

RE: Ordinance 02-20 Re-adoption of Continuity of Operations

SUMMARY

The Board of Supervisors adopted Ordinance No. 02-20 at the March 26, 2020 Board meeting. The Ordinance specifically addressed the Board of Supervisors for King William County to instituting emergency procedures to ensure continuity of the County government in response to the COVID-19 disaster.

The Board of Supervisors of King William County, per statute, is required to readopt the Ordinance within 60 days. If the Ordinance is not readopted, then the Ordinance will not be enforceable after the 60-day period.

ATTACHMENT

Ordinance No. 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

180 Horse Landing Road #4 ● King William, Virginia 23086
804-769-4927 ● fax: 804-769-4964
www.kingwilliamcounty.us

KING WILLIAM COUNTY, VIRGINIA
NOTICE OF PUBLIC HEARING – READOPTION OF ORDINANCE 02-20
AN ORDINANCE OF THE BOARD OF SUPSERVISORS OF THE COUNTY OF KING WILLIAM, VIRGINIA, INSTITUTING EMERGENCY PROCEDURES TO ENSURE CONTINUITY OF THE COUNTY GOVERNMENT IN RESPONSE TO COVID-19 DISASTER

Notice is hereby given that the Board of Supervisors of King William County, Virginia, will hold a public hearing, in the Boardroom of the County Administration Building at 180 Horse Landing Road, King William, Virginia, on Monday, May 18, 2020 at 7:00 p.m., or as soon thereafter as the hearing may be convened, to receive comments prior to considering re-adoption of Ordinance 02-20.

All interested persons may participate and present their views at the above time. If a member of the public cannot participate, comments may be submitted by mail to 180 Horse Landing Road #4, King William, VA 23086; by fax to (804) 769-4964, or by email to countyadmin@kingwilliamcounty.us. Comments received by 12:00 noon on the day of the hearing will be distributed to Board members and made a part of the public record. Anyone needing assistance or accommodation under the provisions of the Americans with Disabilities Act should contact the County Administrator's Office at (804) 769-4927 or countyadmin@kingwilliamcounty.us, where the full text of the ordinance is on file, to receive a copy for inspection.

ORDINANCE NO. 02-20

READOPTION OF 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, the Board confirmed or ratified Ordinance 02-20 to ensure continuity of the County government in response to the COVID-19 disaster on March 26, 2020 and said Ordinance is being readopted to include a public hearing at the May 18, 2020 Board of Supervisors meeting; 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 re-adoption.

AGENDA ITEM 9.b.

King William
County
Est. 1702

Board of Supervisors

Ron W. Etter, Director
Community Development

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: May 18, 2020

TO: King William County Board of Supervisors

FROM: Ron Etter

RE: Proposed Fee Schedule Updates – Planning and Zoning

SUMMARY

The Board of Supervisors discussed the proposed fee schedule at the May 11, 2020 work session. Staff reviewed the current fee schedules and determined revisions were needed to address the changes in the type and quantity of development within the County.

BACKGROUND

The recommended revisions to the fee schedules primarily involve basing the fees on the size of the projects and their complexity. The fees reflect the time and expenses incurred for reviews and inspections by staff, as well as contracted services.

RECOMMENDATIONS

Staff recommends approval of Ordinance 04-20.

ATTACHMENTS

Ordinance 04-20
Proposed Planning & Zoning Fee Schedule
Public Notice

p:\fee schedule\bos fee memo(may 18, 2020).doc

180 Horse Landing Road, No.4 • King William, Virginia 23086
804-769-4969 • Fax: 804-769-4964

King William County
Public Hearing Notice

The Board of Supervisors of King William County, Virginia will hold a Public Hearing on Monday, May 18, 2020, at 7:00 p.m., or as soon thereafter, in the Board Meeting Room of the County Administration Building, 180 Horse Landing Road, King William, Virginia, or virtually via Zoom Meeting, to receive public comment on the following matter:

> An Ordinance amending the Planning and Zoning Fee Schedule to help cover the cost of inspections, issuance of permits, advertisement of notices and other expenses incident to the administration of a Zoning Ordinance. A copy of the proposed fee changes will be available in the Office of Community Development and on the County's webpage.

All interested persons may appear and present their views at the above time and place. If a member of the public cannot attend, comments may be submitted by mail to 180 Horse Landing Road, #4, King William, VA 23086; by fax to (804)769-2235, or by email to retter@kingwilliamcounty.us. Comments received by 12:00 noon on the day of the hearing will be distributed to Board members and made a part of the public record. All records pertaining to this matter may be viewed in the Office of Community Development at 180 Horse Landing Road, King William, VA during regular business hours. Anyone needing assistance or accommodations under the provisions of the American with Disabilities Act should contact the Office of Community Development at (804)769-4980 or retter@kingwilliamcounty.us.

By Authority of
Ron W. Etter
Director of Community Development
Secretary to the Planning Commission
Ad to run May 6th and 13th

P:\Ads\Amendment on Fees 5-18-20.docx

ZONING

Category	*Current Fee*	*Proposed Fee*
Comprehensive Plan Amendment	$2,500	No Change
Zoning Text Amendment	$2,500	No Change
Rezoning, including amendments	$2,500	No Change
~~Conditional Use Permit - Cell Tower~~	~~$3,500~~	~~Delete~~
Conditional Use Permit - Commercial	$0	$3,500 + $50/acre
Conditional Use Permit - Accessory	$0	2500
Zoning Permit Residential	$75	No Change
Zoning Permit-Commerical New Construction	$100	$150
Zoning Permit-Commercial Existing Change Use	$50	$250
Zoning Variance	$1,000	$1,300
Appeal Zoning Determination	$1,000	$1,300
Defer Public Hearing, By Applicant	Cost of Advertising	No Change

SITE PLAN

Category	*Current Fee*	*Proposed Fee*
~~Site Plan~~	~~$1,500~~	~~Delete~~
~~Site Plan - Amend After Final Approval~~	~~$300~~	~~Delete~~
Site Plan (1st and 2nd Submittals)	$0	$ 750 + $10/acre
Site Plan (3rd and subsequent submittals)	$0	$500 each
Site Plan - Revision Review	$500	No Change

SUBDIVISIONS

Category	*Current Fee*	*Proposed Fee*
~~Single Lot~~	~~$750~~	~~Delete~~
~~Minor~~	~~$2,100~~	~~Delete~~
Subdivision	$0	$ 500 + $25/acre
Family Division	$0	$300
Subsequent Submittals (After 1st)	$0	$2,500 each
Major - Preliminary Plat	$2,500	No Change
Major - Final Plat	$500	No Change
Revisions	$250	$500
~~Construction Plan~~	~~$500~~	~~Delete~~
Lot Line Adjustment, Vacaction of Lot Line	$150	No Change
Boundary Survey	$25	No Change
~~Subdivision Exception~~	~~$1,000~~	~~Delete~~

LAND DISTURBANCE

Category	*Current Fee*	*Proposed Fee*
LD Permit Residential	$150 + $20/inspection	$150 + $10/acre
LD Permit Commercial	$1,500	$750 + $10/acre
WQIA Minor	$500	No Change
WQIA Major	$1,000	No Change
~~E&S Plan Commercial~~	~~$500~~	~~Delete~~
Wetland Board	$1,000	No Change
Ches Bay Exception	$1,000	No Change
Annual Land Disturbance Permit Renewal	Full Fee	No Change
Inspections <5 acres	$0	$125
Inspections 5 to <10 acres	$0	$225
Inspections 10 to<50 acres	$0	$225+$10/acre over 10 acres
Inspections 50 to <100 acres	$0	$625+$5/acre over 50 acres
Inspections >100 acres	$0	$100 + $5/acre over 100 acres
Annual Land Use permit renewal	$0	$750 + $5/acre

SIGNS

Category	*Current Fee*	*Proposed Fee*
Sign Permit	$150	No Change
Temporary Banner	$25	No Change
Temp Sign for Charity/Non-profit	No Charge	No Change

MISC

Category	*Current Fee*	*Proposed Fee*
~~Historic Preservation Certificate of Approval~~	~~$1,000~~	~~Delete~~
Zoning Letter	$150	No Change
Road Sign	Cost of Sign	No Change
PRINTING		
8.5x11, 1-5 pages	No Charge	$2/page
8.5x11, 6+ pages	$2/page	$5/page
11x17, 1-2 pages	No Charge	$4/page
11x17, 3+ pages	$5/page	$5/page
Larger than 11x17	$0	$15/page

ORDINANCE 04-20
An Ordinance Amending the King William County Planning and Zoning Fee Schedule

WHEREAS, King William County, Virginia is authorized by Virginia Code §15.2-2286 to collect fees to cover the cost of making inspections, issuing permits, advertising of notices and other expenses incident to the administration of a zoning ordinance or the filing or processing of any appeal or amendment thereto; and

WHEREAS, the costs of providing these services are greater than the fees currently charged; and

WHEREAS, modified fees as adopted herein are found to be fair and reasonable by the Board to cover a larger portion of the cost of providing such services; and

WHEREAS, the Board believes it appropriate to amend the Planning and Zoning Fee Schedule as recommended by staff; and

WHEREAS, that the Board of Supervisors of King William County, Virginia, does repeal the current fees adopted June 22, 2015 as of May 31, 2020; and

WHEREAS, the amended fee schedule shall be effective June 1, 2020; and

NOW, THEREFORE, BE IT ORDAINED AND ENACTED, that the Board of Supervisors of King William County, Virginia, does this May 18, 2020, repeal the current fees and adopt the proposed fees effective June 1, 2020 as shown below:

ZONING

Category	***Current Fee***	***Proposed Fee***
Comprehensive Plan Amendment	$2,500	No Change
Zoning Text Amendment	$2,500	No Change
Rezoning, including amendments	$2,500	No Change
~~Conditional Use Permit - Cell Tower~~	~~$3,500~~	~~Delete~~
Conditional Use Permit - Commercial	$0	$3,500 + $50/acre
Conditional Use Permit - Accessory	$0	2500
Zoning Permit Residential	$75	No Change
Zoning Permit-Commerical New Construction	$100	$150
Zoning Permit-Commercial Existing Change Use	$50	$250

Zoning Variance	$1,000	$1,300
Appeal Zoning Determination	$1,000	$1,300
Defer Public Hearing, By Applicant	Cost of Advertising	No Change

SITE PLAN

Category	*Current Fee*	*Proposed Fee*
~~Site Plan~~	~~$1,500~~	~~Delete~~
~~Site Plan - Amend After Final Approval~~	~~$300~~	~~Delete~~
Site Plan (1st and 2nd Submittals)	$0	$ 750 + $10/acre
Site Plan (3rd and subsequent submittals)	$0	$500 each
Site Plan - Revision Review	$500	No Change

SUBDIVISIONS

Category	*Current Fee*	*Proposed Fee*
~~Single Lot~~	~~$750~~	~~Delete~~
~~Minor~~	~~$2,100~~	~~Delete~~
Subdivision	$0	$ 500 + $25/acre
Family Division	$0	$300
Subsequent Submittals (After 1st)	$0	$250 each
Major - Preliminary Plat	$2,500	No Change
Major - Final Plat	$500	No Change
Revisions	$250	$500
~~Construction Plan~~	~~$500~~	~~Delete~~
Lot Line Adjustment, Vacaction of Lot Line	$150	No Change
Boundary Survey	$25	No Change
~~Subdivision Exception~~	~~$1,000~~	~~Delete~~

LAND DISTURBANCE

Category	*Current Fee*	*Proposed Fee*
LD Permit Residential	$150 + $20/inspection	$150 + $10/acre
LD Permit Commercial	$1,500	$750 + $10/acre
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WQIA Major	$1,000	No Change
~~E&S Plan Commercial~~	~~$500~~	~~Delete~~
Wetland Board	$1,000	No Change
Ches Bay Exception	$1,000	No Change
Annual Land Disturbance Permit Renewal	Full Fee	No Change
Inspections <5 acres	$0	$125
Inspections 5 to <10 acres	$0	$225
Inspections 10 to<50 acres	$0	$225+$10/acre over 10 acres
Inspections 50 to <100 acres	$0	$625+$5/acre over 50 acres
Inspections >100 acres	$0	$875 + $5/acre over 100 acres
Annual Land Use permit renewal	$0	$750 + $5/acre

SIGNS

Category	*Current Fee*	*Proposed Fee*
Sign Permit	$150	No Change
Temporary Banner	$25	No Change
Temp Sign for Charity/Non-profit	No Charge	No Change

22

MISC

Category	*Current Fee*	*Proposed Fee*
~~Historic Preservation Certificate of Approval~~	~~$1,000~~	~~Delete~~
Zoning Letter	$150	No Change

Road Sign	Cost of Sign	No Change

PRINTING		
8.5x11, 1-5 pages	No Charge	$2/page
8.5x11, 6+ pages	$2/page	$5/page
11x17, 1-2 pages	No Charge	$4/page
11x17, 3+ pages	$5/page	$5/page
Larger than 11x17	$0	$15/page

23

AGENDA ITEM 9.c.

King William County
Est. 1702

Board of Supervisors

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: May 18, 2020

TO: King William County Board of Supervisors

FROM: Nita McInteer, Human Resources Manager

SUBJECT: Recommended Adoption of the VRS Enhanced Hazardous Duty Benefit for Fire/EMS Employees

SUMMARY

The Board of Supervisors discussed the merits of the resolution to include the Fire and Emergency Medical Services employees within the Virginia Retirement System (VRS) retirement coverage at the May 11, 2020 meeting. The Board recommended the action be brought to them to formalize at the May 18, 2020 meeting. Resolution 20-27 will provide the same retirement coverage in the Virginia Retirement System (VRS) for hazardous duty positions. The Resolution will provide the same coverage currently offered to our Sheriff's Deputies to our Fire and Emergency Medical Services employees.

The standard retirement age under the enhanced provision is 60 years rather than 65 years. Early retirement is permitted at any time between ages 50 and 60 as long as the employee has at least five years of VRS service credit.

For retirement between age 50 and 60, the actuarial reduction for early retirement is computed from the earlier of (i) age 60, or (ii) the first date on or after his/her fiftieth birthday on which the member would have completed 25 years of creditable service. No reduction is applied if the member has 25 years of credit.

From date of retirement, until the later of either age 65 or the age a member is eligible for unreduced social security benefits, an additional $1,187 per month is payable as a supplement. To be eligible for

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

the supplement, the member must have been employed on or after July 1, 1974, and have 20 or more years of credited service rendered in a hazardous position. If employed before July 1, 1974, the additional allowance is payable regardless of the years of credited service rendered in a hazardous position.

The vested termination benefit available after 5 years of service may begin at age 50 or later; however, the additional monthly supplement is payable only if the member had 20 or more years of credited service. If employed on or after July 1, 1974, the member must have 20 or more years in a hazardous position.

The additional allowance is not payable in the case of a disability retirement or to an individual receiving a survivor benefit.

Employees who are eligible for the enhanced hazardous duty benefit are ineligible to participate in the Hybrid Plan. Once VRS programs the new elected benefit, employees that are currently participating in the Hybrid Plan prior to the benefit election will be transferred into Plan 2.

CONSIDERATION/OPTION

The staff recommends approval of Resolution 20-27 – Enhanced Hazardous Duty Benefit for Fire/EMS Employees.

ATTACHMENT

Resolution 20-27.

RESOLUTION 20-27

VIRGINIA RETIREMENT SERVICES (VRS) ENHANCED BENEFIT ELECTION FOR FIRE AND EMS EMPLOYEES

WHEREAS, subject to the approval of the Virginia Retirement System ("VRS") Board of Trustees, *Code of Virginia* § 51.1-138 permits a political subdivision of the Commonwealth of Virginia currently participating in VRS to make an irrevocable election to provide enhanced hazardous duty retirement benefits for its eligible employees as outlined in § 51.1-138; and

NOW, THEREFORE, BE IT RESOLVED, that the County of King William (the "Employer") does hereby elect to have such employees of Employer who are employed in positions as full time Law Enforcement Officers, Firefighters, and Emergency Medical Technicians, and whose tenure is not restricted as to temporary or provisional appointment, become eligible, effective the first day of July 2020 for VRS benefits equivalent to those provided for state police officers of the Department of State Police, as set out in § 51.1-138 including the retirement multiplier of 1.85%, in lieu of the benefits that would otherwise be provided to such employees, and Employer agrees to pay the employer cost for providing such benefits; and

NOW, THEREFORE, the officers of Employer are hereby authorized and directed in the name of Employer to carry out the provisions of this resolution and to pay to the Treasurer of Virginia from time to time such sums as are due to be paid by Employer for this purpose.

AGENDA ITEM 9.d.

King William County
Est. 1702

Board of Supervisors

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: May 18, 2020

TO: King William County Board of Supervisors

FROM: Nita McInteer, Human Resources Manager

SUBJECT: Recommended Amendments to the King William County Personnel Policies and Procedures Manual

SUMMARY

The Board of Supervisors discussed the merits of the recommended changes and draft resolution at the May 11, 2020 meeting. The Board recommended the Sick Leave revision to include some form of exemption for the period of January 1, 2016 through June 30, 2020 for Sick Leave Payout. All employees hired on or after July 1, 2020 will not be eligible for Sick Leave payout. Staff stated they would provide the Board with scenarios of this new request to address the 4 ½ year period at the May 18th meeting and that otherwise the resolution would be brought back for formal approval at the May 18, 2020 meeting.

The following recommendations are being made to update the King William County Personnel Policies and Procedures Manual. Minor work corrections are not identified in the list of updates though they are highlighted in the attachments.

Chapter 4: Benefits

Section 4-4: Life Insurance, Short Term & Long Term Disability Language added to reflect inclusion of long term disability coverage for all employees.

180 Horse Landing Road #4 • King William, Virginia 23086
Phone: 804-769-4929 • Fax: 804-769-4964
www.kingwilliamcounty.us

King William County
Est. 1702

Board of Supervisors

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

Chapter 5: Annual Leave

Section 5-2: Annual Leave.

- Changing the terms of annual leave payout voluntary separation or retirement to a maximum of the ten year accrual amount.
- Involuntarily separated employees will not be eligible for any payout of accumulated annual leave.

Section 5-3 Sick Leave.

- c. Added language requiring a doctor's note if more than two consecutive days are missed.
- e. Sick Leave Sharing Pool language amended to include sick leave balances of all employees separating from employment will be added to the Sick Leave Sharing Pool.

Section 5-14: Leave Accruals Paid at Separation

- a. Revise Sick Leave payout policy at separation. For employees employed between January 1, 2016 and June 30, 2020 Sick Leave hours will be calculated and banked for payout at a future time for that 4 ½ year period. The maximum allowable for payout is 432 hours at separation, for those who leave County employment in good standing. If employee leaves after 5 years of service, the payout will be calculated and paid out either at the maximum accrued of 432 hours x payout rate as stated in 5-14a. (2), if the employee's sick leave is over the amount. If the balance is under the maximum amount, the employee will be paid out at the actual balance x payout rate as stated in 5-14a. (2), if the employee leaves in good standing.

Chapter 12: Separation and Termination

Section 12-1: Resignation Remove language for paying sick leave accruals and modify language for paying annual leave accruals without proper separation notice.

CONSIDERATION

Staff recommend approval of Resolution 20-28.

ATTACHMENT

Resolution 20-28

180 Horse Landing Road #4 • King William, Virginia 23086
Phone: 804-769-4929 • Fax: 804-769-4964
www.kingwilliamcounty.us

RESOLUTION 20-28

APPROVING AMENDMENT TO THE KING WILLIAM COUNTY PERSONNEL POLICIES AND PROCEDURE MANUAL

WHEREAS, The Board of Supervisors adopted the King William County Personnel Policies and Procedures Manual (Manual) by Resolution 15-53 on December 14, 2015 effective January 1, 2016; and

WHEREAS, the Board amended the Manual by Resolution 18-66 on October 22, 2018 effective November 1, 2018; and

WHEREAS, the Board amended the Manual by Resolution 19-54 on August 26, 2019 effective September 1, 2019; and

WHEREAS, the Board amended the Manual by Resolution 20-09 on February 24, 2020 effective July 1, 2020; and

WHEREAS, the Board has reviewed and discussed a number of proposed amendments to various chapters and sections of the Manual at its meeting of May 11, 2020; and

WHEREAS, The Board finds the proposed amendments appropriate and necessary for the proper administration of the County's personnel system;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of King William, Virginia that the Board hereby approves and adopts the following amendments to the King William County Personnel Policies and Procedures Manual effective March 1, 2020 (deletions strike through; amendatory language appearing in *italicized/underlined* font):

Chapter 4: Benefits

Section 4-1: General

Benefits are a privilege of employment and can be changed or revoked at any time. Benefits are personal to the employee and cannot be assigned to other employees. Benefits are available to regular full-time employees and on a limited basis to regular part-time employees.

Section 4-2: Retirement

The County provides and funds through an agreement with the Virginia

Retirement System, a program which provides retirement benefits in addition to Social Security. Participation is mandatory for all regular full-time employees and the requirements and benefits differ depending on the date the employee begins membership in the System. Employees are fully vested in the program after five (5) years of membership.

Section 4-3: Health Insurance

The County currently offers a health insurance program to its employees. The County shares the cost of selected coverage with the employees at a rate authorized by the Board of Supervisors. The County participates in the IRS Section 125 premium conversion plan. The County may at any time modify the cost sharing arrangement, change the available coverage, or eliminate coverage. Employees on leave without pay must pay the full amount (employer and employee share) of the health insurance policy for the months they are on such leave except in the case of approved Family Leave.

Under certain circumstances such as voluntary or involuntary job loss, reduction in hours worked, transition between jobs, death, divorce, and other life events, eligible employees and their covered family members who lose their health benefits have the right to choose to continue group health benefits for limited periods of time under the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA). Qualified individuals are required to pay the entire premium for coverage up to 102 percent of the cost to the plan. Employees who lose coverage due to gross misconduct are not eligible for continuation of such coverage.

Section 4-4: Life Insurance, Short Term & Long Term Disability

Regular full-time employees are automatically enrolled in a group term life insurance program. Coverage is mandatory and managed by the Virginia Retirement System life insurance agency. Benefits for natural death are equal to the employee's

annual salary rounded up to the next thousand and then doubled; benefits for accidental death are equal to four times the annual salary, rounded up to the next thousand.

The County also provides employee's with an option to purchase additional life and accidental death and dismemberment insurance to supplement the basic group insurance provided through VRS. All active employees currently covered by the VRS group life plan are

eligible for this optional plan. Employees may purchase this additional insurance coverage for themselves and for their spouse and children.

Regular full-time employees are automatically enrolled in a short term and long term disability programs currently paid in full by the County. ~~The benefit varies depending on the individual employee's status under the Virginia Retirement System.~~

Section 4-5: Worker's Compensation

All County employees regardless of their employment category as set forth in Section 2- 1 are covered under the Workers' Compensation Act, to the extent required by law, in the event an employee sustains an occupational injury or disease as a result of, or in the course of, work performed for the County. Compensation is paid at the rate specified by the Act and begins when the employee is out of work for more than seven (7) consecutive calendar days.

Section 4-6: Deferred Compensation

The County offers a voluntary deferred compensation option. The County does not make or match contributions. Contributions are made with pre-tax dollars by payroll deduction, which lowers gross pay and thus reduces the annual amount of taxes owed to the IRS. Earnings on contributions grow tax-deferred until withdrawals begin.

Section 4-7: Pre-Tax Withholding

The County offers a plan, under the guidelines of the Internal Revenue Service,

which permits employees to purchase qualifying fringe benefits with pre-tax dollars instead of after tax dollars. The election by employees to voluntarily reduce their gross taxable income results in the employee paying fewer taxes in the area of Federal, State and FICA taxes. Election is made each year during open enrollment. The County offers the following plans:

- Premium Conversion (Pre-Tax Premiums) allows employees to lower their taxable income by having qualified group insurance premiums deducted from their paycheck

  before taxes are calculated. The County automatically withholds all qualifying group insurance premiums on a pre-tax basis unless the employee signs a waiver.
- Reimbursement Accounts allow employees to set aside a portion of their pay each pay period on a pre-tax basis for one, or both of these accounts:
  - Medical Reimbursement Account to pay for the out-of-pocket medical, dental, and vision care expenses not covered by health benefits plan.
  - Dependent Care Reimbursement Account to pay expenses for the care of a child, disabled spouse, elderly parent, or other dependents who are physically and mentally incapable of self-care so that the employee (and their spouse) can work or actively seek work.

Section 4-8: Unemployment Benefits

The County provides unemployment benefits as required by Virginia law at no cost to the employee.

Section 4-9: Leave

Leaves of absence for a variety of purposes and reasons are detailed in Chapter 5 of this manual.

Section 4-10: Voluntary Deductions

From time to time the County may offer other optional programs to employees.

Participation is voluntary and withholding will be by agreement between the employee and the County. Any such programs may be discontinued by the County at any time.

Section 4-11: Written Benefit Information

Within ten (10) days of being notified by an employee or employee's family member that the employee has a life-threatening health condition, the County will provide in writing, information about relevant benefit options and programs along with appropriate forms, in order for the employee to communicate to the County any election of benefit options the employee may be entitled to as a result of their health condition.

Chapter 5:

Leave Section 5-1: General Provisions

The County provides for Leaves of Absence for a variety of conditions and reasons. Annual leave must be requested in advance and sick leave should be requested in advance, if possible. Requests for leave, for other than personal illness or that of an immediate family member, will be granted if in the opinion of the supervisor such leave is not disruptive to normal operations.

Employees are required to notify their immediate supervisor in advance of the regular starting time if they are going to be late or absent so that arrangements can be made. An employee not in an approved leave status who fails to report to work for two (2) consecutive workdays may be separated from employment.

Immediate family as it pertains to this Chapter is defined as: spouse, parent, children, including step-children and foster children, legal wards, and children placed with an employee for adoption, brother, sister, grandparents, grandchild, guardian, and the same relatives of spouse.

Fire and Rescue personnel as it pertains to this Chapter is defined as full-time

employees employed to provide firefighting and emergency rescue services to the community. These employees typically work 53-hour work weeks or 212 hours per 28-day cycle.

Sheriff's Deputies as it pertains to this Chapter is defined as full-time employees employed to provide public safety services to the community. These employees typically work 12-hour workdays or up to 171 hours per 28-day cycle.

E-911 Dispatchers as it pertains to this Chapter is defined as full-time employees employed to provide public safety and emergency dispatch services to law enforcement, fire and rescue and citizens. These employees typically work 10-hour work days or 40 hours per week with alternating schedules.

Section 5-2: Annual Leave

a. Classified employees are credited with annual leave monthly. New employees who begin work after the 10th working day of the month shall not receive annual leave for that month. Full time and regular part time employees are credited with and accrue annual leave as stated in this Section.

b. Probationary employees are not compensated for annual leave if separated from County service during the probationary period. After successful completion of the probationary period (one (1) year), the right to compensation is granted retroactive to the first full month of service.

c. Employees may go over their accrual limit during the year, provided that accrued leave shall be reduced to the applicable limit on September 1st of each year. For good cause shown, the County Administrator may approve a written extension of the September 1st deadline for a stated period not to exceed four (4) months. All requests for extension must be received by the County Administrator before September 1st.

The Full-time and Part-time Annual Leave Schedules listed below applies to all

full time and regular part time classified employees with the exception of Fire and Rescue staff, Sheriff's Deputies and E-911 Dispatchers. Fire and Rescue staff, Sheriff's Deputies and E-911 Dispatchers Annual Leave Schedules are displayed separately. Employees hired before January 1, 2016 who have a leave earned or accrual schedule that is greater than that shown below will continue to receive annual leave at the same rate they are receiving such leave on December 31, 2015 until their years of service qualify them for a higher earned and accrual rate in accordance with the schedule listed below. On and after such date they shall receive annual leave in accordance with said schedule.

FULL-TIME ANNUAL LEAVE SCHEDULE

Years of Service	Hours Earned Per Month	Hours Earned Per Year	Accrual Limit
Less than 5	8	96	192
5 but less than 10	10	120	240
10 but less than 15	12	144	288
15 but less than 25	14	168	336
25 and Over	16	192	384

PART-TIME ANNUAL LEAVE SCHEDULE

Years of Service	Hours Earned Per Month	Hours Earned Per Year	Accrual Limit
Less than 5	4	48	96
5 but less than 10	5	60	120
10 but less than 15	6	72	144
15 but less than 25	7	84	168
25 and Over	8	96	192

FULL-TIME ANNUAL LEAVE SCHEDULE (FIRE AND EMERGENCY)

Years of Service	***Hours Earned per Month***	***Hours Earned per Year***	***Accrual Limit***
Less than 5	*11.2*	*134.4*	*274.4*
5 but less than 10	*14*	*168*	*336*
10 but less than 15	*16.8*	*201.6*	*403.2*
15 but less than 25	*19.6*	*235.2*	*470.4*
25 and over	*22.4*	*268.8*	*537.6*

FULL-TIME ANNUAL LEAVE SCHEDULE (SHERIFF'S DEPUTIES)

Years of Service	***Hours Earned per Month***	***Hours Earned per Year***	***Accrual Limit***
Less than 5	*12*	*144*	*288*
5 but less than 10	*14*	*168*	*336*
10 but less than 15	*16*	*192*	*384*
15 but less than 25	*18*	*216*	*432*
25 and over	*20*	*240*	*480*

FULL-TIME ANNUAL LEAVE SCHEDULE (E-911 DISPATCHERS)

Years of Service	***Hours Earned per Month***	***Hours Earned per Year***	***Accrual Limit***
Less than 5	*10*	*120*	*240*
5 but less than 10	*12*	*144*	*288*
10 but less than 15	*14*	*168*	*336*
15 but less than 25	*16*	*192*	*384*
25 and over	*18*	*216*	*432*

Classified employees on annual leave shall be paid their prevailing wage based on the prevailing scheduled work period. Annual leave is earned only upon completion of a full month of employment and may not be used until earned. Annual leave may not be taken in less than

.5-hour increments. It is not the intent of this policy to allow the employee to receive additional compensation through the use of annual leave, but to insure the employee's regular salary. Employees retain all benefits and seniority while on approved annual leave.

Annual leave schedules shall be planned and approved by the immediate supervisor so as to minimize the need for a temporary increase in personnel. Upon voluntary separation or retirement, full-time and part-time employees shall be paid for accrued annual leave up to the ten (10) year accrual limit based upon their annual leave schedule. Involuntarily separated employees may not be paid for accrued annual leave. In the event of death of the employee, the employee's estate will be paid any amount due under this policy. Should a part-time position be made a full-time position, the incumbent will receive leave benefits at a prorated accrual rate for longevity purposes (e.g. 10 years of 20-hour part- time service = 5 years full-time service,10 hours annual leave earned per month).

Section 5-3: Sick Leave

a. Sick leave shall be defined as leave with pay granted for a bodily injury resulting in temporary disability, medically required confinement, medical or dental appointment, or illness of the employee or member of the immediate family requiring the presence of the employee.

b. Sick leave is accrued at the rate of eight (8) hours per full month worked for all full-time employees, four (4) hours per full month worked for regular part time employees. An employee cannot use the present month's accrual during that

month, as it is not earned until the end of the month. Sick leave, if not exhausted in the year in which it accrues, may be carried over from year to year without limit. Employees retain all benefits and seniority while on approved sick leave.

c. Sick leave may not be taken in less than .5-hour increments. Sick leave may be used for visits to health providers during working hours only with the permission of the employee's supervisor. Employees must keep their supervisor informed of any absence from work and the anticipated duration due to illness. Employees ~~may be~~ are required to present a physician's statement to verify the illness or appointment if more than two consecutive work days are missed. Whenever possible, requests for sick leave should be made in advance. In the case of personal illness, or unanticipated circumstances, the employee's supervisor must be notified no later than the beginning of the workday or as soon thereafter as is practical. After three consecutive workdays of absence by an employee on sick leave, the Department Head must notify the designated personnel officer to insure compliance with Family and Medical Leave Act provisions.

d. Notwithstanding any other provisions of this policy manual, employees who are absent from work for more than twelve (12) weeks (such that the provisions of the Family and Medical Leave Act are no longer applicable) for causes that qualify for sick leave, are not guaranteed continued employment. The status of such employees will be reviewed on a case- by-case basis to determine whether the operational needs of the County require that the vacancy caused by the employee's absence be filled. If the County Administrator determines that the vacancy will be filled, the employee will be separated from County service. At the time of separation any unused leave will be paid in accordance with the provisions of Section 5-14 of this Chapter.

e. Sick Leave Sharing Pool

(1) The purpose of establishing a Sick Leave Sharing Pool which

provides income for those County employees who, due to illness or injury, have exhausted all of their accrued sick leave, annual leave and compensatory time, and are not eligible for Workers' Compensation or retirement benefits. The Sick Leave Sharing Pool is populated through donations of sick leave by existing employees and the sick leave remaining in employee accruals upon separation. The leave may be used by employees for personal illness, or injury, and for a family member's illness or injury for which the employee is using Family Medical Leave.

(2) Donors to the Sick Leave Sharing Pool may authorize donations of accrued sick leave in minimum increments of 8 hours by completing a Donor Form and submitting it to the Finance Office. Donors do not have to retain any minimum leave balances, nor is there a limit on the number of sick leave hours they may donate.

(3) Full-time and regular part-time employees who have completed one year of service are eligible to participate The Sick Leave Sharing Pool is not designed to provide coverage for brief illnesses or injuries. Employees must exhaust all personal leave balances (annual, sick, compensatory, and overtime) and be designated in a leave without pay (LWOP) status before becoming eligible for Sick Leave Sharing Pool donations. A Sick Leave Sharing

Pool recipient will not accrue annual leave or sick leave while receiving pay through the pool. While an employee is receiving Sick Leave Sharing donations for personal illness or injury and absences due to FMLA family reasons, the County will continue to pay its portion of the health care premium for the period covered by FMLA or a maximum of 12 weeks. ~~Virginia Retirement System (VRS) contributions will be discontinued when an employee is receiving Sick Leave Sharing donations.~~

(4) To be eligible to receive Sick Leave Sharing donations, the employee must provide the County with a physician's certification of his/her medical condition including the date it began and its' probably duration. For family illness or

injuries, normal documentation under FMLA is required. Employees may only receive Sick Leave Sharing donations for period of absences that are covered by personal or family FMLA medical certification. All medical documentation will be maintained confidentially and in a location that is separate from the employee's official personnel file.

(5) Employees seeking to access the Sick Leave Sharing Pool must fill out a Request Form and submit with a physician's certification of a qualifying medical condition to the Review Committee. The Review Committee will have ten (10) working days to review and act on the request following the receipt of the Request Form and physician's certification. Employees requesting Sick Leave Sharing benefits agree to permit the Review Committee to review leave records and all pertinent medical information with the understanding the Review Committee will treat all documents as confidential.

(a) Employees are not entitled to draw more than 30 work days for one absence from work during a twelve-month period.

(b) The maximum number of work days which can be drawn by an employee from the Sick Leave Sharing Pool during his/her career with King William County is 60 work days.

(c) The maximum number of Sick Leave Sharing Pool benefits cannot at any time exceed the balance of available hours donated to the Sick Leave Sharing Pool.

(6) The Sick Leaving Sharing Pool is administered by the Financial Services – Payroll Department. The Finance Department may recommend such rules and policies, not in conflict with those provided herein, considered appropriate for the operation of the pool. Any additional rules or policies so developed must be agreed upon by the Review Committee and the County Administrator. The Sick Leave Sharing

Pool policy will be reviewed and approved annually by the Board of Supervisors as part of the King William County Personnel Policies and Procedures Manual.

(a) A seven (7) member Review Committee is established. A member from each of the following departments of the County will be by each department represented. In addition, one member from the combined participants of the remaining Constitutional Officers (Office of the Treasurer, Office of the Commissioner of Revenue, Office of the Clerk of the Courts, and Office of the Commonwealth's Attorney).

(b) Members of the Review Committee shall serve two-year terms.

(c) The Financial Services – Payroll Department shall review the decision of the Review Committee to assure consistency with County leave policy. Final approval of Sick Leave Sharing Pool benefits to be granted will be monitored and verified by the Financial Services – Payroll Department.

(d) The Financial Services – Payroll Department shall report the status of the Sick Leave Sharing Pool at any time upon the request of the Review Committee and provide information to the Committee with respect to donated hours, prior use of pool benefits, etc.

(7) Medical conditions of the employee will be excluded from eligibility for Sick Leave Sharing benefits if they result from:

(a) Any occupational related accident or illness for the period for which Workers' Compensation benefits have been awarded or could have been awarded, if the employee had cooperated with Workers' Compensation Program requirements;

(b) Intentionally self-inflicted injuries, except as a result of conditions that qualify under ADAAA (both employees and family members);

(c) Cosmetic surgery or treatment, or surgery or treatment

not deemed necessary by a physician (elective surgery); or

(d) Injuries occurring in the course of violating a law (both employees and family members).

(8) The County retains the right to discontinue or modify the Sick Leave Sharing Pool, if for any reason it becomes necessary, and to make such termination or modification unilaterally and without prior notice. However, all approved existing and pending withdrawal will be continued to the extent that the Sick Leave Sharing Pool hours remain available. Should the Sick Leave Sharing Pool be terminated, unused hours will be dissolved.

Section 5-4: Discretionary Leave

a. Discretionary leave for employees exempt from the FLSA overtime provisions, is not earned or accumulated. Reasonable amounts of discretionary leave may be provided by the County Administrator or the Department Head, as appropriate, for exempt employees, if extended periods of work are necessitated by the requirements of the position.

(1) Unlike non-exempt employees, the work week of an exempt employee is not specifically defined as 35 hours per week. On the contrary, the general rule of thumb is that such employees work the number of hours required to "get the job done", and these need not be associated with any concept of a "normal" work week. This is taken into account when compensation is determined for these positions.

(2) Discretionary leave is provided to meet professional and personal needs during normal working hours and is not designed to compensate hour for hour for extended hours of work.

(3) Discretionary leave for exempt employees should be viewed in the same context and in the same spirit as the "get the job done" character of time

worked. Both employees and their supervisors are expected to use and administer an unstructured concept of discretionary time off in a fashion that is in keeping with generally accepted standards of employee performance and not in terms of hourly entitlement.

(4) Discretionary leave may not be used in lieu of sick leave.

Section 5-5: Leave of Absence Without Pay

Leaves of absence without pay for personal reasons, such as lengthy illness beyond sick leave accrual, personal business, or travel must be requested in advance and in writing by the employee. If an individual qualifies for Family and Medical Leave, the policy requires additional steps and it is therefore necessary to refer to Section 5-13 for specific information regarding this type of leave without pay status.

For reasons other than those qualifying under Family and Medical Leave, the request must state the reason, and the starting and probable date of return. Leave without pay is at the discretion of the County and may be refused at any time.

Department Heads may approve leave without pay for a period of up to ten (10) workdays if conditions warrant. An employee is required to request in writing the reason(s) for leave without pay status. Leaves of absence in excess of ten (10) workdays and not to exceed twelve (12) calendar months require the County Administrator's approval. Leave without pay is granted only when all annual leave has been exhausted.

Employees on leave of absence without pay for 30 calendar days or less remain on active employment status and service towards accumulation of benefits continues; those on such leave in excess of 30 calendar days are placed on temporary non-pay, inactive status and the period of absence is not considered as service toward accumulation of benefits.

When leave without pay occurs immediately before or after a holiday, no pay

is given for the holiday. Holidays that occur during such absences are likewise not credited to the employee for pay.

Section 5-6: Funeral Leave

Funeral leave is defined as leave with pay granted to regular employees upon the death of an immediate family member as defined in Section 5-1 of this Chapter. The purpose of such leave is to allow employees a period of adjustment and sufficient time to travel if necessary or to put family affairs in order when work would interfere with such activities.

Funeral leave shall be granted by the Department Head upon the request of the employee. Funeral leave shall not exceed three (3) consecutive workdays per death. Leave commences upon notification and approval by the Department Head. Funeral leave is not charged to sick or annual leave. If more than three (3) days is required, the employee may use accrued sick or annual leave. If leave is desired for a death other than an immediate family member, the employee at the discretion of the supervisor may use annual leave or leave without pay. The County Administrator may approve administrative leave for employees or groups of employees to attend funerals when warranted in special circumstances.

Section 5-7: Administrative Leave

Administrative leave is leave with pay and may be granted for any valid reason when it is deemed in the best interest of the County and approved by the County Administrator. When administrative leave is granted, employees who are in any other prior approved leave status (e.g., annual, sick, military, etc.) will remain in that status.

Section 5-8: Military Leave

Employees who are former members of the armed services or a member of an organized reserve force of any of the armed services of the United States, National Guard, naval militia, or other employees who are called to active military service will

have their job status protected in full compliance with current federal and state regulations.

Employees officially engaged in training duty or called to a tour of active duty are entitled to a leave of absence from their respective duties, without loss of seniority, accrued leave, or performance rating.

Employees officially engaged or called to service as noted above receive up to fifteen

(15) paid workdays of military leave in each federal fiscal year (October 1 to September 30), except that no employee shall receive paid leave for more than fifteen workdays per federally funded tour of active military duty. For purposes of this section, a workday shall mean 1/260 of the total working hours an employee is scheduled to work for the county during the entire federal fiscal year.

Employees are required to provide documentation of orders for required military training or active duty to their Department Head and the designated personnel officer prior to commencement of duty.

Section 5-9: Court Leave

Court leave is leave with pay and is defined as an employee's absence from work to serve on jury duty or attend court as a subpoenaed witness, and any compensation the employee receives for such service may be retained by the employee. An employee, who is a victim of a crime, but is not a subpoenaed witness, is not eligible for court leave, but shall be allowed to leave work to be present at all criminal proceedings relating to the crime, if such leave does not create undue hardship to the County's business. The employee, who is a victim of a crime, may take leave without pay or use accrued annual leave to exercise his or her right to attend the criminal proceedings. An employee appearing in court as either a defendant or plaintiff in a case is not eligible for court leave, but may take leave without pay or use annual

leave for such purpose at the employee's option.

An employee summoned or subpoenaed for jury duty or witness service must submit a copy of the official summons or other satisfactory documentation (such as witness recognition) to the Department Head prior to the beginning date of such service.

If court leave requires the employee's absence for their full workday the employee will be paid their regular rate of pay for that day. If court leave requires the employee's absence for less than their full workday, the employee must contact their supervisor concerning their return to work in order to be paid for any part of the workday.

An employee who is summoned and appears for jury duty for four or more hours, including travel time, in one day shall not be required to start any shift that begins on or after 5:00 p.m. on the day of such duty, or that begins before 3:00 a.m. on the day following the day of such duty.

Section 5-10: Workers Compensation Leave

Any employee who sustains an on-the-job illness or injury, which is deemed compensable by the County's workers compensation insurance carrier, shall be placed on workers compensation leave for the duration of related absence as long as medical certification indicates the employee is unable to perform the assigned work or until it is determined the employee is eligible for disability retirement, or is separated from County service due to continued inability to perform the assigned work. Workers compensation leave runs concurrently with Family and Medical Leave. (See section 5-14)

Employees are not compensated for the first seven (7) calendar days of workers compensation leave unless the employee elects to use accrued leave. This seven-day period coincides with the 'waiting period' of the Virginia Workers

Compensation Act in which an employee is not entitled to compensation from the County's worker's compensation insurance carrier.

If a compensable illness or injury results in an absence that exceeds seven (7) calendar days the employee receives replacement income paid by the workers compensation carrier at the rate of 66 2/3 % of his or her average weekly gross wages at the time of the disability, subject to the minimums and maximums allowed by the Workers Compensation Commission.

In instances where the maximum compensation allowed by law is less than 66 2/3% of the employee's average weekly gross wages, the employee may use accrued sick leave until exhausted and then annual leave to supplement their weekly compensation up to 66 2/3% of their average weekly gross wage and to cover any desired fringe benefits. This supplement will be treated as taxable wages and will cease when worker's compensation payments are terminated for any reason or, if the employee separates from County employment.

The employee's benefits, medical report, and employment status are reviewed within 30 days of the beginning of workers compensation leave to determine whether the employee remains on workers compensation leave or some other action is indicated. Employment decisions regarding workers compensation may be made at any time sufficient information is available. With the approval of medical authorities, the County may require the employee to return to light duty assignment.

Employees in workers compensation leave status exceeding 30 calendar days do not accrue annual or sick leave, or receive holiday pay. If workers compensation leave status exceeds six consecutive months, the employees' performance review date (PRD) will be adjusted to reflect the period of workers compensation leave which exceeds six months.

Section 5-11: Emergency Conditions Leave

Should the County Administrator authorize the closing of County Offices because of an emergency, such as inclement weather conditions, classified employees will not suffer a loss in compensation and will be paid their regularly scheduled hours for that day. Should emergency conditions necessitate the early closing or late opening of County Offices, classified employees will be paid for their regularly scheduled hours regardless of the hours worked or missed during the period. Work as Required employees will not be considered as having been scheduled to work during the period of authorized closing and are therefore not entitled to any compensation for these hours. Non-exempt essential personnel required to work are compensated as set forth in Section 3-16. Employees in any other approved leave status (i.e., annual, sick, military etc.) will remain in that status.

Section 5-12: Volunteer Fire and Rescue Leave

Employees who are members of the any Volunteer Fire & Rescue Companies serving King William will be granted paid leave to answer calls on their shift during normal working hours (8:30
A.M. to 4:30 P.M.). This time will not be charged against annual or sick leave.

Section 5-13: Family and Medical Leave

This section implements the Family and Medical Leave Act of 1993, the "Act" (FMLA) which became effective on August 5, 1993. This section is intended to summarize the Act, and is not intended to change or alter any rights of employees under the Act.

As provided by the FMLA, all eligible employees shall be entitled to take up to 12 weeks of job-protected family and medical leave during any twelve (12) month period for specified family and medical reasons. The County defines the twelve (12) month period as that twelve
(12) month period measured forward from the date an employee's first FMLA leave begins.

Family and medical leave may be either paid or unpaid and runs concurrently with sick and annual leave if the absence qualifies under the FMLA. An eligible employee on FMLA leave must first use all available sick, then annual leave before going into an unpaid leave status. An employee on FMLA leave to bond with a child must first use all available annual leave (but not sick leave) before going into an unpaid leave status.

(1) To be eligible for FMLA leave an employee must have been employed for at least 12 months, which need not be consecutive, and worked at least 1250 hours during the twelve (12) month period before the leave begins. When both spouses are employed by the County, they are limited to an aggregate of 12 weeks when FMLA leave is for the birth, adoption, or foster care of a child, or to care for a sick parent.

(2) FMLA leave, with the approval of the designated personnel officer, may be granted for any of the following reasons:

condition; or The birth or placement of a child for adoption or foster care;

(a) To care for a spouse, child, or parent with a serious health

(b) A serious health condition, as defined by the FMLA regulations, which makes the employee unable to work. In general, a serious health condition is defined as an illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider.

(3) FMLA may be taken consecutively for twelve weeks or on an intermittent basis or part of a reduced workweek whenever it is medically necessary. When an employee's need for FMLA is foreseeable, the employee must give at least thirty (30) days written notice and must make a reasonable effort to minimize

disruption of County operations. When the need for FMLA is unforeseeable the employee must give notice as soon as practicable (within 1-2 working days) of learning of the need for leave. The County may temporarily transfer an employee using intermittent or reduced workweek to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced schedule.

(4) Employees on FMLA leave must contact the designated personnel officer within 1-2 working days, if practicable, anytime there is a change in medical condition or requested leave dates. While on FMLA leave the employee must contact the designated personnel officer on the first and third Monday of each month regarding medical status and their intent to return to work.

(5) The County may require certification from a "health care provider" as provided by the Family and Medical Leave Act. Employees will be notified when certification is required and forms will be provided for this purpose along with instruction for completion and due dates.

(6) The County may require a second opinion when it is not satisfied with the certification. If the two health care providers disagree, the County may require the opinion of a third jointly approved health care provider who shall be the final authority on the question. These second and third opinions are at the County's expense. The County may also require the employee to obtain subsequent recertification on a reasonable basis.

(7) While on FMLA leave, the County must maintain the employee's group health insurance coverage at the same level and under the same conditions of coverage as existed before the employee took FMLA leave. The County will continue to pay its portion of the group health insurance coverage. It is the responsibility of the employee to maintain his/her portion of the health premium either through payroll deduction if on paid leave status or by submitting a check payable to the County to the Designated personnel officer no later than the twenty-fifth of the month prior to the

month for which payment is due if on unpaid FMLA leave. If the employee fails to return from leave, the County may elect to recover the premium paid during the leave period in a manner consistent with the law. Likewise, the County will not make any payments for voluntary benefits on behalf of the employee while on FMLA unless the employee has sufficient funds through payroll deduction to cover the premiums or the employee submits payment directly to the designated personnel officer. Other benefits such as the accrual of seniority will not continue during Family and Medical Leave Act. Anniversary and evaluation dates will be adjusted to reflect any unpaid leave of absence of over thirty days.

(8) An employee will be returned to his or her original position or to a position with equivalent pay and benefits upon return from family leave. The County may require a fitness for return certification from an employee who has been on family leave for medically related reasons before the employee returns to work.

(9) The County may choose to exempt certain highly compensated, "key" employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If the County deems it necessary to deny job restoration for a key employee on FMLA leave, the County will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

(10) Special provisions related to the application of FMLA leave to members of the armed Forces, National Guard, or Reserves and their families will be implemented in accordance with federal and state law.

Section 5-14: Leave Accruals Paid at Separation

Employees are paid for accrued leave as set forth below at the time of retirement, resignation, termination or death:

a. Sick Leave

(1) Effective July 1, 2020, all employees hired upon or after that date will not be paid for any accrued sick leave upon separation. Upon separation, any unused sick leave will be added to the Sick Leave Sharing Pool.

(2) Employees employed between January 1, 2016 and June 30, 2020 and who have reached the 5 year service mark by termination date, will be paid either the maximum of 432 Sick Leave hours x $2.00 per hour at separation or their actual balance if less than the maximum x $2.00 per hour. Employees employed between January 1, 2016 and June 30, 2020 who have reached the 10 year service mark will be paid either the maximum of 432 Sick Leave hours x $3.00 per hour at separation or their actual balance if less than the maximum x $3.00 per hour. Employees employed between January 1, 2016 and June 30, 2020 who have reached the 15 year service mark will be paid either the maximum of 432 Sick Leave hours x $4.00 per hour at separation or their actual balance if less than the maximum x $4.00 per hour. Employees employed between January 1, 2016 and June 30, 2020 who have reached the 20 year service mark will be paid either the maximum of 432 Sick Leave hours x $5.00 per hour at separation or their actual balance if less than the maximum x $5.00 per hour.

(3) Employees who are terminated for disciplinary reasons or who fail to give proper notice of intent to resign from County service as required in these policies are not eligible and do not receive compensation for any sick leave.

b. Annual Leave

Employees who leave County employment after twelve (12) or more months of service shall be paid for all accrued annual leave up to the applicable accumulation limit set forth in Section 5-2, subject to the conditions set forth in Section 12-1.

AGENDA ITEM 10.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

MEMO

DATE: May 18, 2020

TO: King William County Board of Supervisors

FROM: Bobbie H. Tassinari, County Administrator

RE: Local Allocations for Federal CARES Coronavirus Relief Funds

SUMMARY

On May 12, 2020, I received communication from the Secretary of Finance for the Commonwealth reflecting the local allocation of the CARES relief funds. Per the U.S. Census Bureau's population data, King William County is eligible for **$1,496,097** in relief funds. These funds may be used for qualifying expenses related to the COVID-19 impact.

A summary of the criteria is listed below:

- Expenditures eligible must have been incurred during the period that begins March 1, 2020 and ends on December 30, 2020
- Expenditures must be related to COVID-19 impact and designation as such is at the discretion of the locality
- Funds may not be used to make up for lost revenue
- Counties must ensure that an equitable share of the funds are shared with the Town of West Point (I am recommending this be based upon population as is the County's overall allocation)
- 50% of the locality-based allocations will be distributed around June 1, 2020 by the Department of Accounts upon receipt of the signed certification

180 Horse Landing Road #4 ● King William, Virginia 23086
804-769-4927 ● fax: 804-769-4964
www.kingwilliamcounty.us

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

- Certification for Use of Coronavirus Relief Fund agreement must be signed by the Chief Executive Officer, Chief Financial Officer and Chief Elected Officer and returned to the Department of Accounts **no later than May 22, 2020**
- Distribution will be made to the local Treasurer (I am recommending creating a separate bank account, General Ledger categories, and Fund to define revenue and expenditures)
- Considered "one time" monies and not to be used for ongoing expenses
- Any funds remaining as of December 30, 2020 will be returned to the Department of Accounts

RECOMMENDATION

The benefits of utilizing the funds for Fire and Emergency Medical Services both career and voluntary organizations, social service programs, schools, Town of West Point, law enforcement and general local business support could be invaluable. The program would require stringent monitoring and validation of expenditures, program oversight, and consistent requirements for funding distributions. I believe this would be accomplished to ensure checks and balances are be in place to protect the County and Town.

Staff recommends approving Resolution 20-28.

ATTACHMENT

- Attachment A - Local Allocations for Federal CARES Coronavirus Relief Funds from Commonwealth of Virginia Secretary of Finance
- Attachment B - Certification for CARES Act Title V

180 Horse Landing Road #4 ● King William, Virginia 23086
804-769-4927 ● fax: 804-769-4964
www.kingwilliamcounty.us

COMMONWEALTH of VIRGINIA

Aubrey L. Layne, Jr., MBA, CPA
Secretary of Finance

P.O. Box 1475
Richmond, Virginia 23218

May 12, 2020

To: County and City Elected Officials

Delivered Via: Chief Executive Officer, Manager, or Administrator

From: Aubrey L. Layne, Jr.
Secretary of Finance

Subject: Local Allocations for Federal CARES Coronavirus Relief Funds

Background

As most of you are aware, Congress passed and the President recently signed the *Coronavirus Aid, Relief, and Economic Security* (CARES) *Act of 2020*. This Act provides funding for a number of different programs to address the COVID-19 pandemic. A primary component of the CARES Act is $150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).

Allocations were sent to states based on population. Each state received 55 percent of its share based on total state population and the remaining 45 percent was based on the local populations of each state's cities and counties. Localities with populations greater than 500,000 could apply to receive funds directly. All other CRF funds were distributed to the states to determine the allocations to localities.

Virginia has received approximately $3.1 billion as its share of the CRF total. This amount does not include approximately $200 million that went directly to Fairfax County since it qualified to receive its funding directly.

These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

At this point, federal guidance indicates that the CRF funds can only be used for the direct costs associated with the response to the COVID-19 pandemic and cannot be used to make up for revenue shortfalls. State and local government officials have requested that this restriction be lifted or that additional federal funds be provided to address the loss of state and local revenue. To date, no action has been taken by Congress to allow that flexibility or to provide funding for that purpose.

Allocation of CRF Funds to Localities

While the federal CARES Act does not require that states distribute funding to local governments with populations less than 500,000 residents, the Governor recognizes that localities are experiencing the same COVID-19 related expenses as the Commonwealth. Therefore, fifty (50) percent of the locally-based allocations will be distributed to counties and cities on or around June 1, 2020, by the Department of Accounts (DOA) after receipt of a signed certification from the locality. This distribution will be made to the local treasurer in the same manner that Car Tax Relief Payments are made.

Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population. Appendix A reflects the population used by US Treasury to allocate CRF funds to the states. This population data is the basis for determining the allocations to each locality.

This table also reflects each locality's share of the current distribution based on the population data displayed. Please note that the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

CRF funds should be considered "one time" monies and should not be used for ongoing services and/or base operations. Because the funds must be expended by December 30, localities are advised not to create services with expenses beyond that period. Any expenses beyond December 30, 2020, must be paid entirely by the locality from local funds.

Requirements for Use of Funds and Certifications

General

The amounts listed in Appendix A reflect the funds that will be transferred to each locality after receipt of a certification form (Appendix D) from the locality signed by the chief executive officer, the chief financial officer, and the chief elected officer. Before signing the certification, I recommend that you read and understand the federal guidance and the frequently asked questions contained in Appendix B and Appendix C, respectively. The most recent information on this guidance and the frequently asked questions can be obtained at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

Please note that the certification statement includes an acknowledgment that you may be required to return funds to the federal government if it is determined that those funds were spent for purposes that do not qualify. Since these funds are being provided to you "up front" rather than on a reimbursement basis, it is important for you to understand that the burden of ensuring that all CRF funds are spent for qualifying purposes falls to the local government. You are responsible for maintaining all necessary documentation to ensure compliance with the federal requirements.

If the federal government determines that you have used CRF funds for purposes that do not qualify, you must return those funds to the state promptly so that they may be returned to the federal government. As a condition of receiving CRF funds, you are agreeing that the state can use state aid intercept to recover any funds necessary for expenses that were not for a qualifying purpose or that were unexpended as of December 30, 2020.

For Counties Only

As previously stated, the population data for each county includes the populations of the towns within its borders. Consequently, the allocation indicated for each county includes any allocations based on residents that live in the towns located within that county.

Counties must ensure that an equitable share of the CRF funds it receives are shared with and granted to each town within its jurisdiction. Just as with the funds retained by the county, the funds granted to towns must be spent in accordance with the same requirements and the same documentation must be retained for audit purposes. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements and must ensure that the use of the funds meets the requirements set forth by the federal government.

Submission of Certification

The certification in Appendix D contains more specific details on the responsibilities of the local governing body. A fillable .pdf form can be downloaded from the Secretary of Finance's Website under "Recent News" at: http://finance.virginia.gov/

In order to receive your locality's allocation, the signed certification form must be submitted no later than **May 22, 2020**, to the Department of Accounts in electronic or hard copy form:

By Email to: GACCT@DOA.Virginia.gov

By US Mail to: Department of Accounts
Attention: Local CRF Certification
P.O. Box 1971
Richmond, VA 23218-1971

If you have any questions about this process, you may contact my office at (804) 786-1148. If you have technical questions about the certification form or the distribution of the funds, please contact Melinda Pearson, Director, General Accounting, Department of Accounts, at Melinda.Pearson@DOA.Virginia.gov or by phone at 804-225-2376.

Appendix A – Local Allocations

Annual Estimates of the Resident Population for Counties in Virginia: as of July 1, 2019	**Statewide Total = 8,535,519**	**% of Total [1]**	**Current Allocation Base = $744,691,122**
Locality	**Population**		
.Accomack County, Virginia	32,316	0.3786%	$2,819,446
.Albemarle County, Virginia	109,330	1.2809%	$9,538,621
.Alleghany County, Virginia	14,860	0.1741%	$1,296,478
.Amelia County, Virginia	13,145	0.1540%	$1,146,851
.Amherst County, Virginia	31,605	0.3703%	$2,757,414
.Appomattox County, Virginia	15,911	0.1864%	$1,388,173
.Arlington County, Virginia	236,842	2.7748%	$20,663,551
.Augusta County, Virginia	75,558	0.8852%	$6,592,144
.Bath County, Virginia	4,147	0.0486%	$361,810
.Bedford County, Virginia	78,997	0.9255%	$6,892,184
.Bland County, Virginia	6,280	0.0736%	$547,906
.Botetourt County, Virginia	33,419	0.3915%	$2,915,679
.Brunswick County, Virginia	16,231	0.1902%	$1,416,092
.Buchanan County, Virginia	21,004	0.2461%	$1,832,518
.Buckingham County, Virginia	17,148	0.2009%	$1,496,097
.Campbell County, Virginia	54,885	0.6430%	$4,788,505
.Caroline County, Virginia	30,725	0.3600%	$2,680,638
.Carroll County, Virginia	29,791	0.3490%	$2,599,150
.Charles City County, Virginia	6,963	0.0816%	$607,495
.Charlotte County, Virginia	11,880	0.1392%	$1,036,484
.Chesterfield County, Virginia	352,802	4.1333%	$30,780,614
.Clarke County, Virginia	14,619	0.1713%	$1,275,451
.Craig County, Virginia	5,131	0.0601%	$447,660
.Culpeper County, Virginia	52,605	0.6163%	$4,589,583
.Cumberland County, Virginia	9,932	0.1164%	$866,529
.Dickenson County, Virginia	14,318	0.1677%	$1,249,190
.Dinwiddie County, Virginia	28,544	0.3344%	$2,490,354
.Essex County, Virginia	10,953	0.1283%	$955,607
.Fairfax County, Virginia	1,147,532	13.4442%	N/A
.Fauquier County, Virginia	71,222	0.8344%	$6,213,845
.Floyd County, Virginia	15,749	0.1845%	$1,374,040
.Fluvanna County, Virginia	27,270	0.3195%	$2,379,202
.Franklin County, Virginia	56,042	0.6566%	$4,889,448

.Frederick County, Virginia	89,313	1.0464%	$7,792,215
.Giles County, Virginia	16,720	0.1959%	$1,458,756
.Gloucester County, Virginia	37,348	0.4376%	$3,258,469
.Goochland County, Virginia	23,753	0.2783%	$2,072,358
.Grayson County, Virginia	15,550	0.1822%	$1,356,678
.Greene County, Virginia	19,819	0.2322%	$1,729,131
.Greensville County, Virginia	11,336	0.1328%	$989,022
.Halifax County, Virginia	33,911	0.3973%	$2,958,604
.Hanover County, Virginia	107,766	1.2626%	$9,402,168
.Henrico County, Virginia	330,818	3.8758%	$28,862,595
.Henry County, Virginia	50,557	0.5923%	$4,410,903
.Highland County, Virginia	2,190	0.0257%	$191,069
.Isle of Wight County, Virginia	37,109	0.4348%	$3,237,617
.James City County, Virginia	76,523	0.8965%	$6,676,337
.King and Queen County, Virginia	7,025	0.0823%	$612,904
.King George County, Virginia	26,836	0.3144%	$2,341,338
.King William County, Virginia	17,148	0.2009%	$1,496,097
.Lancaster County, Virginia	10,603	0.1242%	$925,071
.Lee County, Virginia	23,423	0.2744%	$2,043,566
.Loudoun County, Virginia	413,538	4.8449%	$36,079,596
.Louisa County, Virginia	37,591	0.4404%	$3,279,670
.Lunenburg County, Virginia	12,196	0.1429%	$1,064,054
.Madison County, Virginia	13,261	0.1554%	$1,156,971
.Mathews County, Virginia	8,834	0.1035%	$770,732
.Mecklenburg County, Virginia	30,587	0.3583%	$2,668,598
.Middlesex County, Virginia	10,582	0.1240%	$923,239
.Montgomery County, Virginia	98,535	1.1544%	$8,596,799
.Nelson County, Virginia	14,930	0.1749%	$1,302,585
.New Kent County, Virginia	23,091	0.2705%	$2,014,601
.Northampton County, Virginia	11,710	0.1372%	$1,021,652
.Northumberland County, Virginia	12,095	0.1417%	$1,055,242
.Nottoway County, Virginia	15,232	0.1785%	$1,328,933
.Orange County, Virginia	37,051	0.4341%	$3,232,557
.Page County, Virginia	23,902	0.2800%	$2,085,357
.Patrick County, Virginia	17,608	0.2063%	$1,536,230
.Pittsylvania County, Virginia	60,354	0.7071%	$5,265,654
.Powhatan County, Virginia	29,652	0.3474%	$2,587,023
.Prince Edward County, Virginia	22,802	0.2671%	$1,989,387
.Prince George County, Virginia	38,353	0.4493%	$3,346,151
.Prince William County, Virginia	470,335	5.5103%	$41,034,915
.Pulaski County, Virginia	34,027	0.3987%	$2,968,725
.Rappahannock County, Virginia	7,370	0.0863%	$643,004
.Richmond County, Virginia	9,023	0.1057%	$787,222
.Roanoke County, Virginia	94,186	1.1035%	$8,217,365

.Rockbridge County, Virginia	22,573	0.2645%	$1,969,407
.Rockingham County, Virginia	81,948	0.9601%	$7,149,647
.Russell County, Virginia	26,586	0.3115%	$2,319,526
.Scott County, Virginia	21,566	0.2527%	$1,881,550
.Shenandoah County, Virginia	43,616	0.5110%	$3,805,328
.Smyth County, Virginia	30,104	0.3527%	$2,626,458
.Southampton County, Virginia	17,631	0.2066%	$1,538,237
.Spotsylvania County, Virginia	136,215	1.5959%	$11,884,234
.Stafford County, Virginia	152,882	1.7911%	$13,338,365
.Surry County, Virginia	6,422	0.0752%	$560,295
.Sussex County, Virginia	11,159	0.1307%	$973,580
.Tazewell County, Virginia	40,595	0.4756%	$3,541,757
.Warren County, Virginia	40,164	0.4706%	$3,504,154
.Washington County, Virginia	53,740	0.6296%	$4,688,608
.Westmoreland County, Virginia	18,015	0.2111%	$1,571,739
.Wise County, Virginia	37,383	0.4380%	$3,261,523
.Wythe County, Virginia	28,684	0.3361%	$2,502,568
.York County, Virginia	68,280	0.8000%	$5,957,167
.Alexandria city, Virginia	159,428	1.8678%	$13,909,478
.Bristol city, Virginia	16,762	0.1964%	$1,462,420
.Buena Vista city, Virginia	6,478	0.0759%	$565,181
.Charlottesville city, Virginia	47,266	0.5538%	$4,123,776
.Chesapeake city, Virginia	244,835	2.8684%	$21,360,910
.Colonial Heights city, Virginia	17,370	0.2035%	$1,515,466
.Covington city, Virginia	5,538	0.0649%	$483,169
.Danville city, Virginia	40,044	0.4691%	$3,493,685
.Emporia city, Virginia	5,346	0.0626%	$466,418
.Fairfax city, Virginia	24,019	0.2814%	$2,095,565
.Falls Church city, Virginia	14,617	0.1712%	$1,275,277
.Franklin city, Virginia	7,967	0.0933%	$695,090
.Fredericksburg city, Virginia	29,036	0.3402%	$2,533,279
.Galax city, Virginia	6,347	0.0744%	$553,751
.Hampton city, Virginia	134,510	1.5759%	$11,735,479
.Harrisonburg city, Virginia	53,016	0.6211%	$4,625,442
.Hopewell city, Virginia	22,529	0.2639%	$1,965,568
.Lexington city, Virginia	7,446	0.0872%	$649,635
.Lynchburg city, Virginia	82,168	0.9627%	$7,168,841
.Manassas city, Virginia	41,085	0.4813%	$3,584,508
.Manassas Park city, Virginia	17,478	0.2048%	$1,524,888
.Martinsville city, Virginia	12,554	0.1471%	$1,095,288
.Newport News city, Virginia	179,225	2.0998%	$15,636,690
.Norfolk city, Virginia	242,742	2.8439%	$21,178,304
.Norton city, Virginia	3,981	0.0466%	$347,327
.Petersburg city, Virginia	31,346	0.3672%	$2,734,818

.Poquoson city, Virginia	12,271	0.1438%	$1,070,597
.Portsmouth city, Virginia	94,398	1.1059%	$8,235,862
.Radford city, Virginia	18,249	0.2138%	$1,592,155
.Richmond city, Virginia	230,436	2.6997%	$20,104,653
.Roanoke city, Virginia	99,143	1.1615%	$8,649,844
.Salem city, Virginia	25,301	0.2964%	$2,207,415
.Staunton city, Virginia	24,932	0.2921%	$2,175,221
.Suffolk city, Virginia	92,108	1.0791%	$8,036,068
.Virginia Beach city, Virginia	449,974	5.2718%	$39,258,497
.Waynesboro city, Virginia	22,630	0.2651%	$1,974,380
.Williamsburg city, Virginia	14,954	0.1752%	$1,304,679
.Winchester city, Virginia	28,078	0.3290%	$2,449,697
Total Funds Distributed (excludes Fairfax County)			**$644,573,383**
Source: U.S. Census Bureau, Population Division			
Release Date: March 2020			

[1] **Note:** Percentages are displayed as rounded numbers, however, the distributions are calculated using the full values.

Appendix B - Guidance From U.S. Treasury

Coronavirus Relief Fund
Guidance for State, Territorial, Local, and Tribal Governments
April 22, 2020

The purpose of this document is to provide guidance to recipients of the funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"). The CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated $150 billion to the Fund. Under the CARES Act, the Fund is to be used to make payments for specified uses to States and certain local governments; the District of Columbia and U.S. Territories (consisting of the Commonwealth of Puerto Rico, the United States Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands); and Tribal governments.

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19);
2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.[1]

The guidance that follows sets forth the Department of the Treasury's interpretation of these limitations on the permissible use of Fund payments.

Necessary expenditures incurred due to the public health emergency

The requirement that expenditures be incurred "due to" the public health emergency means that expenditures must be used for actions taken to respond to the public health emergency. These may include expenditures incurred to allow the State, territorial, local, or Tribal government to respond directly to the emergency, such as by addressing medical or public health needs, as well as expenditures incurred to respond to second-order effects of the emergency, such as by providing economic support to those suffering from employment or business interruptions due to COVID-19-related business closures.

Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Although a broad range of uses is allowed, revenue replacement is not a permissible use of Fund payments.

The statute also specifies that expenditures using Fund payments must be "necessary." The Department of the Treasury understands this term broadly to mean that the expenditure is reasonably necessary for its intended use in the reasonable judgment of the government

officials responsible for spending Fund payments.

[1] *See* Section 601(d) of the Social Security Act, as added by section 5001 of the CARES Act.

Costs not accounted for in the budget most recently approved as of March 27, 2020

The CARES Act also requires that payments be used only to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. A cost meets this requirement if either (a) the cost cannot lawfully be funded using a line item, allotment, or allocation within that budget *or* (b) the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation.

The "most recently approved" budget refers to the enacted budget for the relevant fiscal period for the particular government, without taking into account subsequent supplemental appropriations enacted or other budgetary adjustments made by that government in response to the COVID-19 public health emergency. A cost is not considered to have been accounted for in a budget merely because it could be met using a budgetary stabilization fund, rainy day fund, or similar reserve account.

Costs incurred during the period that begins on March 1, 2020, and ends on December 30, 2020

A cost is "incurred" when the responsible unit of government has expended funds to cover the cost.

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:
    - COVID-19-related expenses of public hospitals, clinics, and similar facilities.
    - Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
    - Costs of providing COVID-19 testing, including serological testing.
    - Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
    - Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.
2. Public health expenses such as:
    - Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
    - Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in

connection with the COVID-19 public health emergency.

- Expenses for disinfection of public areas and other facilities, *e.g.*, nursing homes, in response to the COVID-19 public health emergency.
- Expenses for technical assistance to local authorities or other entities on mitigation of COVID-19-related threats to public health and safety.
- Expenses for public safety measures undertaken in response to COVID-19.
- Expenses for quarantining individuals.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID- 19 public health emergency.
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:
   - Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
   - Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
   - Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
   - Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
   - COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
   - Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:
   - Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.
   - Expenditures related to a State, territorial, local, or Tribal government payroll support program.
   - Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Nonexclusive examples of ineligible expenditures[2]

The following is a list of examples of costs that would *not* be eligible expenditures of payments from the Fund.

1. Expenses for the State share of Medicaid.[3]
2. Damages covered by insurance.
3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.
5. Reimbursement to donors for donated items or services.
6. Workforce bonuses other than hazard pay or overtime.
7. Severance pay.
8. Legal settlements.

[2] In addition, pursuant to section 5001(b) of the CARES Act, payments from the Fund may not be expended for an elective abortion or on research in which a human embryo is destroyed, discarded, or knowingly subjected to risk of injury or death. The prohibition on payment for abortions does not apply to an abortion if the pregnancy is the result of an act of rape or incest; or in the case where a woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed.
Furthermore, no government which receives payments from the Fund may discriminate against a health care entity on the basis that the entity does not provide, pay for, provide coverage of, or refer for abortions.

[3] *See* 42 C.F.R. § 433.51 and 45 C.F.R. § 75.306.

[1] The Guidance is available at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

Appendix C - Frequently Asked Questions

The content below was provided by the US Department of the Treasury.

Coronavirus Relief Fund
Frequently Asked Questions
April 22, 2020

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Inspector General of the Department of the Treasury of amounts received from the Coronavirus Relief Fund (the "Fund") that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Inspector General if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May governments retain assets purchased with these funds?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act.

Coronavirus Relief Fund
Frequently Asked Questions
Updated as of May 4, 2020

The following answers to frequently asked questions supplement Treasury's Coronavirus Relief Fund ("Fund") Guidance for State, Territorial, Local, and Tribal Governments, dated April 22, 2020, ("Guidance").[1] Amounts paid from the Fund are subject to the restrictions outlined in the Guidance and set forth in section 601(d) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

Eligible Expenditures

Are governments required to submit proposed expenditures to Treasury for approval?

No. Governments are responsible for making determinations as to what expenditures are necessary due to the public health emergency with respect to COVID-19 and do not need to submit any proposed expenditures to Treasury.

The Guidance says that funding can be used to meet payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. How does a government determine whether payroll expenses for a given employee satisfy the "substantially dedicated" condition?

The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. For this reason, and as a matter of administrative convenience in light of the emergency nature of this program, a State, territorial, local, or Tribal government may presume that payroll costs for public health and public safety employees are payments for services substantially dedicated to mitigating or responding to the COVID-19 public health emergency, unless the chief executive (or equivalent) of the relevant government determines that specific circumstances indicate otherwise.

The Guidance says that a cost was not accounted for in the most recently approved budget if the cost is for a substantially different use from any expected use of funds in such a line item, allotment, or allocation. What would qualify as a "substantially different use" for purposes of the Fund eligibility?

Costs incurred for a "substantially different use" include, but are not necessarily limited to, costs of personnel and services that were budgeted for in the most recently approved budget but which, due entirely to the COVID-19 public health emergency, have been diverted to substantially different functions. This would include, for example, the costs of redeploying corrections facility staff to enable compliance with COVID-19 public health precautions through work such as enhanced sanitation or enforcing social distancing measures; the costs of redeploying police to support management and enforcement of stay-at-home orders; or the costs of diverting educational support staff or faculty to develop online learning capabilities, such as through providing information technology support that is not part of the staff or faculty's ordinary responsibilities.

Note that a public function does not become a "substantially different use" merely because it is provided from a different location or through a different manner. For example, although developing online instruction capabilities may be a substantially different use of funds, online instruction itself is not a substantially different use of public funds than classroom instruction.

May a State receiving a payment transfer funds to a local government?

Yes, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act. Such funds would be subject to recoupment by the Treasury Department if they have not been used in a manner consistent with section 601(d) of the Social Security Act.

May a unit of local government receiving a Fund payment transfer funds to another unit of government?

Yes. For example, a county may transfer funds to a city, town, or school district within the county and a county or city may transfer funds to its State, provided that the transfer qualifies as a necessary expenditure incurred due to the public health emergency and meets the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, a transfer from a county to a constituent city would not be permissible if the funds were intended to be used simply to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify as an eligible expenditure.

Is a Fund payment recipient required to transfer funds to a smaller, constituent unit of government within its borders?

No. For example, a county recipient is not required to transfer funds to smaller cities within the county's borders.

Are recipients required to use other federal funds or seek reimbursement under other federal programs before using Fund payments to satisfy eligible expenses?

No. Recipients may use Fund payments for any expenses eligible under section 601(d) of the Social Security Act outlined in the Guidance. Fund payments are not required to be used as the source of funding of last resort. However, as noted below, recipients may not use payments from the Fund to cover expenditures for which they will receive reimbursement.

Are there prohibitions on combining a transaction supported with Fund payments with other CARES Act funding or COVID-19 relief Federal funding?

Recipients will need to consider the applicable restrictions and limitations of such other sources of funding. In addition, expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds, are not eligible uses of Fund payments.

Are States permitted to use Fund payments to support state unemployment insurance funds generally?

To the extent that the costs incurred by a state unemployment insurance fund are incurred due to

the COVID-19 public health emergency, a State may use Fund payments to make payments to its respective state unemployment insurance fund, separate and apart from such State's obligation to the unemployment insurance fund as an employer. This will permit States to use Fund payments to prevent expenses related to the public health emergency from causing their state unemployment insurance funds to become insolvent.

Are recipients permitted to use Fund payments to pay for unemployment insurance costs incurred by the recipient as an employer?

Yes, Fund payments may be used for unemployment insurance costs incurred by the recipient as an employer (for example, as a reimbursing employer) related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.

The Guidance states that the Fund may support a "broad range of uses" including payroll expenses for several classes of employees whose services are "substantially dedicated to mitigating or responding to the COVID-19 public health emergency." What are some examples of types of covered employees?

The Guidance provides examples of broad classes of employees whose payroll expenses would be eligible expenses under the Fund. These classes of employees include public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency. Payroll and benefit costs associated with public employees who could have been furloughed or otherwise laid off but who were instead repurposed to perform previously unbudgeted functions substantially dedicated to mitigating or responding to the COVID-19 public health emergency are also covered. Other eligible expenditures include payroll and benefit costs of educational support staff or faculty responsible for developing online learning capabilities necessary to continue educational instruction in response to COVID-19-related school closures. Please see the Guidance for a discussion of what is meant by an expense that was not accounted for in the budget most recently approved as of March 27, 2020.

In some cases, first responders and critical health care workers that contract COVID-19 are eligible for workers' compensation coverage. Is the cost of this expanded workers compensation coverage eligible?

Increased workers compensation cost to the government due to the COVID-19 public health emergency incurred during the period beginning March 1, 2020, and ending December 30, 2020, is an eligible expense.

If a recipient would have decommissioned equipment or not renewed a lease on particular office space or equipment but decides to continue to use the equipment or to renew the lease in order to respond to the public health emergency, are the costs associated with continuing to operate the equipment or the ongoing lease payments eligible expenses?

Yes. To the extent the expenses were previously unbudgeted and are otherwise consistent with section 601(d) of the Social Security Act outlined in the Guidance, such expenses would be eligible.

May recipients provide stipends to employees for eligible expenses (for example, a stipend to employees to improve telework capabilities) rather than require employees to incur the eligible cost and submit for reimbursement?

Expenditures paid for with payments from the Fund must be limited to those that are necessary due to the public health emergency. As such, unless the government were to determine that providing assistance in the form of a stipend is an administrative necessity, the government should provide such assistance on a reimbursement basis to ensure as much as possible that funds are used to cover only eligible expenses.

May Fund payments be used for COVID-19 public health emergency recovery planning?

Yes. Expenses associated with conducting a recovery planning project or operating a recovery coordination office would be eligible, if the expenses otherwise meet the criteria set forth in section 601(d) of the Social Security Act outlined in the Guidance.

Are expenses associated with contact tracing eligible?

Yes, expenses associated with contract tracing are eligible.

To what extent may a government use Fund payments to support the operations of private hospitals?

Governments may use Fund payments to support public or private hospitals to the extent that the costs are necessary expenditures incurred due to the COVID-19 public health emergency, but the form such assistance would take may differ. In particular, financial assistance to private hospitals could take the form of a grant or a short-term loan.

May payments from the Fund be used to assist individuals with enrolling in a government benefit program for those who have been laid off due to COVID-19 and thereby lost health insurance?

Yes. To the extent that the relevant government official determines that these expenses are necessary and they meet the other requirements set forth in section 601(d) of the Social Security Act outlined in the Guidance, these expenses are eligible.

May recipients use Fund payments to facilitate livestock depopulation incurred by producers due to supply chain disruptions?

Yes, to the extent these efforts are deemed necessary for public health reasons or as a form of economic support as a result of the COVID-19 health emergency.

Would providing a consumer grant program to prevent eviction and assist in preventing homelessness be considered an eligible expense?

Yes, assuming that the recipient considers the grants to be a necessary expense incurred due to the COVID-19 public health emergency and the grants meet the other requirements for the use of Fund payments under section 601(d) of the Social Security Act outlined in the Guidance. As a general matter, providing assistance to recipients to enable them to meet property tax

requirements would not be an eligible use of funds, but exceptions may be made in the case of assistance designed to prevent foreclosures.

May recipients create a "payroll support program" for public employees?

Use of payments from the Fund to cover payroll or benefits expenses of public employees are limited to those employees whose work duties are substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May recipients use Fund payments to cover employment and training programs for employees that have been furloughed due to the public health emergency?

Yes, this would be an eligible expense if the government determined that the costs of such employment and training programs would be necessary due to the public health emergency.

May recipients use Fund payments to provide emergency financial assistance to individuals and families directly impacted by a loss of income due to the COVID-19 public health emergency?

Yes, if a government determines such assistance to be a necessary expenditure. Such assistance could include, for example, a program to assist individuals with payment of overdue rent or mortgage payments to avoid eviction or foreclosure or unforeseen financial costs for funerals and other emergency individual needs. Such assistance should be structured in a manner to ensure as much as possible, within the realm of what is administratively feasible, that such assistance is necessary.

The Guidance provides that eligible expenditures may include expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures. What is meant by a "small business," and is the Guidance intended to refer only to expenditures to cover administrative expenses of such a grant program?

Governments have discretion to determine what payments are necessary. A program that is aimed at assisting small businesses with the costs of business interruption caused by required closures should be tailored to assist those businesses in need of such assistance. The amount of a grant to a small business to reimburse the costs of business interruption caused by required closures would also be an eligible expenditure under section 601(d) of the Social Security Act, as outlined in the Guidance.

The Guidance provides that expenses associated with the provision of economic support in connection with the public health emergency, such as expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures, would constitute eligible expenditures of Fund payments. Would such expenditures be eligible in the absence of a stay-at-home order?

Fund payments may be used for economic support in the absence of a stay-at-home order if such expenditures are determined by the government to be necessary. This may include, for example, a grant program to benefit small businesses that close voluntarily to promote social distancing measures or that are affected by decreased customer demand as a result of the COVID-19 public health emergency.

May Fund payments be used to assist impacted property owners with the payment of their property taxes?

Fund payments may not be used for government revenue replacement, including the provision of assistance to meet tax obligations.

May Fund payments be used to replace foregone utility fees? If not, can Fund payments be used as a direct subsidy payment to all utility account holders?

Fund payments may not be used for government revenue replacement, including the replacement of unpaid utility fees. Fund payments may be used for subsidy payments to electricity account holders to the extent that the subsidy payments are deemed by the recipient to be necessary expenditures incurred due to the COVID-19 public health emergency and meet the other criteria of section 601(d) of the Social Security Act outlined in the Guidance. For example, if determined to be a necessary expenditure, a government could provide grants to individuals facing economic hardship to allow them to pay their utility fees and thereby continue to receive essential services.

Could Fund payments be used for capital improvement projects that broadly provide potential economic development in a community?

In general, no. If capital improvement projects are not necessary expenditures incurred due to the COVID-19 public health emergency, then Fund payments may not be used for such projects.

However, Fund payments may be used for the expenses of, for example, establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity or improve mitigation measures, including related construction costs.

The Guidance includes workforce bonuses as an example of ineligible expenses but provides that hazard pay would be eligible if otherwise determined to be a necessary expense. Is there a specific definition of "hazard pay"?

Hazard pay means additional pay for performing hazardous duty or work involving physical hardship, in each case that is related to COVID-19.

The Guidance provides that ineligible expenditures include "payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency." Is this intended to relate only to public employees?

Yes. This particular nonexclusive example of an ineligible expenditure relates to public employees. A recipient would not be permitted to pay for payroll or benefit expenses of private employees and any financial assistance (such as grants or short-term loans) to private employers are not subject to the restriction that the private employers' employees must be substantially dedicated to mitigating or responding to the COVID-19 public health emergency.

May counties pre-pay with CARES Act funds for expenses such as a one or two-year facility lease, such as to house staff hired in response to COVID-19?

A government should not make prepayments on contracts using payments from the Fund to the extent that doing so would not be consistent with its ordinary course policies and procedures.

Questions Related to Administration of Fund Payments

Do governments have to return unspent funds to Treasury?

Yes. Section 601(f)(2) of the Social Security Act, as added by section 5001(a) of the CARES Act, provides for recoupment by the Department of the Treasury of amounts received from the Fund that have not been used in a manner consistent with section 601(d) of the Social Security Act. If a government has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the Department of the Treasury.

What records must be kept by governments receiving payment?

A government should keep records sufficient to demonstrate that the amount of Fund payments to the government has been used in accordance with section 601(d) of the Social Security Act

May recipients deposit Fund payments into interest bearing accounts?

Yes, provided that if recipients separately invest amounts received from the Fund, they must use the interest earned or other proceeds of these investments only to cover expenditures incurred in accordance with section 601(d) of the Social Security Act and the Guidance on eligible expenses. If a government deposits Fund payments in a government's general account, it may use those funds to meet immediate cash management needs provided that the full amount of the payment is used to cover necessary expenditures. Fund payments are not subject to the Cash Management Improvement Act of 1990, as amended.

May governments retain assets purchased with payments from the Fund?

Yes, if the purchase of the asset was consistent with the limitations on the eligible use of funds provided by section 601(d) of the Social Security Act.

What rules apply to the proceeds of disposition or sale of assets acquired using payments from the Fund?

If such assets are disposed of prior to December 30, 2020, the proceeds would be subject to the restrictions on the eligible use of payments from the Fund provided by section 601(d) of the Social Security Act.

[1] The Guidance is available at: https://home.treasury.gov/policy-issues/cares/state-and-local-governments

Appendix D - Certification for Use of Coronavirus Relief Fund

Note: Provided for reference only - download a fillable .pdf copy of this form from the Secretary of Finance's Website under "Recent News" at: http://finance.virginia.gov/

CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
[INSERT NAME OF LOCAL GOVERNMENT]

We the undersigned represent **[insert name of local government]** (the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received as direct payment from the Commonwealth of Virginia under section 601(b) of the Social Security Act will be used only to cover those costs that:
    a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
    b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
    c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to

invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.

8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.
10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: _____	By: _____	By: _____
Signature: _____	Signature: _____	Signature: _____
Title: _____	Title: _____	Title: _____
Date: _____	Date: _____	Date: _____

CERTIFICATION for RECEIPT of
CORONAVIRUS RELIEF FUND PAYMENTS
by
KING WILLIAM COUNTY

We the undersigned represent KING WILLIAM COUNTY

(the locality), and we certify that:

1. we have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CRF) pursuant to section 601(b) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. we understand that the Commonwealth of Virginia will rely on this certification as a material representation in making a direct payment to the locality.
3. the locality 's proposed uses of the funds received_as direct payment from the Commonwealth of Virginia_under section 601(b) of the Social Security Act will be used only to cover those costs that:
    a. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
    b. were not accounted for in the budget most recently approved as of March 27, 2020, for the locality; and
    c. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.
4. any funds that are not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to Commonwealth of Virginia no later than December 30, 2020, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any such unexpended funds that have not been returned to the Commonwealth within 30 days of December 30, 2020.
5. we understand that the locality will not receive continued funding beyond December 30, 2020, from any source to continue paying expenses or providing services that were initiated or previously supported from CRF funds prior to December 30, 2020.
6. funds received as a direct payment from the Commonwealth of Virginia pursuant to this certification must adhere to official federal guidance issued or to be issued regarding what constitutes a necessary expenditure.
7. any CRF funds expended by the locality or its grantee(s) in any manner that does not adhere to official federal guidance shall be returned to the Commonwealth of Virginia within 30 days of a finding that the expenditure is disallowed, and that the Commonwealth of Virginia is entitled to invoke state aid intercept to recover any and all such funds that are not repaid within 30 days of a finding that the expenditure is disallowed.
8. as a condition of receiving the CRF funds pursuant to this certification, the locality shall retain documentation of all uses of the funds, including but not limited to payroll time records, invoices, and/or sales receipts. Such documentation shall be produced to the Commonwealth of Virginia upon request.
9. the locality must maintain proper accounting records to segregate these expenditures from those supported by other fund sources and that all such records will be subject to audit.

10. any funds provided pursuant to this certification cannot be used as a revenue replacement for lower than expected revenue collections from taxes, fees, or any other revenue source.
11. any CRF funds received pursuant to this certification will not be used for expenditures for which the locality has received funds from any other emergency COVID-19 supplemental funding (whether state, federal, or private in nature) for that same expense nor may CRF funds be used for purposes of matching other federal funds unless specifically authorized by federal statute, regulation, or guideline.

For counties only

12. an equitable share of CRF funds received pursuant to this certification shall be shared with and granted to each town within its jurisdiction. Such grant(s) shall be used solely for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19), that were not accounted for in the budget most recently approved as of March 27, 2020, and that were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. The county issuing the grant is responsible for the ensuring compliance with the documentation requirements required by this certification and shall ensure that the use of the funds meets the requirements set forth in this certification.

We certify that we have read the above certification and our statements contained herein are true and correct to the best of our knowledge.

By: Stephen K. Greenwood	By: Bobbie H. Tassinari	By: Natasha Joranlien
Signature:	Signature:	Signature:
Title: Chair, Board of Supervisors	Title: County Administrator	Title: Director of Financial Service:
Date:	Date:	Date:

RESOLUTION 20-28

KING WILLIAM COUNTY BOARD OF SUPERVISORS ACCEPTANCE OF FEDERAL CARES CORONAVIRUS RELIEF FUNDS AND AUTHORITY TO EXPEND

WHEREAS, the Congress of the United States passed and the President signed the **Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020** to provide funding assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic; and

WHEREAS, the County Administrator was notified on May 12, 2020 of the local allocation for Federal CARES Coronavirus Relief Funds to the County in the amount of $1,496,097; and

WHEREAS, to accept the Federal CARES Coronavirus Relief Funds, the King William County Board of Supervisors must certify that they have the authority to request direct payment on behalf of the locality from the Commonwealth of Virginia of revenues from the Coronavirus Relief Fund (CFR) pursuant to Section 601(b) of the Social Security Act, as added by Section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (March 27, 2020); and

WHEREAS, King William County proposes to use the funds received as direct payment from the Commonwealth of Virginia under Section 601(b) of the Social Security Act will be only to cover those costs that: a) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); b) were not accounted for in the budget most recently approved as of March 27, 2020, for the locality and; c) were incurred during the period that began on March 1, 2020, and ends on December 30, 2020; and

WHEREAS, King William County understands that any funds not expended or that will not be expended on necessary expenditures on or before December 30, 2020, by the locality or its grantee(s), must be returned to the Commonwealth of Virginia no later than December 30, 2020;

NOW, THEREFORE, BE IT RESOLVED, that the King William County Board of Supervisors hereby approves the acceptance of the Federal CARES Coronavirus Relief Funds in the amount of $1,496,097 from the Commonwealth of Virginia, Department of Accounts and authorizes the County Administrator, Director of Financial Services and the Chair of the Board of Supervisors to sign the certificate and return it by May 22, 2020 to the Department of Accounts, Attention: Local CRF Certification, P.O. Box 1971, Richmond, VA 23218-1971.

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: May 18, 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 May 12, 2020, General Fund revenue collections are 73% of the projected annual level. Real Property taxes will begin to be received the first week of June for this calendar years taxes. At that point, there will not be such a large discrepancy between revenue collected and expenditures.

Overall, General Fund expenditures are at 82% 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 ($6,700) forward to FY20 to help offset the increased costs associated with new legal counsel.
- Resolution 19-61 rolling funds ($23,771.88) 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 ($62,688) to support three (3) new Fire Medic positions within the Fire and Emergency Medical Services Department.
- Resolution 20-11(R1) reimbursing the County for expenditure related to KWCPS ($181,940.49).
- Resolution 20-21 increasing the local match and appropriating the anticipated Commonwealth of Virginia funds to the County Department of Social Services (Local $52,579 and State $28,312 for a total of $80,891).

180 Horse Landing Road #4 ● King William, Virginia 23086
804-769-4927 ● fax: 804-769-4964
www.kingwilliamcounty.us

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

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

180 Horse Landing Road #4 ● King William, Virginia 23086
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King William County
Est. 1702

Board of Supervisors

County Administrator

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

GENERAL FUND REVENUE CATEOGRY	FY2020 REVENUE APPROPRIATED AMOUNT	Y-T-D REVENUE COLLECTED	APPROPRIATED VS ACTUAL REVENUE DIFFERENCE
Real Property Taxes	$12,382,831.00	$6,159,757.17	$6,223,073.83
Public Service Corp. Tax	$440,000.00	$402,653.57	$37,346.43
Personal Property Tax	$3,628,410.00	$3,648,169.58	-$19,759.58
Machinery & Tools Tax	$1,716,819.00	$1,893,475.96	-$176,656.96
P & I on Taxes	$306,000.00	$290,586.79	$15,413.21
Other Local Taxes	$1,347,820.00	$1,019,775.30	$328,044.70
Consumer's Utility Tax	$220,000.00	$206,414.61	$13,585.39
Utility Gross Receipts	$70,000.00	$40,865.53	$29,134.47
BPOL Tax	$375,000.00	$402,870.71	-$27,870.71
Motor Vehicle License Tax	$415,000.00	$417,702.05	-$2,702.05
Bank Stock Tax	$104,000.00	$0.00	$104,000.00
Recordation & Wills Tax	$205,000.00	$263,744.49	-$58,744.49
Food & Beverage Tax	$420,000.00	$357,378.23	$62,621.77
Animal Licenses	$5,750.00	$4,883.00	$867.00
Land Use Fees	$20,000.00	$41,829.01	-$21,829.01
Transfer Fees	$500.00	$639.00	-$139.00
Permit & Other Licenses	$294,500.00	$321,313.25	-$26,813.25
Fines & Forfeitures	$80,500.00	$60,216.54	$20,283.46
Bank Interest	$75,000.00	$111,160.21	-$36,160.21
Rev. From the Use of Property	$50,000.00	$57,916.00	-$7,916.00
Court Costs	$18,900.00	$3,665.14	$15,234.86
Commonwealth Atty Fees	$1,250.00	$1,105.35	$144.65
Charges for Law Enforcement	$300.00	$295.05	$4.95
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	$3,724.64	-$224.64
Local Rev. Agreements - Other	$400.00	$16,551.82	-$16,151.82
Recovered Costs	$44,800.00	$5,173.43	$39,626.57
Non-Categorical Aid	$1,570,331.00	$1,397,940.07	$172,390.93
Constitutional Officers	$1,340,085.00	$963,557.39	$376,527.61
Other Categorical Aid	$127,300.00	$149,189.19	-$21,889.19
Public Safety	$50,000.00	$37,773.20	$12,226.80
Fund Transfers	$588,070.37	$527,679.37	$60,391.00
TOTAL	**$25,902,816.37**	**$18,808,478.65**	**$7,094,337.72**

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GENERAL FUND EXPENDITURE CATEOGRY	FY2020 EXPENSE APPROPRIATED AMOUNT	Y-T-D EXPENDITURES	APPROPRIATED VS ACTUAL EXPENDITURES DIFFERENCE
General/Financial Administration	$ 1,620,224.10	$ 1,436,370.85	$ 183,853.25
Board of Elections	$ 190,923.00	$ 137,138.25	$ 53,784.75
Courts	$ 353,909.00	$ 256,694.73	$ 97,214.27
Commonwealth's Attorney	$ 336,925.00	$ 262,669.08	$ 74,255.92
Law Enforcement	$ 2,775,946.00	$ 2,132,335.60	$ 643,610.40
Fire and Rescue Services	$ 1,427,591.39	$ 1,547,806.02	$ (120,214.63)
Correction and Detention	$ 991,535.00	$ 698,325.88	$ 293,209.12
Inspections	$ 187,571.00	$ 150,810.05	$ 36,760.95
Other Protection	$ 142,080.00	$ 47,796.85	$ 94,283.15
Sanitation and Waste Removal	$ 884,681.00	$ 864,053.17	$ 20,627.83
Maintenance/Building/Grounds	$ 716,623.00	$ 673,374.17	$ 43,248.83
Health and Special Needs	$ 183,007.00	$ 183,007.00	$ -
Community Aid	$ 758,312.00	$ 692,070.70	$ 66,241.30
Planning and Community Development	$ 595,652.88	$ 473,885.01	$ 121,767.87
Environmental Management	$ 46,936.00	$ 19,959.62	$ 26,976.38
Miscellaneous	$ 710,193.00	$ 586,475.25	$ 123,717.75
Clearing Accounts	$ -	$ -	$ -
Transfers	$ 13,980,707.00	$ 11,142,457.87	$ 2,838,249.13
TOTAL	**$ 25,902,816.37**	**$ 21,305,230.10**	**$ 4,597,586.27**

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OTHER FUNDS - REVENUE:

REVENUE CATEOGRY OTHER FUNDS	FY2020 REVENUE APPROPRIATED AMOUNT	Y-T-D REVENUE COLLECTED	APPROPRIATED VS ACTUAL REVENUE DIFFERENCE
School Reserve Fund - 190	$200,000.00	$0.00	$200,000.00
Virginia Public Assistance (Social Services) - 201	$1,471,863.00	$908,922.77	$562,940.23
Regional Animal Shelter - 204	$309,638.00	$300,206.64	$9,431.36
School Operating Fund - 205	$26,670,406.00	$21,403,592.38	$5,266,813.62
School Textbook Fund - 206	$360,000.00	$123,175.00	$236,825.00
School Cafeteria Fund - 207	$939,430.00	$686,886.03	$252,543.97
Forfeiture Asset Revenue - Sheriffs Office - 208	$5,000.00	$703.52	$4,296.48
Forfeiture Asset Revenue - Commonwealth Attorney's Office - 209	$1,000.00	$93.15	$906.85
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	$47,178.62	$81,220.38
Childrens Services Act - 220	$1,398,362.00	$720,400.31	$677,961.69
Employee Recognition Fund - 221	$2,000.00	$5,542.21	**-$3,542.21**
Leave Pay Out Fund - 222	$30,000.00	$2,241.06	$27,758.94
Emergency Management Services Billing Fund - 240	$300,000.00	$141,739.48	$158,260.52
Cash Proffer Fund - 305	$435,500.00	$461,200.76	**-$25,700.76**
Capital Improvement Plan Fund - 310	$2,243,450.00	$1,538,137.80	$705,312.20
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	$2,371,935.79	-$31,245.79
Water Fund - 501	$550,000.00	$450,453.02	$99,546.98
Sewer Fund - 502	$175,000.00	$333,270.00	**-$158,270.00**
Parks and Recreation Fund - 503	$284,408.00	$174,593.76	$109,814.24
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	$355,274.60	$160,949.40
School Regional Adult Education Fund - 710	$252,110.00	$244,424.23	$7,685.77
State Sales Tax Fund - 734	$2,885,361.00	$2,234,308.26	$651,052.74
VJCCCA Fund - 737	$186,249.00	$143,737.00	$42,512.00
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	$2,487.39	**-$1,487.39**
Horse Rescue Fund - 794	$0.00	$220.00	**-$220.00**
TOTAL - OTHER FUNDS	**$47,317,430.00**	**$36,080,856.60**	**$11,236,573.40**

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OTHER FUNDS - EXPENDITURES:

EXPENDITURE CATEOGRY OTHER FUNDS	FY2020 EXPENSE APPROPRIATED	Y-T-D EXPENSE	APPROPRIATED VS ACTUAL EXPENSE DIFFERENCE
School Reserve Fund - 190	$200,000.00	$177,807.62	$22,192.38
Virginia Public Assistance (Social Services) - 201	$1,471,863.00	$1,018,978.80	$452,884.20
Regional Animal Shelter - 204	$309,638.00	$269,313.04	$40,324.96
School Operating Fund - 205	$26,670,406.00	$20,088,647.75	$6,581,758.25
School Textbook Fund - 206	$360,000.00	$309,752.21	$50,247.79
School Cafeteria Fund - 207	$939,430.00	$739,680.96	$199,749.04
Forfeiture Asset Revenue - Sheriffs 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	$73,355.19	$55,043.81
Childrens Services Act - 220	$1,398,362.00	$740,528.51	$657,833.49
Employee Recognition Fund - 221	$2,000.00	$1,549.71	$450.29
Leave Pay Out Fund - 222	$30,000.00	$33,857.55	-$3,857.55
Emergency Management Services Billing Fund - 240	$300,000.00	$110,923.28	$189,076.72
Cash Proffer Fund - 305	$435,500.00	$450,645.00	-$15,145.00
Capital Improvement Plan Fund - 310	$2,243,450.00	$1,432,055.54	$811,394.46
School Capital Improvement Plan Fund - 315	$2,140,690.00	$1,792,182.72	$348,507.28
Debt Service Fund - 401	$2,340,690.00	$2,371,897.28	-$31,207.28
Water Fund - 501	$550,000.00	$240,603.38	$309,396.62
Sewer Fund - 502	$175,000.00	$32,458.88	$142,541.12
Parks and Recreation Fund - 503	$284,408.00	$211,403.86	$73,004.14
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	$355,899.11	$160,324.89
School Regional Adult Education Fund - 710	$252,110.00	$214,017.33	$38,092.67
State Sales Tax Fund - 734	$2,885,361.00	$2,234,128.26	$651,232.74
VJCCCA Fund - 737	$186,249.00	$138,365.44	$47,883.56
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	$285.36	$964.64
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
TOTAL - OTHER FUNDS	**$47,317,430.00**	**$36,139,443.64**	**$11,177,986.36**

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KING WILLIAM COUNTY
LEGAL SERVICES /COUNTY ATTORNEY SANDS ANDERSON PC
FY2020

BILLING	PLANNING ZONING	COMMISSIONER	TREASURER	BOS	C.A.	COVID	MISC	TOTAL
Sep-19	3,965.00	6,003.00		2,762.50			2,827.50	15,558.00
Oct-19	2,215.41	17,181.67		3,250.00	1,630.42		59.75	24,337.25
Nov-19	5,005.00	16,266.17		1,061.67	5,183.66		71.60	27,588.10
Dec-19	2,915.00	4,842.50		-	5,460.00		96.50	13,314.00
Jan-20	7,875.83	5,395.00		3,141.67	3,282.50		53.50	19,748.50
Feb-20	9,274.15	7,345.00	751.50	2,002.33	3,072.53		26.25	22,471.76
Mar-20	1,430.00	2,925.00	-	3,250.00	4,062.50	3,185.00	2.00	14,854.50
Apr-20	65.00	8,169.67	1,110.67	704.16	2,697.50	325.00		13,072.00
Subtotal	32,745.39	68,128.01	1,862.17	16,172.33	25,389.11	3,510.00	3,137.10	137,872.11

Additional Legal costs from Appraisal Group - Reference to King William Place

11/27/2019		1,973.75						
1/8/2020		550.00						
1/31/2020		1,875.50						
	32,745.39	72,527.26	1,862.17	16,172.33	25,389.11	3,510.00	3,137.10	155,343.36
	21%	47%	1%	10%	16%	2%	2%	

King William County Monthly Building Report
APRIL 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
RESIDENTIAL									
Building Permits	19	2,368,400.00	7,590.00	151.80	4,250.00			11,991.80	41,075.18
Electrical Permits	16	64,721.34	1,712.00	60.16				1,772.16	8,133.97
Gas Permits	8	7,250.00	800.00	16.00				816.00	5,010.24
Plumbing Permits	13	61,590.00	1,300.00	26.00				1,326.00	5,308.08
Mechanical Permits	9	48,667.00	948.00	19.28				967.28	5,850.24
Demolition								0.00	610.00
Total Residential Permits	**65**	**2,550,628.34**	**12,350.00**	**273.24**	**4,250.00**			**16,873.24**	65,683.71
COMMERCIAL									
Building Permits								0.00	286,449.22
Electrical Permits	1	7,500.00	115.00	2.30				117.30	1,522.90
Gas Permits								0.00	204.00
Plumbing Permits	1	28,315.00	196.00	3.92	39.20			239.12	341.12
Mechanical Permits								0.00	0.00
Total Commerical Permits	**2**	**35,815.00**	**311.00**	**6.22**	**39.20**			**356.42**	288,517.24
Land Disturbance Permits	20		3,000.00					3,000.00	12,750.00
Commerical Land Disturbance Permits								0.00	1,500.00
									0.00
Tenant Upfit Permit									0.00
Total Misc. Permits	**20**	**0.00**	**3,000.00**					**3,000.00**	14,250.00
PERMIT TOTALS	**87**	**2,586,443.34**	**15,661.00**	**279.46**	**4,289.20**	**0.00**	**0.00**	**20,229.66**	**368,450.95**

NEW CONSTRUCTION PERMIT VALUE

	MONTHLY	VALUE	YTD PERMIT	YTD VALUE
Stick Built Home	14	2,145,000.00	44	5,385,000.00
Manufactured Housing			1	2,757,566.00
TOTAL	**14**	**2,145,000.00**	45	8,142,566.00
Commerical/Industrial Buildings			4	5,952,686.00
TOTAL NEW BULDINGS	**14**	**2,145,000.00**	49	13,097,252.00

AVERAGE BUILDING SIZE

New Dwelling	2,321
Commerical Buildings	

CERTIFICATE OF OCCUPANCY

	MONTHLY	YTD PERMIT
Single Family Dwelling	11	29
Commerical		0
TOTAL CO'S	**11**	29

INSPECTIONS

	MONTHLY	YTD INSPECTIONS
Building Inspections	322	1415
Zoning Inspections	67	208
TOTAL INSPECTIONS	**389**	1623

WAIVED FEES

SCHOOL OR COUNTY PROJECTS	YTD	
Residential Fees	$150.00	
Commerical Fees	$3,620.48	School- Solar Panels
Total Waived Fees	**$3,770.48**	

King William County Facility Activity
MARCH - APRIL 2020

PROJECTS		
ITEM	**STATUS**	**NOTES**
Basketball Court at the Park	Ongoing	Nearing completion. Installing goalposts and surfacing.
360 Complex	Ongoing	Demolition and waste removal complete.
Dogpark	Ongoing	Site work complete. Awaiting equipment to install.
Steps at the Park	Complete	Construction of (2) sets of stairs along walking paths.
Podium in boardroom	Complete	Construction of new podium in the boardroom.
Plexi screens for Treasurer and CoR	Complete	Outfitted Treasurer's office and CoR's office with plexiglass screens due to Covid-19
Security cameras at the Park and McCallister Bldg.	Complete	Installed new security cameras.

King William County Monthly Utility Activity
APRIL 2020

PROJECTS		
ITEM	**STATUS**	**NOTES**
Master Utility Plan	Ongoing	Reviewing draft.
Industrial Water Park System Evaluation	Ongoing	Assessing actionable items; system evaluation is complete.
Central Crossings Development	Ongoing	Providing oversite of developer installed pipelines.
Infrastructure Database	Ongoing	Creating a database to improve record keeping and aid in system assessment.

INFRASTRUCTURE GROWTH		
	MONTHLY	**YTD**
Water Connections	8	9
Sewer Connections	8	9
Water Meter Sales	18	24

SERVICE AND REPAIRS		
	MONTHLY	**YTD***
Repair items addressed	1	4

*Record keeping initiated in March. Numbers do not include January and February.

Regional Animal Shelter
Animal Activities Report
April 2020

Dogs Received	Stray		Seized		Bite Cases		Surrendered		Other		Total	
Month	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	10	38	0	0	0	0	1	2	0	0	11	40
K & Q Animal Control	7	17	7	41	0	0	0	2	0	6	14	66
King William Citizens	0	11	0	0	0	0	0	16	0	0	0	27
King & Queen Citizens	2	14	0	0	0	0	1	7	0	0	3	21
Other	0	0	0	0	0	0	0	0	0	3	0	3
Totals	19	80	7	41	0	0	2	27	0	9	28	157
Disposition (Dogs)	**Reclaimed**		**Adopted**		**Transferred**		**Euthanized**		**Other**		**Total**	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	6	36	4	17	15	75	3	28	0	1	28	157
Cats Received	**Stray**		**Seized**		**Bite Cases**		**Surrendered**		**Other**		**Total**	
Month	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
KW Animal Control	5	15	0	0	0	0	0	0	0	0	5	15
K & Q Animal Control	1	2	0	0	0	0	0	1	5	5	6	8
King William Citizens	1	8	0	0	0	0	0	16	0	0	1	24
King & Queen Citizens	1	5	0	0	0	0	0	10	0	0	1	15
Other	0	0	0	0	0	0	0	0	0	0	0	0
Totals	8	30	0	0	0	0	0	27	5	5	13	62
Disposition (Cats)	**Reclaimed**		**Adopted**		**Transferred**		**Euthanized**		**Other**		**Total**	
	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD	Month	YTD
	1	1	1	7	8	33	3	21	0	0	13	62
Feral Cats	Month	YTD	Other Species Handled									
	3	18			Month	0	YTD	0				
Other Received Explanation	6 dogs transferred in from Gloucester Co. (KQ dogs) 2/20; 3 dogs transferred in from New Kent Co. 2/20; 5 kittens born at RAS 4/20;											
Other Disposition Explanation	1 puppy died at Shelter 3/20;											
Animals On Hand	4/1/20											
Dogs	12	Cats	1	Other Species	0							

Regional Animal Shelter
2020 Monetary and In-Kind Donation Record

Month	Monetary Donations	YTD Monetary Donations	In-Kind Donation Value	YTD In-Kind Donation Value
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	$ 1,633.68	$ 2,464.68	$620.00	$ 1,760.00
May				
June				
July				
August				
September				
October				
November				
December				

AGENDA ITEM 12.
BoS Comments

AGENDA ITEM 13.

November 2017

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)

☐ 3. Employment	☐ 6. Promotion	☐ 9. Salary
☐ 4. Assignment	☐ 7. Performance	☐ 10. Discipline
☐ 5. Appointment	☐ 8. Demotion	☐ 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.

☐ **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