King and Queen County
Founded 1691 in Virginia

County Administrator's Office
242 Allens Circle
P. O. Box 177
King and Queen Court House, Virginia 23085
Phone: (804) 785-5975 Fax: (804) 785-5999

King and Queen County
Board of Supervisors Meeting

Monday, July 8, 2019
7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

AGENDA

1. Invocation and Pledge of Allegiance to the Flag of the United States
2. Approval and Signing of the May 29, 2019 and June 10, 2019 minutes of the Board
3. Approval and Signing of the July 2019 Warrants and Appropriations
    1) County Warrants and Appropriations
    2) School Revenues for month of May, 2019 ($655,950.03)
    3) Schools Health Insurance Request - $95,000.00
    4) Schools – Local Funds Appropriation FY2019-2020 ($3,702,176.00)
4. School Superintendent and Social Services Reports
5. Budget Amendments
6. Public Comment Period
7. VPPSA – Authorization to close/execute deed
8. Appointments/Reappointments to various Boards and Commissions
9. County Administrator's Comments
10. Board of Supervisors Comments
11. Closed Session (if needed)

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King and Queen County Wireless Services Authority
(Immediately following the regular meeting of the Board of Supervisors)

AGENDA: Monday, July 8, 2019 Regular Meeting

ITEM #1:

Invocation and Pledge of Allegiance to the Flag of the United States

ACTION REQUESTED:

None required.

SUMMARY OF INFORMATION:

None

ATTACHMENTS:

None

AGENDA: Monday, July 8, 2019 Regular Meeting

ITEM #2:

Approval and Signing of the May 29, 2019 and June 10, 2019 Minutes of the Board

ACTION REQUESTED:

Approval and Signing of the May 29, 2019 and June 10, 2019 Minutes of the board

SUMMARY OF INFORMATION:

ATTACHMENTS:

- Copy of minutes

King and Queen County
Board of Supervisors Workshop/Presentation Meeting

Wednesday, May 29, 2019

6:00 P.M.

King and Queen County Courts and Administration Building
2nd Floor Conference Room

"Minutes of the Meeting"

Chairman Burns called the workshop/presentation meeting to order with all members present.

APPROVAL OF RECURRING WARRANTS

A motion was made by Ms. Simpkins and seconded by Ms. Alsop to approve the recurring warrants for May 2019.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

PRESENTATION BY RIVERSTREE NETWORKS

RiverStreet representatives were present for the purpose of discussing possible fiber to the home project.

VPPSA MAINTENANCE BUILDING DISCUSSION

Mr. Swartzwelder provided an update on VPPSA Maintenance Building and on the proposed method of financing the new building.

ITEMS BROUGHT UP BY THE BOARD MEMBERS

Mr. Bailey had the following comments:

- expressed that the Health Department roof needs painting
- Questioned the status of King and Queen Elementary Project and that he hopes we can get the project done in the next four (4) years.

Mr. Simpkins had the following comments:

- questioned if there were any updates on the Schools Internet Project

Mr. Burns had the following comments:

- Advised that he would like for the County to create a Maintenance Department and that the County Administrator put together a proposal as part of the 2020/2021 budget.

Mrs. Morris had no comments.

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Mr. Bailey and seconded by Mr. Simpkins to adjourn the meeting.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

J. M. Burns, Chairman

Thomas J. Swartzwelder, Clerk

King and Queen County
Board of Supervisors Meeting

Monday, June 10, 2019
7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

"Minutes of the Meeting"

Chairman Burns called the regular meeting to order with all members present.

Mr. Bailey provided the invocation followed by the Pledge of Allegiance to the Flag of the United States

APPROVAL AND SIGNING OF THE APRIL 22, 2019 AND MAY 13, 2019 MINUTES OF THE BOARD

A motion was made by Mrs. Morris and seconded by Ms. Alsop to approve the April 22, 2019 and May 13, 2019 minutes

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

APPROVAL AND SIGNING OF THE JUNE 2019 WARRANTS AND APPROPRIATIONS AND SCHOOL REVENUES FOR THE MONTH OF APRIL 2019

APPROVAL OF THE MAY 2019 WARRANTS AND APPROPRIATIONS

A motion was made by Mr. Bailey and seconded by Mr. Simpkins to approve the May 2019 warrants and appropriation, subject to audit.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

SCHOOLS – SCHOOL REVENUE FUND FOR APRIL 2019

A motion was made by Ms. Alsop and seconded by Mr. Bailey to approve the April 2019 School Revenues for the month of April, 2019 (Misc., $117.81, State: $471,563.91; and Federal $39,276.49), subject to audit.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H.MORRIS, R. F. BAILEY
NAYS: NONE

JOINT PUBLIC HEARING WITH VDOT ON THE PROPOSED SIX YEAR SECONDARY ROAD PLAN FOR FY 2020-2026 AND ON THE SECONDARY SYSTEM CONSTRUCTION BUDGET FOR FY2020/2021

Joyce McGowan, Residency Engineer was present apologizing for not being at the last meeting and that the public hearing has been re-advertised for public hearing this month in the Tidewater Review.

Mrs. McGowan provided an overview of the Six Year Plan and Budget and recommended adding Holmestown Road to the plan.

Mrs. McGowan further advised that Tastine Road was getting close to having 50 vehicles a day, with present count being at 46 cars.

Mrs. McGowan turned the public hearing over to the Board for public comment on the Six Yeaer Plan and Budget.

After hearing no comments, the public hearing was closed.

A motion was made by Mr. Simpkins and seconded by Mrs. Morris to adopt the following resolution prepared by VDOT, adding Holmestown Road to the Six Year Plan and Budget:

RESOLUTION

WHEREAS, Sections 33.2-331 of the 1950 Code of Virginia, as amended, provides the opportunity for each county to work with the Virginia Department of Transportation in developing a Secondary Six-Year Road Plan,

WHEREAS, this Board had previously agreed to assist in the preparation of this Plan, in accordance with the Virginia Department of Transportation policies and procedures, and participated in a public hearing on the proposed Plan (2020 through 2025) as well as the Construction Priority List (2020) on May 28, 2019 after duly advertised so that all citizens of the County had the opportunity to participate in said hearing and to make comments and recommendations concerning the proposed Plan and Priority List.

WHEREAS, the Residency Administrator of the Virginia Department of Transportation, appeared before the board and recommended approval of the Six-Year Plan and budget for Secondary Roads (2020 through 2025) and the Construction Priority List (2020) for King and Queen County, and

WHEREAS, adds Route 672 Holmestown Road as priority nine to the secondary six year plan for funding beginning in FY25 with the remaining funds allocated to UPC 99949 for future project programming,

NOW, THEREFORE, BE IT RESOLVED that since said Plan and budget appears to be in the best interests of the Secondary Road System in King and Queen County and of the citizens residing on the Secondary System, said Secondary Six-Year Plan (2020 through 2025) and Construction Priority List (2020) are hereby approved as presented at the public hearing.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

VDOT UPDATE – JOYCE MCGOWAN, RESIDENCY ENGINEER

Mrs. McGowan updated and want the get any feedback from the Board on the closure of Propotank Bridge, Rt. 14, Buena Vista Road, and how it will affect traffic. If the road is left open, signals will have to be put up and the project will take around 14 to 15 months. If the road is closed and traffic detoured, the time frame would change to 8 to 9 months to complete and saving approximately $600,000.00..

Mr. Simpkins advised that Rt. 633, Northbank Road gets in really bad shape before VDOT will come and fix the road and needs attention several times a year, asking if there was anything that VDOT can do to keep dirt roads in good condition.

Mrs. Simpkins further commented that Patty Swamp Road needs close attention as well.

PUBLIC COMMENT PERIOD

Chairman Burns opened the floor for public comments for items not on the agenda and asked that those who wish to speak to come forward stating their name, district and to limit their comments to three (3) minutes.

After hearing no comments, the public comment period was closed.

SUPERINTENDENT OF SCHOOLS AND SOCIAL SERVICES REPORTS

SUPERINTENDENT OF SCHOOLS – CAROL CARATER

Superintendent of Schools Carol Carter advised of various school events that would be occurring during June and advised of the following:

- Thanked Board Members Bailey, Morris and Burns for attending graduation
- Advised of the Virginia Clean Cities award to replace buses
- Advised they have met requirements and will be fully accredited at all three (3) schools
- Advised that there are still a number of positions that are still open
- Advised that they will not be holding summer school this year, even though it was budgeted for. Mrs. Carter commented that the were not able to find certified English and Math teachers, however, ESY services would be available for special needs students
- Advised that the ADM for the end of the school year was 764

Mr. Burns questioned if there were any students that needed the English and Math, of which Mrs. Carter advised that there were, but none involved seniors and those that were impacted may have to work out something for next year.

SOCIAL SERVICES DIRECTOR, BETTY DOUGHERTY

Betty Dougherty, Director of Social Services was present providing the following update:

- Advised that they hosted two (2) successful and well attended events in the County, being Permanency Matter that was held on May 29, 2019, with 22 participants and Human Services Leadership Training, that was held at the King and Queen Library on June 15.
- Advised that the cooling Assistance Program will begin on June 15th,with applications being received until August 15.
- Advised that June is celebrated as National Reunification Month, where they recognize people for their efforts in helping families stay together.
- Advised on on July 1 they will be working with a new Juvenile and Domestic Relations court Judge, Holly B. Smith

MEMORANDUM OF UNDERSTANDING – BETWEEN THREE RIVERS CONSERVATION AND KING AND QUEEN COUNTY

County Administrator Thomas Swartzwelder advised that we currently have a MOU that is several years old. Three Rivers obtained a grant from DEQ to conduct the Chesapeake Bay Preservation Act Agricultural Assessments. Per the scope of work, they will conduct 10 assessments per county that include Nutrient Management, Soil Loss Calculations, Pesticide Management and Conservation Planning components. Per their timeline, work will begin in July and conclude by April 20, 2020.

The purpose of the memorandum of understanding is to ensure that water quality protection is being accomplished consistent with the Chesapeake Bay Preservation Act and subsequent

regulations. This is a one-year MOU as the foundation for an enduring cooperative working agreement.

Mr. Swartzwelder further advised that he has one minor change, in #6, of page 2 of the MOU relating to assessments and would like to change the wording to the County would not be taking any action for those that do not cooperate. Mrs. Swartzwelder further commented that he would be attending a meeting relating to the MOU, and is asking that the Board authorize him to execute and if something changes after his meeting, he will come back to the Board. the MOU before signing

Mr. Burns questioned what happens if we do not go with this and that he has spoken with a couple of farmers and that they did not know anything about it.

County Administrator Thomas Swartzwelder commented, that technically we will be out of compliance and does not how hared DEQ is going to push the issues.

Mr. Simpkins expressed that Three Rivers is the agency that farmers use to put plans in place that they are implementing and that we are lucky to have Three Rivers that will step up and take care of this for us. It is our responsibility but Three Rivers has always taken care of us.

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve the MOU if there are no issues after the meeting, and authorizes the County Administrator to sign MOU for approval with any changes with #6, on page two (2) relating to violations of assessment only.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

APPOINTMENTS/REAPPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

WETLANDS BOARD – VACANCY OF ALTERNATE MEMBER
(to fill unexpired term of Mr. Robert Gibson – 12.14.20)

TABLED

COUNTY ADMINISTRATOR'S COMMENTS

County Administrator Thomas Swartzwelder provided an update on the following:

- Advised that all sink/commodes fixtures have been replaced with funds used out of the contingency fund
- Advised that as July 1 is rolling around that he will be meeting with the Commonwealths Attorney to discuss upcoming legislation in having an Assistant as we have to have a written agreement with the Commonwealth.

- Advised that Building Official Mike Eutsey has completed and passed the Certified Flood Plain Manager test
- Advised that the landfill has still not responded to the last set of recommendations made by our Engineer pertaining to building of a new cell
- Advised that at the Planning Commission meeting, they approved a level 2 site plan for Southern States Propane and this will not be coming to the Board. Mr. Swartzwelder commented that it was great to have another new business in the County.
- Advised that Walnut Solar Farms has deferred all of their public hearing. The Board was advised that there appears to have been a lot of concerns expressed at Mr. Burns townhall meeting and that they have decided to go back to the drawing board, in order to work on staff and citizen concerns. Walnut Solar Farm did announce at the Planning Commission that they will be removing all structures with the exception of the Sub-Station in the economic corridor and that it appears that this will go back to the Planning Commission in September. With them deferring all public hearings, this means that all time lines are waived that the Board has to meet.

BOARD OF SUPERVISORS COMMENTS

Ms. Alsop had the following comments:

- Thanked everyone for coming to the meeting and apologized for not being able to attend Graduation.
- Thanked the Sheriff for assisting at the Newtown Dragway, as there was a lot of traffic on a narrow road.

Mrs. Morris had the following comments:

- Thanked everyone for coming
- Commented that she attended Graduation and that it was awesome
- Thanked the Sheriff for the deputies in making it easy to get in and out of the School on Graduation night

Mr. Simpkins had the following comments:

- Expressed that he was sorry for not being able to attend, as he had a family event
- Commented that the front of the Courthouse and the Registrars roof needs painting, to go along with the Health Department roof.
- Expressed that the County needs to be proactive, referring to the shooting in Virginia Beach, that we cant take safety for granted and questioned if there are any plans, fire drills, etc.,

Mr. Bailey had the following comments:

- Thanked everyone for attending the meeting
- Thanked the Sheriff for having patrols down the county, especially in the morning, as there have been a lot of bus runners.
- Thanked our fire and EMS for what they do

- Wished everyone a safe trip home

Mr. Burns had the following comments:

- Thanked everyone for their reports
- Commented that his daughter was one of Central High School Graduates and that it was an honor to be able to present her with her diploma.
- Expressed that Public Safety and Education for our kids is important to him within the School System and that everything else is fluff.
- Commented that a lot of citizens are concerned with the solar projects and that the fact that they could be the future of the County and that we need to watch how we proceed and be very cautious.
- Thanked everyone for attending

CLOSED SESSION PURSUANT TO SECTION 2.2-3711 (A) 1 OF THE CODE OF VIRGINIA RELATING TO PERSONNEL MATTERS IN THE COUNTY ADMINISTRATORS OFFICE

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to enter into closed session pursuant to Section 2.2-3711 (A) 1 of the Code of Virginia for the purpose of discussion of Personnel within the County Administrators Office.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

A motion was made by Ms. Alsop and seconded by Mr. Simpkins to come out of closed session with each member certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirement of the Virginia Freedom of Information Act were heard, discussed and considered in closed session.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to adjourn the meeting.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

J. M. Burns, Chairman

K. Diane Gaber, CMC, Deputy Clerk

AGENDA: *Monday, July 8, 2019 Regular Meeting*

ITEM #3:

Approval and Signing of the July 2019 warrants and appropriations, and School Revenues for month of May

ACTION REQUESTED:

Actions requested:

(1) <u>Approval of the July 2019 Warrants and Appropriations</u>

Need a motion and a second to approve or disapprove warrants and appropriation for month of July 2019

(2) <u>Schools – School Revenue Fund for May, 2019</u>

Need a motion and a second to approve or disapprove the: <u>($655,950.03)</u>

(3) <u>Schools Health Insurance Request - $95,000.00</u>

Need a motion and a second to approve or disapprove a request of $95,000.00 from the Schools to cover increase in health insurance cost.

(4) <u>Schools – Local Funds Appropriation for FY2019-2020 - $3,702,176.00</u>

Per the Resolution approving and appropriating the Fiscal Year 2019-2020 Annual Fiscal Plan for the County of King and

Queen , Local funds in the amount of $3,702,176.00 will be appropriated on July 8th, or as soon thereafter as the Board of Supervisors approves.

ATTACHMENTS:

See attachments

Part-time Employee Payroll Run

Payroll: Wednesday, July 10, 2019

County

Collins, Melodie	$1,392.00
Cavenaugh, Wyatt	$1,372.00
Miller, Ed	$891.10
Hunter, Greg	$2,380.00

Registrar

Nickelson, Robert W.	$100.00
Prom, Patricia	$1,164.00

Sheriff's Department

Stoll, Daneil **Leave Payout**	$167.28
Copeland-Balke, Denise	$1,286.50
Jorgenson, Craig	$1,740.00
Sciscente, Andrew	$1,545.75
Shackleford, Donald	$1,056.00
Trent, Darryl	$581.25
Wilson, Megan	$1,860.00

Overtime/Sheriff's Deparment

Andrews, Michael	$300.00
Clark, Jon-Eric	$150.00
Burr, Brian	$390.00
Kline, Matthew	$480.00
Russell, Brian	$300.00

Rescue Services

Irby, Daniel	$1,806.75
Marable, Adam	$1,320.00
Bennett, Christopher	$651.00
Boutchyard, Shaun	$840.00
Floyd, David	$497.00
Evans, Norwood	$840.00
Brantley, Brian	$354.75
Fitzgerald, Jacob	$336.00
Barill, Kelly	$2,637.00
Carroll, Jonathon	$594.00
Farmer, Joseph	$387.75

Boards & Commissions

Campbell, David	$125.00
Harvey, Robert	$75.00

Watkins, Milton	$125.00
Coleman, Robert	$75.00
Hudgins, Barbara	$100.00
Richardson, Hunter	$75.00
Morton, Sheila	$125.00
Burns, James	$125.00
Longest, George	$100.00
Bennett, Paul	$50.00
Robinson, Plunard	$50.00
TOTAL	**$28,445.13**

Fulltime Payroll - July 2019

Board of Supervisors	
James Burns	$333.33
R.F. Bailey	$333.33
Doris Morris	$333.33
Lawrence Simpkins	$333.33
Sherrin Alsop	$333.33
County Administrator	
Tom Swartzwelder	$20,471.25
Diane Gaber	Hourly
Commissioner of the Revenue	
Kelly Lumpkin	$5,366.56
Brenda Robinson	$3,121.84
Shelby Dufour	$2,478.01
Finance	
Tina Ammons	$4,611.78
Treasurer	
Irene Longest	$5,986.53
Stephanie Sears	$3,765.68
Cheryl Jessie	$2,478.01
Registrar	
Diane Klausen	$4,104.67
Clerk of Circuit Court	
Vanessa Porter	$6,742.47
Patricia Reed	$3,121.84
Hattie Robinson	$2,478.01
Commonealth Attorney	
Charles Adkins	$11,321.42
Ann Young	$2,772.93
Sheriff	
John Charboneau	$6,184.12
Rob Balderson	$5,266.05
James Simmons	$4,298.10
Ronald Hirtz	$3,962.07
Ernie Shefflien	$3,847.22

William Moore	$3,224.67
Brian Russell	$3,224.67
Mitchell Wilson	$3,396.34
Brian Burr	$3,132.92
Matthew Kline	$3,224.67
Jon-Eric Clark	$3,224.67
Micheal Andrews	$3,047.08
Joshua Shipman	$3,090.00
Rachel Cook	$3,132.92
Sandra Davis	$3,437.54
Cathy Brooks	$3,201.50
Shirley Hill	$3,201.50
Michelle Barbee	$2,933.78
Tammy Thompson	$2,606.93
Crystal Gibson	$2,504.62
Vickie Draine	$3,455.52
Rescue Services	
David Lankford	$4,440.23
Kevin Mounts	$4,111.17
Josh Schrum	$3,150.94
Robert Coggsdale	$3,937.69
Kevin Harris	$3,762.25
Phillip Jewell	$3,150.94
Philip Shahan	$3,150.94
Gary Breen	$3,150.94
Building Inspections	
Mike Eutsey	$5,071.03
Buildings & Grounds	
Charles Thornton	$1,982.06
Zoning Administrator	
Donna Sprouse	$4,505.35
David McIntire	$2,937.90
	$197,435.98

FY20 Expenses

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Board of Supervisors ***				
MUNICIPAL CODE CORP.	Codification	ONLINE COUNTY CODE	00328238	6/30/2019	275.00
					275.00 *
VIRGINIA ASSOCIATION	Dues & Association Memberships	FY20 MEMBER DUES	IVC0605235	6/01/2019	1,457.00
					1,457.00 *
				TOTAL	1,732.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** County Administrator ***				
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9027474556	6/15/2019	147.82
					147.82 *
				TOTAL	147.82

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** County Attorney ***				
VIRGINIA STATE BAR	Dues & Associations Membership	MEMBER D UES	7/1/19	7/01/2019	325.00
					325.00 *
GERONIMO DEVELOPMENT	Books & Subscriptions	CASEFINDER	KQCA11W 7/19	6/01/2019	99.00
					99.00 *
				TOTAL	424.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RICOH USA, INC.	Copier Lease	COPIER LEASE	9027474556	6/15/2019	120.39
					120.39 *
				TOTAL	120.39

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Treasurer ***				
VA EMPLOYMENT COMMISSION	Telecommunications	ONLINE VEC ACCESS	CR-19-PPD-0116	5/31/2019	1,300.00
					1,300.00 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9027474556	6/15/2019	120.39
					120.39 *
				TOTAL	1,420.39

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Information Technology ***				
SUMMIT BUSINESS ASSOCIATE	Maintenance & Service Contract	AS400 ANNUAL MAINT	2019262	6/04/2019	2,532.00
					2,532.00 *
				TOTAL	2,532.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Electoral Board ***				
POSTMASTER	Postal Services	200 .55 STAMPS	6/21/19	6/21/2019	110.00
					110.00 *
				TOTAL	110.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RICOH USA, INC.	Copier Lease	COPIER LEASE	9027474556	6/15/2019	78.49
					78.49 *
				TOTAL	78.49

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Clerk of Circuit Court ***				
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9027474556	6/15/2019	119.46
					119.46 *
VA COURT CLERKS ASSOC.	Convention & Education	CLERK COURSE FEE	6/28/19	6/28/2019	250.00
					250.00 *
				TOTAL	369.46

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Commonwealth Attorney ***				
VA COMMONWEALTH ATTORNEY	Dues & Associations Membership	MEMBER DUES	8601	3/25/2019	350.00
					350.00 *
GERONIMO DEVELOPMENT	Books & Subscriptions	CASEFINDER	KQCA11W 7/19	6/01/2019	549.00
					549.00 *
RICOH USA, INC.	Copier Lease	COPIER LEASE	9027474556	6/15/2019	87.12
					87.12 *
				TOTAL	986.12

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Sheriff ***				
RICOH USA, INC.	Copier Lease	COPIER LEASE	9027474556	6/15/2019	134.78
RICOH USA, INC.	Copier Lease	COPIER LEASE	9027474556	6/15/2019	50.22
					185.00 *
VIRGINIA SHERIFFS' ASSOC.	Convention & Education	CONFERENCE REGIST.	F9NGBYDWYN5	6/10/2019	250.00
					250.00 *
				TOTAL	435.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
VESTA SOLUTIONS	Annual Maintenance - CAD Syste	911 SYSTEM SUPPORT	SINV00035265	5/31/2019	13,169.65
					13,169.65 *
				TOTAL	13,169.65

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
CENTRAL KING & QUEEN	Central King & Queen Fire Dept	FY20 CONTRIBUTION	6/5/19	6/05/2019	22,000.00
					22,000.00 *
WALKERTON COMMUNITY	Walkerton Community Fire Assn.	FY20 CONTRIBUTION	7/1/19	7/01/2019	22,000.00
					22,000.00 *
LOWER K & Q FIRE DEPT	Lower King & Queen Fire/Shackl	FY20 CONTRIBUTION	7/1/19	7/01/2019	22,000.00
					22,000.00 *
				TOTAL	66,000.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
LOWER K & Q FIRE DEPT	Lower K & Q/Shacklefords	FY20 CONTRIBUTION	7/1/19	7/01/2019	22,000.00
					22,000.00 *
				TOTAL	22,000.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Emerg Medical Services ***				
PENINSULAS EMS COUNCIL IN	Peninsula EMS Council	FY20 MEMBER DUES	171	7/01/2019	902.00
					902.00 *
				TOTAL	902.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Building Inspections ***				
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9027474556	6/15/2019	147.81
					147.81 *
				TOTAL	147.81

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RICHMOND ALARM CO.	Alarm Monitoring - Tavern	MONITOR/TAVERN	352825	7/01/2019	280.00
					280.00 *
				TOTAL	280.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Zoning Administrator ***				
RICOH USA, INC.	Lease of Equipment - Copier	COPIER LEASE	9027474556	6/15/2019	147.81
					147.81 *
AMERICAN PLANNING ASSOC.	Dues & Association Memberships	MEMBER DUES	266435-1947	6/14/2019	293.00
					293.00 *
				TOTAL	440.81
				FUND TOTAL	111,295.94

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
GAMEWOOD TECHNOLOGY GROUP	Management Services	MANAGEMENT FEE	4693	7/01/2019	10,000.00
					10,000.00 *
				TOTAL	10,000.00
				FUND TOTAL	10,000.00
				TOTAL DUE	121,295.94

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____

FY19 Accruals

6/28/2019 FROM DATE- 7/08/2019
AP375 TO DATE- 7/08/2019
FUND # - 100 GENERAL FUND

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 000200 LIABILITIES

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	LIABILITIES				
DMV	DMV Stop Fee Payable	DMV STOP FEES	201915100861	5/31/2019	2,725.00
					2,725.00 *
				TOTAL	2,725.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Board of Supervisors ***				
COUNTRY COURIER	Advertising	PUBLIC HEARING AD	13682	6/12/2019	195.00
DAILY PRESS	Advertising	PUBLIC HEARING AD	CU00573348 5/19	5/31/2019	115.84
					310.84 *
BMS DIRECT	Office Supplies	BOS MINUTE BOOK	133839	6/12/2019	1,030.52
					1,030.52 *
				TOTAL	1,341.36

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** County Administrator ***				
RICOH USA, INC.	Maintenance Service Contracts	COLOR OVERAGES	9027479025	6/24/2019	43.33
					43.33 *
ADVANCE AUTO PARTS	Automotive/Motor Pool	VEHICLE SUPPLIES	2135917937884	6/28/2019	66.43
MELODIE COLLINS	Automotive/Motor Pool	BRAKE LINE	6/19/19	6/19/2019	43.10
MELODIE COLLINS	Automotive/Motor Pool	BRAKE LINE	6/19/19	6/19/2019	22.61
MELODIE COLLINS	Automotive/Motor Pool	INSPECTION	6/19/19	6/19/2019	16.00
EUTSEY, MIKE	Automotive/Motor Pool	OIL & FILTER	6/11/19	6/11/2019	36.82
ELAN CORPORATE PAYMENT SYS	Automotive/Motor Pool	INSPECTION/WIPER BLA	06/14/2019	6/14/2019	56.40
ELAN CORPORATE PAYMENT SYS	Automotive/Motor Pool	SIDE MIRROR/FORD PIC	06/14/2019	6/14/2019	104.19
					345.55 *
BAI MUNICIPAL SOFTWARE	Convention & Education	SET UP BANK RECON	20190620001	6/20/2019	540.00
					540.00 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	323022233001	6/03/2019	72.38
SHRED-IT USA, LLC	Office Supplies	SHREDDING	8127533973	6/22/2019	47.58
					119.96 *
				TOTAL	1,048.84

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
MARY K. EARHART, PLLC	*** Independent Auditor *** Professional Services	YEAR END ASSISTANCE	202158	5/31/2019	1,559.88
					1,559.88 *
				TOTAL	1,559.88

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Commissioner of Revenue ***				
OFFICE DEPOT	Office Supplies	RETURNED ITEM	314054371001	5/28/2019	23.68-
OFFICE DEPOT	Office Supplies	RETURNED ITEM	317255496001	5/17/2019	57.98-
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	323022233001	6/03/2019	57.98
PITNEY BOWES	Office Supplies	POSTAGE METER INK	1012580406	5/09/2019	169.56
					145.88 *
				TOTAL	145.88

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Finance ***				
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	313884894001	5/13/2019	16.96
					16.96 *
				TOTAL	16.96

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Treasurer ***				
PITNEY BOWES	Maintenance Service Contracts	POSTAGE METER LEASE	3308936308	5/31/2019	273.00
					273.00 *
LONGEST, IRENE	Mileage - Allowances	MILEAGE	6/21/19	6/21/2019	208.80
					208.80 *
BAI MUNICIPAL SOFTWARE	Convention & Education	SET UP BANK RECON	20190620001	6/20/2019	540.00
					540.00 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	323022233001	6/03/2019	18.35
					18.35 *
				TOTAL	1,040.15

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Information Technology ***				
CRULLER TECHNOLOGIES, INC	Professional Services	ANTIVIRUS CLEAN UP	20860	6/23/2019	135.00
					135.00 *
AMAZON CAPITAL SERVICES	Office Supplies/Software Upgra	BATTERY BACKUPS	1PL4-N4FQ-PDHW	6/02/2019	110.82
					110.82 *
DALY COMPUTERS INC	EDP Equipment	TOUGHBOOK	PSI1061023	6/21/2019	3,561.50
					3,561.50 *
				TOTAL	3,807.32

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
THE HARTFORD	Gen Liability - Fire & Rescue	FIRE & RESCUE INS.	14VP905085	6/10/2019	17,906.00
					17,906.00 *
				TOTAL	17,906.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Electoral Board ***				
LEVERE, MARY ANN	Mileage-Allowances	MILEAGE	6/21/19	6/21/2019	66.12
RANSONE, J. ARMISTEAD	Mileage-Allowances	MILEAGE	6/21/19	6/21/2019	105.56
BROADDUS, DAVID L.	Mileage-Allowances	MILEAGE	6/21/19	6/21/2019	101.50
					273.18 *
BOB BROOKS COMPUTER SALES	Repairs & Maint. Voting Equipm	TONER CARTRIDGE	36032	5/21/2019	144.75
					144.75 *
				TOTAL	417.93

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Registrar ***				
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	323022233001	6/03/2019	54.98
					54.98 *
RICOH USA, INC.	Copier Lease	COLOR OVERAGES	9027479025	6/24/2019	4.52
					4.52 *
				TOTAL	59.50

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** General District Court ***				
RICOH USA, INC.	Lease/Rent of Equipment	COPIER LEASE	31987876	6/14/2019	108.58
					108.58 *
QUILL CORPORATION	Office Supplies	OFFICE SUPPLIES	7611214	5/24/2019	181.57
QUILL CORPORATION	Office Supplies	OFFICE SUPPLIES	7633615	5/24/2019	24.35
QUILL CORPORATION	Office Supplies	OFFICE SUPPLIES	7651658	5/24/2019	19.92
QUILL CORPORATION	Office Supplies	OFFICE SUPPLIES	7661157	5/24/2019	24.66
					250.50 *
VANFOSSEN, AMY	Court Appointed Attorney	GC1900101400	8688640	6/13/2019	120.00
					120.00 *
				TOTAL	479.08

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Clerk of Circuit Court ***				
REED, PATRICIA	Mileage	MILEAGE	6/21/19	6/21/2019	39.44
ROBINSON, HATTIE	Mileage	MILEAGE	6/21/19	6/21/2019	39.44
					78.88 *
PORTER, VANESSA	Convention & Education	LODGING	6/5/19	6/05/2019	186.41
ELAN CORPORATE PAYMENT SYS	Convention & Education	LODGING/CLERK COURSE	06/14/2019	6/14/2019	324.48
					510.89 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	313884894001	5/13/2019	81.66
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	323022233001	6/03/2019	120.88
AMAZON CAPITAL SERVICES	Office Supplies	NAME PLATE	17RC-GLTP-1XP7	5/13/2019	17.97
					220.51 *
PORTER, VANESSA	Microfilming & Indexing	FILE CABINETS	5/25/19	5/25/2019	610.75
					610.75 *
				TOTAL	1,421.03

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Commonwealth Attorney ***				
VA COMMONWEALTH ATTORNEY	Convention & Education	CONF. REGISTRATION	6/28/19	6/28/2019	365.00
					365.00 *
RICOH USA, INC.	Copier Lease	COLOR OVERAGES	9027479025	6/24/2019	1.51
					1.51 *
				TOTAL	366.51

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Sheriff ***				
RICOH USA, INC.	Copier Lease	COLOR OVERAGES	9027479025	6/24/2019	58.27
					58.27 *
ELAN CORPORATE PAYMENT SYS	Meals & Lodging	LODGING	06/14/2019	6/14/2019	298.12
POCAHONTAS PARKWAY	Meals & Lodging	TOLL	30214712	6/18/2019	17.00
					315.12 *
TAPPAHANNOCK CHEVROLET	Vehicle Maintenance & Repair	UPGRADE AC/K9 CAR	03235	5/29/2019	1,920.30
TAPPAHANNOCK CHEVROLET	Vehicle Maintenance & Repair	INSPECTION	03512	6/10/2019	16.00
TAPPAHANNOCK CHEVROLET	Vehicle Maintenance & Repair	BRAKES AND A/C RPR	03662	6/17/2019	901.35
WHITMORE CHEVROLET	Vehicle Maintenance & Repair	RPLC COOLING MOTOR	CVCS81303	5/29/2019	383.64
CHARBONEAU, JOHN	Vehicle Maintenance & Repair	HEADLIGHT BULB	6/15/19	6/15/2019	16.10
ATLANTIC COMMUNICATIONS	Vehicle Maintenance & Repair	RPR LIGHTS	200489	6/11/2019	165.00
ATLANTIC COMMUNICATIONS	Vehicle Maintenance & Repair	RPR LIGHTS	200502	6/13/2019	75.00
SERVICEMASTER OF THE	Vehicle Maintenance & Repair	CLN VEHICLE INTERIOR	3215	6/05/2019	150.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL/TIRES/CK ENGINE	10198	6/01/2019	95.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OIL CHANGE	10199	6/01/2019	15.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	BRAKES	10200	6/01/2019	110.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL AND TIRES	10201	6/01/2019	95.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OIL CHANGE	10256	6/10/2019	15.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance & Repair	OFL/ROTATE TIRES	10267	6/11/2019	45.00
					4,002.39 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	519536	6/05/2019	2,759.23
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	522429	6/18/2019	2,565.12
					5,324.35 *
PORT RICHMOND AUTO PARTS	Vehicle & Equipment Supplies	BRAKES & ROTORS	306928	5/23/2019	457.58
SEREDNI TIRE & AUTO CENTE	Vehicle & Equipment Supplies	MOUNT & BAL TIRES	266059	6/10/2019	651.40
ADVANCE AUTO PARTS	Vehicle & Equipment Supplies	HEADLIGHT BULB	2135915728946	6/06/2019	29.99
ADVANCE AUTO PARTS	Vehicle & Equipment Supplies	HEADLIGHT BULBS	2135915728949	6/06/2019	29.99
ROBERT G. ALLEY, INC.	Vehicle & Equipment Supplies	55 GALLON DRUM/OIL	10102	5/17/2019	550.00
					1,718.96 *
GALL'S LLC	Police Supplies	PANTS/EXPLORER PRGM	012802061	5/23/2019	113.79
GALL'S LLC	Police Supplies	PANTS/EXPLORER PRGM	012812309	5/24/2019	56.84
GALL'S LLC	Police Supplies	SHIRTS/EXPLORER PRGM	012849351	5/30/2019	60.62
GALL'S LLC	Police Supplies	SHIRTS/EXPLORER PRGM	012849367	5/30/2019	60.62
GALL'S LLC	Police Supplies	SHIRTS/EXPLORER PRGM	012965856	6/13/2019	31.79
ATLANTIC TACTICAL	Police Supplies	AMMUNITION	SI-90209976	10/11/2017	1,063.40
					1,387.06 *
GALL'S LLC	Uniforms & Wearing Apparel	SHOES	012837402	5/29/2019	68.95
					68.95 *
VIRGINIA CORRECTIONAL	Furniture & Fixtures	DISPATCH CHAIRS	9563194	6/13/2019	1,712.96
					1,712.96 *
TREASURER OF VIRGINIA	VCIN Access	VCIN ACCESS	T425002	6/26/2019	164.11
					164.11 *
PROJECT LIFESAVER, INC.	TRIAD Program	1 YR TRANSMITTERS	19-050	6/18/2019	1,625.00
					1,625.00 *
				TOTAL	16,377.17

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** E911 ***				
POWER PHONE INC.	CONVENTION & EDUCATION	EMD TRAINING	63326	5/24/2019	729.00
					729.00 *
CAROLINA RECORDING	Annual Maintenance - CPE	MAINT 911 RECORDER	153849	11/01/2018	18,970.00
					18,970.00 *
				TOTAL	19,699.00

FUND # - 100 DEPT # - 032200 *** Volunteer Fire Departments ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
ELAN CORPORATE PAYMENT SYS	Fire Program Funds	WATER RESCUE GEAR	06/14/2019	6/14/2019	3,238.35
ODYSSEAN	Fire Program Funds	TACTICAL SCENE BRDS	7075	6/04/2019	2,398.00
					5,636.35 *
				TOTAL	5,636.35

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Rescue Services ***				
AMAZON CAPITAL SERVICES	Office Supplies	LAPTOP CASE	139Y-7RNN-CMYL	6/03/2019	20.98
					20.98 *
BOUND TREE MEDICAL, LLC	Medical Supplies	MEDICAL SUPPLIES	83224722	5/29/2019	1,024.07
QUADMED, INC.	Medical Supplies	MEDICAL SUPPLIES	150954	5/29/2019	104.32
PHILIPS HEALTHCARE	Medical Supplies	LUCAS PADS	939011143	6/04/2019	223.30
STRYKER MEDICAL	Medical Supplies	LUCAS BATTERIES	2681798M	5/31/2019	1,911.84
					3,263.53 *
NORTHWESTERN EMERGENCY	Vehicle Maintenance	REPLACE COMPRESSOR	2019-0682	5/31/2019	2,237.05
					2,237.05 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	522100	6/18/2019	673.34
					673.34 *
AMAZON CAPITAL SERVICES	Equipment	IPAD CASES	1FKM-H7PX-99NV	6/05/2019	225.48
					225.48 *
NNPDC	NNPDC Ambulance Billing Fee	EMS BILLING FEE	6/30/19	6/30/2019	600.37
					600.37 *
				TOTAL	7,020.75

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
RAPPAHANNOCK ELECTRIC	*** Radio Communications *** Electrical Services	490 CANTERBURY ROAD	114292002 6/19	6/18/2019	359.99
					359.99 *
				TOTAL	359.99

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Building Inspections ***				
ELAN CORPORATE PAYMENT SYS	Books & Subscriptions	CODE BOOKS	06/14/2019	6/14/2019	.00
ELAN CORPORATE PAYMENT SYS	Books & Subscriptions	CODE BOOKS	06/14/2019	6/14/2019	176.79
ELAN CORPORATE PAYMENT SYS	Books & Subscriptions	CODE BOOKS	06/14/2019	6/14/2019	249.66
					426.45 *
				TOTAL	426.45

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Animal Control ***				
ROBERT G. ALLEY, INC.	Vehicle Maintenance	OIL CHANGE	10101	5/16/2019	15.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance	OIL CHANGE	10108	5/17/2019	15.00
					30.00 *
				TOTAL	30.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
TREASURER OF VIRGINIA	Medical Examiner Fee	MEDICAL EXAMINER	6/5/19	6/05/2019	40.00
					40.00 *
				TOTAL	40.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Emergency Services ***				
THE SHED MAN, INC.	Equipment - Emergency Services	STORAGE/TURNOUT GEAR	FR11042	6/28/2019	3,143.00
					3,143.00 *
ODYSSEAN	EMPG Annual Equipment Grant	TACTICAL SCENE BRDS	7075	6/04/2019	3,767.60
					3,767.60 *
				TOTAL	6,910.60

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** General Properties ***				
JAMES RIVER AIR	Repairs & Maintenance	RPLC AUTO FLUSHERS	S120174	5/31/2019	1,781.32
JAMES RIVER AIR	Repairs & Maintenance	RPR AC/TAVERN	S122322	5/31/2019	707.00
JAMES RIVER AIR	Repairs & Maintenance	RMV & RPLC FAUCETS	S123439	6/14/2019	1,342.15
JAMES RIVER AIR	Repairs & Maintenance	AC LEAK/REGISTRAR	S125355	6/24/2019	409.87
					4,240.34 *
WATER PRO, INC	Water System Testing	WATER TESING/JUNE	1049297	6/27/2019	125.00
					125.00 *
DOMINION ENERGY VIRGINIA	Electrical Services	5-B	8305983002 6/19	6/24/2019	37.32
					37.32 *
AMAZON CAPITAL SERVICES	Janitorial Supplies	MOP HEADS	17RC-GLTP-1XP7	5/13/2019	11.19
RUTHERFORD SUPPLY	Janitorial Supplies	CLEANING SUPPLIES	1097830	5/20/2019	54.46
RUTHERFORD SUPPLY	Janitorial Supplies	CLEANING SUPPLIES	1099938	6/03/2019	374.24
					439.89 *
ELAN CORPORATE PAYMENT SYS	Vehicle & Equipment Fuel	FUEL	06/14/2019	6/14/2019	15.29
					15.29 *
CHARBONEAU, JOHN	MEALS - INMATES	INMATE MEALS	6/19/19	6/19/2019	17.01
SCOTT'S STORE	MEALS - INMATES	INMATE MEALS	4627	6/17/2019	21.32
SCOTT'S STORE	MEALS - INMATES	INMATE MEALS	6188	5/23/2019	15.98
					54.31 *
JOHN DEERE FINANCIAL	Building Supplies	FEES/OLD INVOICE	28117-27484	6/28/2019	166.08
360 HARDWARE	Building Supplies	BLG & GRNDS SUPPLIES	11001 0 5/19	5/31/2019	124.75
WEST POINT ACE HARDWARE	Building Supplies	DOOR THRESHOLDS	19634/2	5/06/2019	54.35
WEST POINT ACE HARDWARE	Building Supplies	CHAIN SAW SUPPLIES	20637/2	6/26/2019	55.96
					401.14 *
				TOTAL	5,313.29

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Marriott School Facility ***				
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT SCHOOL	4314102924 6/19	6/24/2019	56.15
DOMINION ENERGY VIRGINIA	Electrical Service	MARRIOTT SCHOOL	7823700310 6/19	6/24/2019	161.16
					217.31 *
			TOTAL		217.31

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Mattaponi Pier ***				
CHURCH VIEW SEPTIC	Operating Expenses	TOILET @ PIER.	36294	6/10/2019	70.00
					70.00 *
				TOTAL	70.00

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Public Library ***				
JAMES RIVER AIR	Repairs & Maintennance	RPR HVAC UNIT #9	S121129	5/31/2019	692.46
					692.46 *
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2571861216 6/19	6/24/2019	176.68
DOMINION ENERGY VIRGINIA	Electrical Services	LIBRARY	2967503158 6/19	6/24/2019	87.84
					264.52 *
				TOTAL	956.98

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Economic Development ***				
MILLER, ED	Mileage	MILEAGE	5/1/19	5/01/2019	56.26
MILLER, ED	Mileage	MILEAGE	5/2/19	5/02/2019	54.52
MILLER, ED	Mileage	MILEAGE	5/30/19	5/30/2019	54.52
					165.30 *
				TOTAL	165.30

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Wetlands Board ***				
HAVENS, DR. KIRK	Mileage	MILEAGE	6/19/19	6/19/2019	19.72
HENLEY IV, WILLIAM T.	Mileage	MILEAGE	6/19/19	6/19/2019	9.28
HERRIN, WILLIAM	Mileage	MILEAGE	6/19/19	6/19/2019	17.40
WILLIAMS, DAVID	Mileage	MILEAGE	6/19/19	6/19/2019	17.40
					63.80 *
				TOTAL	63.80

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Cooperative Extension Prog. ***				
TREASURER, VA TECH	Purchase of Services - VPI	4TH QTR EXPENSES	6/12/19	6/12/2019	3,339.23
					3,339.23 *
				TOTAL	3,339.23

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	$$ PAY $$
	*** Contingency Fund ***				
KUSTOM SIGNALS, INC.	Miscellaneous Contingencies	BODY CAM STORAGE	56378	5/14/2019	13,625.00
JAMES RIVER AIR	Miscellaneous Contingencies	RMV & RPLC FAUCETS	S117198	5/31/2019	16,087.00
AMAZON CAPITAL SERVICES	Miscellaneous Contingencies	MEMORY CARDS	1FFW-TYGY-G6H6	6/14/2019	34.22
AMAZON CAPITAL SERVICES	Miscellaneous Contingencies	WIRELESS ADAPTERS	1F4T-H3PP-GD1R	6/14/2019	44.49
AMAZON CAPITAL SERVICES	Miscellaneous Contingencies	CABLE & WIRE	1K4X-6Y3X-DJWG	6/23/2019	93.58
ELAN CORPORATE PAYMENT SYS	Miscellaneous Contingencies	TV'S FOR COURTROOM	06/14/2019	6/14/2019	1,259.36
ELAN CORPORATE PAYMENT SYS	Miscellaneous Contingencies	TV FOR CONFERENCE RO	06/14/2019	6/14/2019	471.74
					31,615.39 *
				TOTAL	31,615.39
				FUND TOTAL	130,577.05
				TOTAL DUE	130,577.05

Approved at meeting of _____ on _____.

Signed _____ _____ _____
Title Date

F41

FYI only

King and Queen County Public Schools

Carol B. Carter Ed. D., Division Superintendent
P.O. Box 97 · King and Queen Courthouse, Virginia 23085
Phone: (804) 785-5981
Fax: (804) 785-5686

To: King and Queen County Board of Supervisors
Tom Swartzwelder, County Administrator

From: Carol B. Carter, Ed. D., Division Superintendent
Emma L. Hundley, Director of Budget and Finance

Date: June 27, 2019

Re: Categorical Transfers

On June 19, 2019 the School Board approved the following FY 2019 Categorical Transfers:

Amount	From:	To:
$14,100.00	Admin., Attend., & Health	Instruction
19,500.00	Operations & Maintenance	Instruction
19,439.00	Fund Transfer	School Food Service
$53,039.00		

Anticipated savings in the current budget will allow us to purchase new textbooks for King and Queen Elementary and Lawson Marriott Elementary School English and Math curriculums. Also the categorical transfer includes $19,439 to School Food Service to cover the cost of equipment purchased.

Line item detail is listed on the next page. Ms. Hundley and I will be available at the meeting and in advance to answer questions regarding this matter.

King and Queen County School Board
Categorical Transfer Request
June 19, 2019

From :

Admin., Attend., & Health	4-231-062160-1114-900	Finance Director Salary	6,400	Attrition savings
Admin., Attend., & Health	4-231-062160-2300-900	Finance Director HMP	5,000	Attrition savings
Admin., Attend., & Health	4-231-062160-2210-900	Finance Director VRS	2,700	Attrition savings
Operations & Maintenance	4-231-064300-1160-900	Ground Services Trades Salary	4,000	Attrition savings
Operations & Maintenance	4-231-064300-1191-900	Ground Services Custodial Salary	5,000	Attrition savings
Operations & Maintenance	4-231-064600-3000-900	Security Contract Services	10,500	SRO paid by county
Fund Transfer	4-231-067200-9302-900	Fund Transfer	19,439	School Food Service
			$53,039	

To:

Instruction	4-231-061100-6020-200-100	Textbooks	16,800	Elementary English & Math
Instruction	4-231-061100-6020-250-100	Textbooks	16,800	Elementary English & Math
Fund Transfer	4-232-065100-8100-900	Capital Outlay - Replacement	19,439	Cafeteria Equipment WC
			$53,039	

May 2019 School Fund Revenue

REVENUE DETAIL: School Operating (Fund 231)	5/15/2019	5/31/2019	Total	
Miscellaneous/Local:				
Refunds			$0.00	
Erate	$48,000.00		$48,000.00	
Insurance Adjustments			$0.00	
Sale of Buses			$0.00	
Sale of Equipment			$0.00	
Tuition - Day School			$0.00	3-231-16120-0001
Donations			$0.00	
Other Funds	$2,229.17	$461.90	$2,691.07	3-231-18990-0012
Student Fees			$0.00	3-231-18990-0014
Local/Miscellaneous	**$50,229.17**	**$461.90**	**$50,691.07**	

State

Grants:				
Homebound/Special Education	$136.00	$136.01	$272.01	3-231-24020-0046
At-Risk 4-Year Olds (Pre-School Initiative)	$4,526.81	$4,526.82	$9,053.63	3-231-24020-0081
Subtotal - State Grants	**$4,662.81**	**$4,662.83**	**$9,325.64**	
Non-Grants:				
At-Risk			$0.00	3-231-24020-0065
At-Risk	$3,462.46	$6,310.12	$9,772.58	3-231-24020-0065
Basic State Aid	$103,235.56	$94,011.55	$197,247.11	3-231-24020-0002
ISAEP	$835.56	$835.34		
Compensation Supplements			$0.00	3-231-24020-0011
Early Reading Intervention	$1,288.00	$1,288.00	$2,576.00	3-231-24020-0028
English as a Second Language-SOQ	$188.24	$188.23	$376.47	3-231-24030-0009
Foster Care			$0.00	
Gifted Education	$914.72	$849.38	$1,764.10	3-231-24020-0007
Group Life	$467.10	$433.76	$900.86	3-231-24020-0041
Instructional Retirement	$15,336.00	$14,240.34	$29,576.34	3-231-24020-0023
Instructional Social Security	$6,947.93	$6,451.60	$13,399.53	3-231-24020-0021
K-3 Class-Size Reduction	$13,094.18	$13,094.19	$26,188.37	3-231-24020-0075
Lottery Per Pupil	$12,937.25	$17,039.92	$29,977.17	3-231-24020-0033
Mentor Teachers	$185.70	$185.70	$371.40	3-231-24020-0091
Industry Certification			$0.00	
Prevention, Intervention	$3,911.88	$3,632.22	$7,544.10	3-231-24020-0008
Project Graduation	$315.18	$315.19	$630.37	3-231-24040-0045
Remedial Summer School	$414.14	$414.13	$828.27	3-231-24020-0004
SOL Algebra	$741.36	$741.37	$1,482.73	3-231-24040-0005
Special Education	$26,293.22	$24,414.55	$50,707.77	3-231-24020-0012
State Sales Tax	$43,546.10	$43,546.10	$87,092.20	3-231-24030-0008
Technology			$0.00	3-231-24020-0088
Textbook-funded by Lottery/SOQ	$1,959.64	$1,819.63	$3,779.27	3-231-24020-0014
CTE Certification funds			$0.00	
Vocational Education	$3,892.36	$3,614.37	$7,506.73	3-231-24020-0017

Vocational Education (CAT)			$0.00	
Enrollment Loss			$0.00	3-231-24020-0010
School Security Grant	$42,425.00			
	$282,391.58	**$233,425.69**	**$515,817.27**	

Federal

Grants:				
21st Century			$0.00	3-231-33084-0395
Gear Up			$0.00	3-231-33084-0334
Miscellaneous			$0.00	
Perkins III	$951.98		$951.98	
Title I, Part A	$15,248.74		$15,248.74	3-231-33084-0010
Title II - A			$0.00	3-231-33084-0067
Title III	$873.26		$873.26	
Title IV	$223.85	$3,360.70	$3,584.55	3-231-33084-0086
Title VI,Part B:Six-B Flow Special Ed	$51,086.15		$51,086.15	3-231-33084-0027
Title VI,Part B:Six-B Flow Special Ed PreSchool	$2,655.43		$2,655.43	3-231-33084-0173
			$0.00	
Subtotal - Federal Grants	**$71,039.41**	**$3,360.70**	**$74,400.11**	
Federal Non-Grants:				
Medicaid	$5,715.94		$5,715.94	3-231-33099-0005
ROTC			$0.00	3-231-33099-0001
Subtotal - Federal Non Grants	**$5,715.94**	**$0.00**	**$5,715.94**	
Total School Operating	**$414,038.91**	**$241,911.12**	**$655,950.03**	

Tina Ammons

From: Tina Ammons
Sent: Friday, June 14, 2019 10:30 AM
To: Diane Gaber
Cc: Tom Swartzwelder
Subject: July agenda item - School Revenue

Diane,

Please find attached the school revenue that needs to be appropriated July meeting. It will be a retro-active appropriation to FY19 since they did not get it to me before the June meeting. I anticipate there will be another retro-active appropriation request for June revenue at some point but I have not received it yet.

I will place a copy of this email and the attachment in your Board packet box.

School Revenue 05.31.2019.pdf

Tina R. Ammons
Finance Officer
King & Queen County
P.O. Box 177
King & Queen C.H., VA 23085
(804) 785-5975
tammons@kingandqueenco.net

King and Queen County Public Schools

Carol B. Carter Ed. D., Division Superintendent
P.O. Box 97 · King and Queen Courthouse, Virginia 23085
Phone: (804) 785-5981
Fax: (804) 785-5686

Hold until BR receives info per 6/19 mtg

To: King and Queen County Board of Supervisors
Tom Swartzwelder, County Administrator

From: Carol B. Carter, Ed.D, Division Superintendent

Date: June 27, 2019

Re: Health Insurance Increase Funding

King and Queen School Board has decided to move to The Local Choice for our health insurance coverage for our staff effective July 1, 2019. The change to the The Local Choice will cost the school division $117,105.84 more for health insurance which equals to a 13.1 % increase.

We are asking for the King and Queen County Board of Supervisors to have the $95,000 placed in a contingency fund be transferred the schools operating fund for fiscal year 2020 budget. The school division has already included the additional $22,105.84 needed for our health insurance increase in our fiscal year 2020 budget.

I will be available at the meeting or in advance to answer any questions you may have. Thank you in advance for your support of our school division.

Budget Resolution for initial local school appropriation FY20

King and Queen County
Founded 1691 in Virginia

Office of the County Administrator
P.O. Box 177 • King and Queen Court House, Virginia 23085
Phone: (804) 785-5975 • Fax: (804) 785-5999

KING AND QUEEN COUNTY BOARD OF SUPERVISORS' RESOLUTION APPROVING AND APPROPRIATING THE FISCAL YEAR 2019-2020 ANNUAL FISCAL PLAN FOR THE COUNTY OF KING AND QUEEN

WHEREAS, the King and Queen County Board of Supervisors ("Board of Supervisors") has reviewed the General, Social Services, Comprehensive Services Act, Comprehensive Services Act Administration, School, School Cafeteria, School Capital Projects and Court Security Funds as part of the Fiscal Year 2019-2020 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2019-2020 Annual Fiscal Plan on April 8, 2019.

NOW THERFORE BE IT RESOLVED this 22nd day April 2019 that of this total amount, the Board of Supervisors does hereby appropriate a General Fund budget in the amount of $13,347,960, comprised of the following categories and amounts:

Board of Supervisors	$87,768
County Administrator	$245,641
County Attorney	$123,741
Independent Auditor	$40,100
Commissioner of Revenue	$220,751
Finance	$76,701
Treasurer	$253,334
Information Technology	$116,038
Risk Management	$222,400
Electoral Board	$43,450
Registrar	$114,270
Circuit Court	$2,220
9th District Circuit Court	$21,289
General District Court	$9,570
Special Magistrates	$500
JDR District Court	$3,193
9th District Court Services Unit	$69,670
Clerk of Circuit Court	$268,088

Victim Witness Assistance	$4,256
Commonwealth's Attorney	$196,357
Sheriff	$1,570,528
E911	$142,977
Volunteer Fire Departments	$111,000
Rescue Squads	$52,200
Rescue Services	$777,241
Radio Communications	$387,896
EMS Other	$902
Probation & Pretrial Services	$14,175
Regional Jail	$600,000
Board of Building Appeals	$535
Building Inspections	$105,065
Animal Control	$22,832
Animal Shelter	$142,394
Medical Examiner	$200
Emergency Services Coordinator	$58,182
Refuse Control (VPPSA)	$424,110
Litter Control	$500
General Properties	$255,076
General Properties – Marriott School	$28,600
Health Department	$61,605
Chapter X CSB	$30,000
Rental Assistance Program	$3,438
State and Local Hospital Program	$6,510
Bay Aging	$32,115
Contributions	$12,712
Community College	$6,294
Mattaponi Pier	$3,840
Public Library	$177,424
Planning Commission	$12,730
Community/Economic Development Director	$31,963
MPPDC	$27,757
Board of Zoning Appeals	$4,038
Zoning Administrator	$216,248
Airport Authority	$65,000
IDA	$2,707
Soil and Water Conservation District	$9,674
Forestry Services	$11,101
Wetlands Board	$3,138
Cooperative Extension	$34,528
Reserve for Contingencies	$587,964
Transfer to Social Services	$496,100
Transfer to CSA Fund	$240,000
Transfer to CSA Administration Fund	$5,149
Transfer to School Fund	$4,202,176
Transfer to School Capital Project Fund	$100,000
Transfer to Landfill Contingency Fund	$150,000; and

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2019-2020 Projected Annual Fiscal Plan for the School Fund totaling $10,760,244, to be appropriated as follows: Local funds in the amount of $3,702,176 will be appropriated on July 8th or as soon thereafter as the Board of Supervisors approves. The remaining budgeted amount of $500,000 may be appropriated on or about the April 2020 regular meeting of the Board of Supervisors. All revenue actually received by the King and Queen County Treasurer from the State or Federal Government for the benefit of the School Division for use in Fiscal Year 2019-2020, will periodically be appropriated by the Board of Supervisors (both revenue and expenditures) but in no event shall any State or Federal monies be appropriated before they are actually received and deposited by the Treasurer. In the event that there is a reduction in funding from either or both the State and Federal sources used in projecting the School Fund of $10,760,244, The Board of Supervisors is expressly not obligated to increase local funding to cover said reductions.

BE IT FURTHER RESOLVED that the Board of Supervisors in order to encourage greater frugality does hereby establish that any unspent local funds remaining in the School Fund at the end of Fiscal Year 2019-2020 shall be transferred to the Reserve Fund for School Construction.

BE IT FURTHER RESOLVED that the Board of Supervisors does hereby approve the Fiscal Year 2019-2020 Annual Fiscal Plan to include the additional fund categories:

County Capital Projects Fund	$1,912,150
Social Services Fund	$1,778,705
Comprehensive Services Act Fund	$750,000
CSA Administration Fund	$16,378
School Cafeteria Fund	$359,363
School Capital Projects Fund	$100,000
Court Security Fund	$37,678
Landfill Contingency Fund	$150,000.

AYES: ALSOP, SIMPKINS, BURNS, MORRIS, BAILEY
NAYS: NONE

Thomas J. Swartzwelder, Clerk

KING AND QUEEN COUNTY
DEPARTMENT OF SOCIAL SERVICES
P. O BOX 7
242 ALLENS CIRCLE
KING AND QUEEN COURTHOUSE, VIRGINIA 23085

PHONE (804) 785-5977
(804) 769-5003

FAX (804) 785-5885
(804) 769-5073

TO: Board of Supervisors
King and Queen Courthouse, Virginia 23085

FROM: King and Queen Department of Social Services

DATE: June 21, 2019

The administrative, public assistance and special federal grant expenditures estimated expenses for July 2019 is $130,000.00.

Betty A. Dougherty

BETTY A. DOUGHERTY
DIRECTOR

AGENDA: ***Monday, July 8, 2019 Regular Meeting***

ITEM #4:

Superintendent of Schools and Director of Social Services Reports

ACTION REQUESTED:

None required

SUMMARY OF INFORMATION:

None

ATTACHMENTS:

Treasurers Report

Irene B. Longest
Treasurer, King and Queen County
June 30, 2019

Balance as of June 30, 2019

C&F - CDBG	$	99,525.42
C&F - Checking	$	910,250.00
C&F-Overnight Sweep Account	$	3,153,467.82
LGIP - Republic	$	14,324,389.66
LGIP - County	$	259,458.65
LGIP - Landfill Contingency Reserve	$	803,872.56
LGIP - Rescue Squads	$	186,755.04
LGIP - Reserve	$	2,374,064.92
LGIP - Schools	$	971,833.52
VIP 1-3 Year - Landfill	$	1,037,963.73
VIP 1-3 Year - Landfill Contigency	$	1,037,963.73
VIP NAV Liquidity - Landfill	$	1,025,674.20
VIP NAV Liquidity - Landfill Contigency	$	1,024,014.07
Total	**$**	**27,209,233.32**

NOTES:

Abatements -June 2019		ABA		PTR		Total
Commissioner of Revenue	$	1,989.38	$	67.32	$	1,922.06
Treasurer	$	85.00	$	-	$	85.00

Supplements - June 2019		Supplement		PTR
Commissoner of Revenue	$	1,684.90	$	-

Prepared by: Irene B. Longest 7/2/2019

7/01/2019 ABATEMENT EOM REPORT 5/01/2019 -- 5/31/2019 PAGE 1
TX311

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
5/28/2019	PP	2018	AF	ABA	00080290001	OWENS JAMES RYLAND	8025	30.00-		
5/28/2019	PP	2018	AF	ABA	00080300001	OWENS JAMES RYLAND	500	30.00-		
5/28/2019	PP	2018	AF	ABA	00099390001	OWENS JAMES RYLAND		25.00-		
						TYPE TOTALS	8525	85.00-	.00	85.00-
						YEAR TOTALS	8525	85.00-	.00	85.00-
ABATEMENT COUNT =		3				TOTALS	8525	85.00-	.00	85.00-

COR

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/18/2019	RE	2016		ABA	00058880001	SEARS ROBERT J & MARJORIE W TRUSTEE		334.95-		
6/20/2019	RE	2016		ABA	00073460001	WOODRUFF MARTHA H & JAMES E		16.50-		
						TYPE TOTALS		351.45-	.00	351.45-
						YEAR TOTALS		351.45-	.00	351.45-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/18/2019	RE	2017		ABA	00059050001	SEARS ROBERT J & MARJORIE W TRUSTEE		321.18-		
6/20/2019	RE	2017		ABA	00073SS0001	WOODRUFF MARTHA H & JAMES E		8.48-		
						TYPE TOTALS		329.66-	.00	329.66-
						YEAR TOTALS		329.66-	.00	329.66-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/25/2019	PP	2018	TP	ABA	00000490001	ALARCON JOSSELYN E	500	19.70-		
6/25/2019	PP	2018	TP	PTR	00000490001	ALARCON JOSSELYN E			10.05	9.65-
6/04/2019	PP	2018	TP	ABA	00022590002	HACKNEY ALEXANDER GENE	2850	112.29-		
6/04/2019	PP	2018	TP	PTR	00022590002	HACKNEY ALEXANDER GENE			57.27	55.02-
6/24/2019	PP	2018	TP	ABA	00036230002	LONGEST THOMAS ONIEL JR	1000	39.40-		
6/24/2019	PP	2018	TP	ABA	00036230022	LONGEST THOMAS ONIEL JR	3445	135.73-		
6/24/2019	PP	2018	TP	ABA	00036230027	LONGEST THOMAS ONIEL JR	5300	208.82-		
						TYPE TOTALS 2	13095	515.94-	67.32	448.62-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/07/2019	RE	2018		ABA	00047070001	NOANEY GARON		62.67-		
6/18/2019	RE	2018		ABA	00059340001	SEARS ROBERT J & MARJORIE W TRUSTEE		321.18-		
6/20/2019	RE	2018		ABA	00073860001	WOODRUFF MARTHA H & JAMES B		8.48-		
						TYPE TOTALS		392.33-	.00	392.33-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME		PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/03/2019	VL	2018		ABA	00014770001	FORTUNE IVES TERRELL			25.00-		
						TYPE TOTALS			25.00-	.00	25.00-
						YEAR TOTALS	2	13095	933.27-	67.32	865.95-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/06/2019	BL	2019		ABA	00002720001	HOTRIDES 4X4 OFF ROAD		75.00-		
						TYPE TOTALS		75.00-	.00	75.00-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	ABA AMOUNT	PTR AMOUNT	TOTAL ABATEMENT
6/13/2019	VL	2019		ABA	00011010001	CUNDIFF SUZANNE HOLLAR		25.00-		
6/04/2019	VL	2019		ABA	00018010001	HALL CYNTHIA DENISE		25.00-		
6/12/2019	VL	2019		ABA	00020440001	HERRIN WILLIAM F		25.00-		
6/12/2019	VL	2019		ABA	00020440002	HERRIN WILLIAM F		25.00-		
6/07/2019	VL	2019		ABA	00021240001	HODGES DEREK WESLEY		25.00-		
6/13/2019	VL	2019		ABA	00023250001	JACKSON RANDOLPH LEON		25.00-		
6/14/2019	VL	2019		ABA	00023900001	JOHNSON KIMBERLY JANEL		25.00-		
6/03/2019	VL	2019		ABA	00026510002	LACY DAVID VERNON		25.00-		
6/10/2019	VL	2019		ABA	00027010001	LAWRENCE ELIZABETH J		25.00-		
6/04/2019	VL	2019		ABA	00027830001	LEWIS JEFFERY WAYNE SR		25.00-		
6/05/2019	VL	2019		ABA	00028300003	LONG STEPHEN JAY		25.00-		
6/04/2019	VL	2019		ABA	00042590001	STEVENSON LAURA ELIZABETH		25.00-		
						TYPE TOTALS		300.00-	.00	300.00-
						YEAR TOTALS		375.00-	.00	375.00-
ABATEMENT COUNT =		26				TOTALS 2	13095	1989.38-	67.32	1922.06-

COR

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	AMOUNT	PTR AMOUNT
6/14/2019	BL	2018		SUP	00005300001	CARNELL HENCE		75.00	
6/27/2019	BL	2018		SUP	00005310001	SMITH POLLY D		75.00	
						TYPE TOTALS		150.00	.00

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME		PP VALUE	AMOUNT	PTR AMOUNT
6/07/2019	PP	2018	TP	SUP	00103110001	TOMES BENNIE JAY		8500	334.90	
6/07/2019	PP	2018	TP	PTR	00103110001	TOMES BENNIE JAY				170.80-
						TYPE TOTALS	1	8500	334.90	170.80-
						YEAR TOTALS	1	8500	484.90	170.80-

DATE	TYPE	YEAR	CLAS	TRN	TICKET#	NAME	PP VALUE	AMOUNT	PTR AMOUNT
6/03/2019	BL	2019		SUP	00005460001	H & P PLUMBING SERVICES OF VA		75.00	
6/07/2019	BL	2019		SUP	00005470001	NORMAN BUILDERSLLC/NORMAN		75.00	
6/07/2019	BL	2019		SUP	00005480001	ACT CONTRACTING, LLC		75.00	
6/11/2019	BL	2019		SUP	00005490001	5 STAR TRANSPORT LLC		75.00	
6/12/2019	BL	2019		SUP	00005500001	COUNTRYSIDE EQUIPMENT INC		75.00	
6/14/2019	BL	2019		SUP	00005510001	360 TRUCKING EQUIPMENT		75.00	
6/14/2019	BL	2019		SUP	00005520001	CARNELL HENCE		75.00	
6/17/2019	BL	2019		SUP	00005530001	FISHER'S FAB LLC		75.00	
6/19/2019	BL	2019		SUP	00005540001	COLONIAL COMMERCIAL ELECTRONIC		75.00	
6/21/2019	BL	2019		SUP	00005550001	CLEARWATER ENVIRONMENTAL		75.00	
6/21/2019	BL	2019		SUP	00005560001	PINPOINT M&A LLC		75.00	
6/27/2019	BL	2019		SUP	00005570001	COTTAGE WORKS LLC		75.00	
6/27/2019	BL	2019		SUP	00005580001	SMITH POLLY D		75.00	
6/27/2019	BL	2019		SUP	00005590001	RITCHIE HOME IMPROVEMENT &		75.00	
6/28/2019	BL	2019		SUP	00005600001	ROY M PHILLIPS		75.00	
6/28/2019	BL	2019		SUP	00005610001	CIRCLE R FARMS LLC		75.00	
						TYPE TOTALS		1200.00	.00
						YEAR TOTALS		1200.00	.00
SUPPLEMENT COUNT =		19				TOTALS 1	8500	1684.90	170.80-

AGENDA: ***Monday, July 8, 2019 Regular Meeting***

ITEM #5:

Budget Amendments:

(1) Registrars Office – Budget Supplement - $3,355.00
(2) Commonwealths Attorney – Budget Transfer - $7,935.00
(3) Board of Supervisors – Budget Transfer - $2,691.00
(4) School Capital Projects – Budget Amendment - $50,000.00
(5) Sheriffs Department – Budget Amendment - $140,000.00

****

ACTION REQUESTED:

(See Summary below:

SUMMARY OF INFORMATION:

(1) <u>Registrars Office – Budget Supplement - $3,355.00</u>

Budget Supplement due to state approve salary for the General Registrar and Electoral Board members being at a higher rate than estimated for the FY20 budget.

Need a motion and a second to approve/disapprove the budget supplement in the amount of $3,355.00.

(2) <u>Commonwealth's Attorney – Budget Transfer - $7,935.00</u>

Budget transfer for purchase of document management system for Commonwealths Attorney court documents.

Need a motion and a second to approve/disapprove the budget supplement in the amount of $7,935.00.

(3) <u>Board of Supervisors – Budget Transfer - $2,691.00</u>

Budget transfer will come from the salary contingency line item to the Board of Supervisors salary and fringe line items to cover annual increase of $1,000 per year per supervisor beginning in January 2020.

(4) <u>School Capital Projects – Budget Amendment - $50,000.00</u>

The School Capital Projects amendment is to re-appropriate funds that were previously appropriated to the FY19 budget in October 2018 but not expended by the School Division prior to June 30th. The funds were requested to make roof repairs at Central High School.

(5) <u>Sheriffs Department – Budget Amendment - $140,000.00</u>

The Sheriffs Department applied for and received two (2) grants in order to continue the full-time SRO positions. One is located at Central High School and one is split between Lawson Marriott Elementary School and King and Queen Elementary School. As part of the FY20 budget process the

Board set contingency funds aside within the General Fund to cover the match for these grants.

(1) (Accepting Grant Awards)
Action needs to be taken first in <u>accepting the two (2) grant awards</u> in the amounts of $70,000.00 each.

Need a motion and a second to accept the grants in the total amount of $140,000.00 ($70,000.00 each).

(2)
<u>Budget Amendment - $84,770.00 in grant funds</u>

Need a motion and a second to approve budget amendment in the amount of $84,770.00 (funds for both grants).

And,

(3)
<u>Budget Transfer from Contingency Fund to Sheriffs Department</u> in the amount of $55,230.00 (local funds)

Need a motion and a second to approve the budget transfer in the amount of $55,230.00 in local funds from the contingency fund to the Sheriffs department.

<u>ATTACHMENTS:</u>

- **<u>See attachments</u>**

1

KING AND QUEEN COUNTY FY 2019 -2020
BUDGET AMENDMENT/TRANSFER FORM

Budget Amendment: _____

Budget Supplement: X

Budget Transfer: _____

DEPARTMENT: Electoral Board/Registrar **DATE: July 8, 2019**

A. BUDGET AMENDMENT/SUPPLEMENT

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	13100	1301				131.00
100	13100	2100				10.00
100	13200	1101				2,788.00
100	13200	2100				214.00
100	13200	2210				212.00
3-100-23060-0001 $1,677.00 Fund Balance $1,678.00				Sub-Total This Page		3,355.00
				GRAND TOTAL		3,355.00

REASON FOR AMENDMENT/SUPPLEMENT: State approved salary for the General Registrar and Electoral Board members at a higher rate than estimated for the FY20 budget. See attached correspondence from the State Board of Elections.

B. BUDGET TRANSFER

TRANSFER FROM:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

TRANSFER TO:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

REASON FOR TRANSFER:

APPROVED _____ **DENIED** _____ **DATE** _____

★ VIRGINIA ★

DEPARTMENT *of* ELECTIONS

June 19, 2019

TO: KING & QUEEN - Tina Ammons

FROM: Kevin A. Hill
Business Manager Department of Elections

SUBJECT: 2019-2020 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the 2019 Virginia Acts of Assembly (Chapter 854). This correspondence sets the authorized state compensation to be paid to your general registrar and electoral board members effective July 1, 2019 through June 30, 2020 as shown in the below tables. Included in the table is the amount authorized for the period of March 1, 2019 through June 30, 2019 to help with your 2020 reimbursement request. The authorized salary rates for General Registrars were computed using the latest (Published January 28, 2019) population estimates from the University of Virginia's Weldon Cooper Center for Public Service, Demographics & Workforce. The population estimates for Electoral Board members is based on the latest estimates from the United States Bureau of the Census.

Important Note:

Chapter 854 of the 2019 Virginia Acts of Assembly **does** authorize a state supported salary increase for Sate Fiscal Year 2020 for General Registrars and members of local electoral boards, per the 2019 Appropriation Act.

Compensation for General Registrar

The table below sets forth the authorized salary rates for your local general registrar from July 1, 2019 through June 30, 2020. Your local governing body will be reimbursed by the Department of Elections for state authorized salary payments to the extent of funds provided in the 2019 Virginia Acts of Assembly (Chapter 854). The authorized salaries **do include** a 6% salary increase for fiscal year 2020 based on the approved 2019 salaries. The table shows only the annual salary as locality's process payrolls differently.

	Annual 3/1/2019 - 6/30/2019	Annual 7/1/2019 - 6/30/2020
Registrar	$46,468	$49,256

1100 Bank Street
Washington Building – First Floor
Richmond, VA 23219-3947
elections.virginia.gov

Toll Free: (800) 552-9745
TDD: (800) 260-3466
info@elections.virginia.gov

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar's staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the general registrar to attend the annual training offered by the Department of Elections; (ii) adequate training for officers of election; (iii) conducting elections as required; and (iv) voter education. Local governing bodies may supplement the annual salary of the general registrar. However, the supplement, expenses and mileage of the general registrar, are not reimbursable from the State Treasury.

Electoral Board Authorized Compensation

The following table sets forth the authorized state annual salary rates for your electoral board members. These amounts are to be paid by your local government during the period of July 1, 2019 through June 30, 2020. Also included in the table is the amount authorized for the period of March 1, 2019 through June 30, 2019 to help with your 2020 reimbursement request. The authorized salaries shown below **do include** a 3% salary increase for fiscal year 2020.

	Annual 3/1/2019 - 6/30/2019	Annual 7/1/2019 - 6/30/2020
Secretary	$2,150	$2,215
Chairman	$1,075	$1,108
Vice-Chair	$1,075	$1,108

Mileage & Expenses

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate listed by the federal government at the IRS website at the time of travel,

http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/

Counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

Reimbursements from State Treasury

Annually, the Department of Elections reimburses your local government for the state authorized salaries based on population paid to the general registrar and your local electoral board members. As stated earlier, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board only the state authorized amount contingent to the extent of funds provided.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the Department of Elections will not reimburse you for the additional allowances.

If you have any questions regarding the above information, please contact the ELECT Fiscal staff at 804-864-8950 or send an email to fiscal@elections.virginia.gov.

cc: General Registrar - Diane Klausen

(2)

KING AND QUEEN COUNTY FY 2019-2020
BUDGET AMENDMENT/TRANSFER FORM

Budget Amendment: _____

Budget Supplement:_____

Budget Transfer: X

DEPARTMENT: Commonwealth's Attorney **DATE: July 8, 2019**

A. BUDGET AMENDMENT/SUPPLEMENT

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
				Sub-Total This Page		
				GRAND TOTAL		

REASON FOR AMENDMENT/SUPPLEMENT:

B. BUDGET TRANSFER

TRANSFER FROM:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	91400	5899				7,935.00

TRANSFER TO:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	22100	8202	100			7,935.00

REASON FOR TRANSFER: Purchase of document management system for Commonwealth Attorney court documents.

APPROVED _____ **DENIED** _____ **DATE** _____

Software Unlimited Corporation

P.O. Box 5
Tupelo, MS 38802

Estimate

Date
4/26/2019

Name/Address
Mr. Charles Adkins Commonwealth Attorney King & Queen County 242 Allens Circle, Suite G King & Queen C.H., VA 23085

Description	Qty	Unit	Cost	Total
Criminal Case Management System **Included: Prosecutor Caseload Management, Calendaring, CMS Mobile **Victim Witness Module, eDiscovery **Standard Document Management come with this system. **Grand Jury Tracking ** Juvenile Tracking ** and much more	2	Users		$6,388.00
No additional charge for eDiscovery				
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount				-$638.80
Subtotal for Software Only				$5,749.20
On-Line Installation				
On-Line Setup & Training (broken into 2 three hours sessions per day)	0.5	Days	$950.00	$475.00
Week of On-Site Training (includes expenses & travel time) OPTIONAL	1.8	Days	$950.00	$1,710.00
	4	Days	$7,200.00	
*Note: Additional Weeks or Days may be purchased as necessary				
*** We have the ability to allow you to scan in warrants and automatically create cases. This will save your office an immense amount of user input time and tremendously reduce user errors .				No Charge
Comes with APP for the Ipad, Iphone or android. You will have access to your cases where there is WIFI				No Charge
There is no charge for creating your templates for your documents or your reports				No Charge
We have the ability to allow you to do unlimited eDiscovery. This will save your office an immense amount of user input time and tremendously reduce user errors . Scanners are not included.				No Charge
We now have newly developed Custom Front-Ends for VCAIS users which will make the migration to Software Unlimited's Criminal Case Management extremely easy and greatly enhance ease of use.				No Charge
Total Cost for Software, Installation and Online Training. Does not include onsite training.				$7,934.20
*** We now have newly developed Custom Front-Ends for VCAIS/karpel users which will make the migration to Software Unlimited's Criminal Case Management extremely easy and greatly enhance ease of use.				
Yearly Software Maintenance for Criminal Case Management	12	Monthly	$95.82	$1,149.84
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are offering a year warranty. Warranty commences upon installation of the CMS software				-$1,149.84
Optional 3 year Lease/Purchase after 3 years buyout is $1				
Three year lease includes: Software, Installation, and, Online Training. Leasing: $7,934.20 **Final Leasing price will be determined at time of leasing Maintenance is not included in this price		Monthly		$258.06
The training will also include up to 15 templates and/or 5 reports up to a maximum of 15 man hours. Many reports come standard with the system. The User has the ability to create their own templates and reports. We recommend the purchase of a Crystal Report Writer so that custom reports may be created.				
***Prices are valid until August 2019				

Cost Savings and Benefits with Case Management & Document Management

Cost Savings

- Research has shown as much as 50% of attorney time is spent working on the case file! Criminal Case Management System & Document Management will **better utilize the time** in your office!
- One office reported a 35% savings in office supplies **ANNUALLY**
  - **Major savings in paper costs**
  - **Huge savings in ink costs**
- Another small - medium size office saved $10,000 in clerical staffing costs in **ONE MONTH** with our case management solution.
- Seamlessly integrate case file management, office/court calendaring and document storage/creation into one solution.
- Support staff time spent reviewing, indexing & storing documents is reduced by as much as 50%.
- Staff members in different locations can electronically collaborate on case files, **eliminating excess travel costs.**
- Off-site storage fees are eliminated
- Increased productivity gives management the flexibility to reduce unneeded positions, resulting in **substantial savings in tight budget times.**
- Existing staff can be used in new, more vital areas.
- Greatly reduce down time due to lack of file availability. Files are always there, always up to date.
- 20,000 pages can be stored per GB or 1 million pages per 50GB of storage. A 50GB hard drive can be purchased for under $50.

Benefits

- **Single data entry** across the board for all systems. Reduce costly mistakes and is a tremendous time saver.
- Management can see **LIVE OFFICE STATISTICS**, track employee productivity and manage caseloads, all from a single workstation and all in real time.
- Statistics available for the press and other agencies which need information
- Ability to track discovery (who , what, when). Have a record you can refer to of all your office's discovery, available from any workstation.
- Files are at your finger tips.
- **Tight file Security**
- Find case information right from your desk
- The ability to handle more cases with far **less stress**
- Multiple people sharing a single file at same time
- Being able to answer questions without finding the file or the attorney
- Standardized forms and reports using data already entered into the system.

- **Quick and easy reports** for statistical purposes, grant applications, etc.
- Generate all your documents such as Indictments and Complaints on the fly.
- Keep track of pending case events such as court dates, speedy trial dates etc.
- With proper backup procedures in place, **disaster recovery is quick and easy**
- Grant secure, direct access to your information to employees that need it.
- Attorneys or staff simply click a button to create case notes that are automatically **filed for easy retrieval**
- **Better communication, easier pretrial conferences and quicker case resolutions.**
- **Instantly search documents to find information in witness statements**
- Reduce your office's impact on the environment by producing less paper output and reducing vehicle travel.
- **Electronic case management is not an 'if,' it's a 'when,'"** one customer tells us. "Change has led to a revolutionary improvement in how we do the people's business, and it's a harbinger of the future for many other prosecutors' offices.
- **One of our customers** did research and found they were entering or typing the defendant's name a total of 19 times. With our system, they were able to enter the information one time only. They found the time savings to be substantial for this and all similar defendant and case information.
- **All forms are automated**; there is no hand creation of any documents in our system, once again saving substantial staff time.

3

KING AND QUEEN COUNTY FY 2019-2020
BUDGET AMENDMENT/TRANSFER FORM

Budget Amendment: _____

Budget Supplement:_____

Budget Transfer:___X_____

DEPARTMENT: Board of Supervisors **DATE: July 8, 2019**

A. BUDGET AMENDMENT/SUPPLEMENT

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
				Sub-Total This Page		
				GRAND TOTAL		

REASON FOR AMENDMENT/SUPPLEMENT:

B. BUDGET TRANSFER

TRANSFER FROM:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	91400	5899				2,691.00

TRANSFER TO:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	11010	1300				2,500.00
100	11010	2100				191.00

REASON FOR TRANSFER: Transfer from salary contingency line item to Board of Supervisors salary and fringe line items to cover annual increase of $1,000 per year per supervisor beginning in January 2020.

APPROVED _____ **DENIED** _____ **DATE** _____

KING AND QUEEN COUNTY FY 2019-2020
BUDGET AMENDMENT/TRANSFER FORM

(4)

Budget Amendment: X

Budget Supplement: _____

Budget Transfer: _____

DEPARTMENT: School Capital Projects **DATE: July 8, 2019**

A. BUDGET AMENDMENT/SUPPLEMENT

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
351	94100	8401				50,000.00
General Fund – Fund Balance				Sub-Total This Page		50,000.00
				GRAND TOTAL		$50,000.00

REASON FOR AMENDMENT/SUPPLEMENT: The amendment is to request re-appropriation of funds that were previously appropriated to the FY19 budget in October 2018 but not expended by the School Division prior to June 30. The funds were requested to make roof repairs at Central High School.

B. BUDGET TRANSFER

TRANSFER FROM:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

TRANSFER TO:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

REASON FOR TRANSFER:

APPROVED _____ **DENIED** _____ **DATE** _____

5

KING AND QUEEN COUNTY FY 2019-2020
BUDGET AMENDMENT/TRANSFER FORM

Budget Amendment: X

Budget Supplement:

Budget Transfer:

DEPARTMENT: **Sheriff's Department** **DATE: July 8, 2019**

A. BUDGET AMENDMENT/SUPPLEMENT

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT
100	31200	1120				52,426.00
100	31200	1122				52,426.00
100	31200	2100				7,787.00
100	31200	2210				7,714.00
100	31200	2300				18,313.00
100	31200	2400				1334.00
3-100-24040-102 $84,770 (Grant Funds) 4-100-91400-5899-400 $55,230 (Contingency)				Sub-Total This Page		$140,000.00
				GRAND TOTAL		$140,000.00

REASON FOR AMENDMENT/SUPPLEMENT: The Sheriff's office applied for and received 2 grants in order to continue the fulltime SRO positions. One located at CHS and one split between LMES and KQES. As part of the FY20 budget process the Board set contingency funds aside within the General Fund to cover the match for these grants.

B. BUDGET TRANSFER

TRANSFER FROM:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

TRANSFER TO:

FUND	DEPT. CODE	ACCT. CODE	OBJ. CODE	PROJ. NO.*	PHASE*	REQUESTED AMENDMENT

REASON FOR TRANSFER:

APPROVED _____ **DENIED** _____ **DATE** _____

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 1, 2019

Mr. Thomas J. Swartzwelder
County Administrator
King & Queen County
242 Allens Circle
King & Queen CH, VA 23085

RECEIVED
JUN 10 2019
K & Q ADMINISTRATION

RE: School Resource Officer/School Security Officer Grant Program

Dear Mr. Swartzwelder:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **20-B4566FR20** and was approved for a total award of **$70,000**. The project period for this program is **07/01/2019** through **06/30/2020**.

Enclosed you will find the Statement of Grant Award (SOGA) and Special Conditions documents, along with Reporting Requirements and Projected Due Dates. To indicate your acceptance of the award and conditions, please sign the SOGA and return it electronically within the next 60 days to **grantsmgmt@dcjs.virginia.gov**. Review the conditions carefully as some may require action on your part before we will disburse grant funds.

Please provide copies of this Award Package to those contacts listed on your grant application. We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, Patrick Harris at (804) 786-5367 or via email at Patrick.Harris@dcjs.virginia.gov.

Sincerely,

Shannon Dion

Shannon Dion

Enclosures

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

School Resource Officer/School Security Officer Grant Program

Subgrantee: King & Queen
DUNS Number:
Grant Start Date: 07/01/2019

DCJS Grant Number: 20-B4566FR20
Grant End Date: 06/30/2020

Federal Grant Number:
Federal Awardee:
Federal Catalog Number:
Project Description:
Federal Start Date:

Federal Funds:	**$0**	Indirect Cost Rate: _____%
State General Funds:	**$0**	***If applicable**
State Special Funds:	**$42,385**	
Local Match:	**$27,615**	
Total Budget:	**$70,000**	

Project Director	Project Administrator	Finance Officer
Mr. Rob Balderson Chief Deputy King & Queen County 242 Allens Circle King & Queen CH, VA 23085 (804) 785-7400 wrbalderson@kgso.net	Mr. Thomas J. Swartzwelder County Administrator King & Queen County 242 Allens Circle King & Queen CH, VA 23085 (804) 785-5975 tswartzwelder@kingandqueenco.net	Ms. Tina Ammons Finance Director King & Queen County 242 Allens Circle King & Queen CH, VA 23085 (804) 785-5975 tammons@kingandqueenco.net

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

SPECIAL CONDITIONS

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

School Resource Officer/School Security Officer Grant Program	
Subgrantee: King & Queen DUNS Number: Grant Start Date: 07/01/2019	DCJS Grant Number: 20-B4566FR20 Grant End Date: 06/30/2020

The following conditions are attached to and made a part of this grant award:

1. Where the Statement of Grant Award reflects a required cash match contribution, the grantee agrees, by accepting the award, to provide the non-federal cash match as shown.

2. By signing the Statement of Grant Award/ Acceptance, the grant recipient agrees:

   - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
   - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
   - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;

3. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.

4. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 45 days after the end of the grant period.

5. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.

6. Sub grantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses.

Please refer to the following IRS website for the most current mileage rate: https://www.irs.gov/tax-professionals/standard-mileage-rates. Transportation costs for air and rail must be at coach rates.

7. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the sub grantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.

8. No amendment to the approved budget may be made without the prior approval of DCJS. No more than two budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.

9. The subgrantee agrees to forward to the DCJS a copy of the scheduled audit of this grant award.

10. The grantee agrees to comply with the Virginia Public Procurement Act. https://dgs.virginia.gov/procurement/policy-consulting--review/policy/

    Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS. Permission to make sole source procurement must be obtained from DCJS in advance.

11. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; assuring that all terms, conditions and assurances-those submitted with the grant application, and those issued with this award are complied with.

12. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.

13. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).

14. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:

REPORTING REQUIREMENTS AND PROJECTED DUE DATES

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

School Resource Officer/School Security Officer Grant Program	
Subgrantee: King & Queen DUNS Number: Grant Start Date: 07/01/2019	DCJS Grant Number: 20-B4566FR20 Grant End Date: 06/30/2020

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial and progress reports for this grant throughout the grant period, as well as final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the Grants Management Information System (GMIS) at our website: www.dcjs.virginia.gov/grants/gmis-online. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer.

- FINANCIAL REPORTS are due within 15 days after the end of each calendar quarter and must be approved by your locality's Financial Officer. Reports are required even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Bill Dodd at (804) 371-0638 or via email at Bill.Dodd@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.
- PROGRESS REPORTS for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor.
- REQUEST FOR FUNDS for most grant programs are processed quarterly. Requests must be preceded by the previous quarter's financial and approved progress reports. For request for funds questions, contact Bill Dodd at (804) 371-0638 or via email at Bill.Dodd@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.
- BUDGET AMENDMENTS can be submitted for most DCJS programs with prior approval through our online Grants Management Information System (GMIS). Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned Grant Monitor.

- GRANT CLOSEOUT: The last quarterly financial report of a project using federal funds must indicate any unpaid obligations that may exist at the expiration of the grant award period. The subgrantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period. Closeout questions should be directed to Andrew Wooldridge (804) 225-1863 or via email at Andrew.Wooldridge@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.

REPORTING SCHEDULE

CALENDAR QUARTER ENDING	REPORT DUE DATES
9/30/2019	10/15/2019
12/31/2019	1/15/2020
3/31/2020	4/15/2020
6/30/2020	7/15/2020
Final Report	8/15/2020

GENERAL HELPDESK INFORMATION

GMIS Online: Send an email to grantsweb@dcjs.virginia.gov.

CIMS or VSDVVF Reporting Software: Call (804) 786-4576 or (804) 225-4868.

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

June 1, 2019

Mr. Thomas J. Swartzwelder
County Administrator
King & Queen County
242 Allens Circle
King & Queen CH, VA 23085

RE: School Resource Officer/School Security Officer Grant Program

Dear Mr. Swartzwelder:

Congratulations on being a recipient of the above referenced grant program! Your DCJS grant award number is **20-A4764FR20** and was approved for a total award of **$70,000**. The project period for this program is **07/01/2019** through **06/30/2020**.

Enclosed you will find the Statement of Grant Award (SOGA) and Special Conditions documents, along with Reporting Requirements and Projected Due Dates. To indicate your acceptance of the award and conditions, please sign the SOGA and return it electronically within the next 60 days to **grantsmgmt@dcjs.virginia.gov**. Review the conditions carefully as some may require action on your part before we will disburse grant funds.

Please provide copies of this Award Package to those contacts listed on your grant application. We will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this award, please contact your Grant Monitor, Patrick Harris at (804) 786-5367 or via email at Patrick.Harris@dcjs.virginia.gov.

Sincerely,

Shannon Dion

Shannon Dion

Enclosures

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

School Resource Officer/School Security Officer Grant Program

Subgrantee: King & Queen
DUNS Number:
Grant Start Date: 07/01/2019

DCJS Grant Number: 20-A4764FR20
Grant End Date: 06/30/2020

Federal Grant Number:
Federal Awardee:
Federal Catalog Number:
Project Description:
Federal Start Date:

Federal Funds:	**$0**	Indirect Cost Rate: _____%
State General Funds:	**$0**	***If applicable**
State Special Funds:	**$42,385**	
Local Match:	**$27,615**	
Total Budget:	**$70,000**	

Project Director	Project Administrator	Finance Officer
Mr. Rob Balderson Chief Deputy King & Queen County 242 Allens Circle King & Queen CH, VA 23085 (804) 785-7400 wrbalderson@kgso.net	Mr. Thomas J. Swartzwelder County Administrator King & Queen County 242 Allens Circle King & Queen CH, VA 23085 (804) 785-5975 tswartzwelder@kingandqueenco.net	Ms. Tina Ammons Finance Director King & Queen County 242 Allens Circle King & Queen CH, VA 23085 (804) 785-5975 tammons@kingandqueenco.net

***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

SPECIAL CONDITIONS

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

School Resource Officer/School Security Officer Grant Program	
Subgrantee: King & Queen DUNS Number: Grant Start Date: 07/01/2019	DCJS Grant Number: 20-A4764FR20 Grant End Date: 06/30/2020

The following conditions are attached to and made a part of this grant award:

1. Where the Statement of Grant Award reflects a required cash match contribution, the grantee agrees, by accepting the award, to provide the non-federal cash match as shown.

2. By signing the Statement of Grant Award/ Acceptance, the grant recipient agrees:

   - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
   - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
   - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;

3. The Subgrantee agrees to submit such reports as requested by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.

4. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 45 days after the end of the grant period.

5. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.

6. Sub grantee may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses.

Please refer to the following IRS website for the most current mileage rate: https://www.irs.gov/tax-professionals/standard-mileage-rates. Transportation costs for air and rail must be at coach rates.

7. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not started during this period, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the sub grantee must receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.

8. No amendment to the approved budget may be made without the prior approval of DCJS. No more than two budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant period.

9. The subgrantee agrees to forward to the DCJS a copy of the scheduled audit of this grant award.

10. The grantee agrees to comply with the Virginia Public Procurement Act. https://dgs.virginia.gov/procurement/policy-consulting--review/policy/

    Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS. Permission to make sole source procurement must be obtained from DCJS in advance.

11. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; assuring that all terms, conditions and assurances-those submitted with the grant application, and those issued with this award are complied with.

12. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.

13. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).

14. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:

REPORTING REQUIREMENTS AND PROJECTED DUE DATES

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

School Resource Officer/School Security Officer Grant Program	
Subgrantee: King & Queen DUNS Number: Grant Start Date: 07/01/2019	DCJS Grant Number: 20-A4764FR20 Grant End Date: 06/30/2020

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial and progress reports for this grant throughout the grant period, as well as final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the Grants Management Information System (GMIS) at our website: www.dcjs.virginia.gov/grants/gmis-online. In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer.

- FINANCIAL REPORTS are due within 15 days after the end of each calendar quarter and must be approved by your locality's Financial Officer. Reports are required even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Bill Dodd at (804) 371-0638 or via email at Bill.Dodd@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.
- PROGRESS REPORTS for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor.
- REQUEST FOR FUNDS for most grant programs are processed quarterly. Requests must be preceded by the previous quarter's financial and approved progress reports. For request for funds questions, contact Bill Dodd at (804) 371-0638 or via email at Bill.Dodd@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.
- BUDGET AMENDMENTS can be submitted for most DCJS programs with prior approval through our online Grants Management Information System (GMIS). Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned Grant Monitor.

- GRANT CLOSEOUT: The last quarterly financial report of a project using federal funds must indicate any unpaid obligations that may exist at the expiration of the grant award period. The subgrantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period. Closeout questions should be directed to Andrew Wooldridge (804) 225-1863 or via email at Andrew.Wooldridge@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.

REPORTING SCHEDULE

CALENDAR QUARTER ENDING	REPORT DUE DATES
9/30/2019	10/15/2019
12/31/2019	1/15/2020
3/31/2020	4/15/2020
6/30/2020	7/15/2020
Final Report	8/15/2020

GENERAL HELPDESK INFORMATION

GMIS Online: Send an email to grantsweb@dcjs.virginia.gov.

CIMS or VSDVVF Reporting Software: Call (804) 786-4576 or (804) 225-4868.

Commonwealth of Virginia
Virginia Department of Criminal Justice Services

Grant Application

Grant Program:	School Resource Officer Grants Program and Fund	**Congressional District(s)**	1st
Applicant:	King & Queen County	**Faith Based Organization?**	☐ Yes ☒ No
Applicant Federal ID Number:	54-6001374	**Best Practice?**	☐ Yes ☐ No
Jurisdiction(s) Served and Zip Codes:	King & Queen County Zip Codes: 23148, 23085, 23126, 22560, 23181, 23115 and 23009.		
Program Title:	School Resource Officer for King & Queen Central High School and a School Resource Officer for King & Queen Elementary and Lawson Marriott Elementary.	**Certified Crime Prevention Community?**	☐ Yes ☒ No
Grant Period:	July 1, 2019 to June 30, 2020	**DUNS NUMBER:**	831296681
Type of Application:	☐ New ☒ Continuation of Grant Number 19-A4566FR19 & 19-A4607FR19 ☐ Revision of Grant Number_____		☒ Rural ☐ Urban ☐ Suburban

	Project Director	Project Administrator	Finance Officer
Name:	William R. Balderson	Thomas J. Swartzwelder	Tina Ammons
Title:	Chief Deputy	County Administrator	Finance Director
Address:	242 Allens Circle, King & Queen Courthouse, VA 23085	242 Allens Circle, King & Queen Courthouse, VA 23085	242 Allens Circle, King & Queen Courthouse, VA 23085
Phone:	804-785-7400	804-785-5975	804-785-5975
Fax:	804-785-5489	804-785-5999	804-785-5999
E-Mail:	wrbalderson@kqso.net	tswartzwelder@kingandqueenco.net	tammons@kingandqueenco.net

Signature of Project Administrator:

Brief Project Description:

King & Queen County was awarded two School Resource Officer grants in 2018 for a full-time School Resource Officer in King & Queen Central High School and one in Lawson Marriott Elementary School and King & Queen Elementary School. Being awarded these grants has allowed for the King & Queen County Sheriff's Office to have two full-time sworn School Resource Officers in the High School and the Elementary/Middle Schools

Our objective for the continuation of our School Resource Officer grants is to continue to provide a safe and secure environment for students and staff the educational facilities in the county. The goal is also to continue the positive relationship that the grant has built between law enforcement and the students and staff of the educational facilities and implement educational programs such as Class Action. D.A.R.E. and an Explorer's Post.

Project Budget	DCJS Funds		Local Match	Total Requested
	Federal	State		
Personnel	100,394		39,605	139,999
Consultants				

KING & QUEEN CO. SHERIFF'S OFFICE
JUN 24 2019

Grant Application

Travel				
Equipment				
Supplies/Other				
Indirect Costs				
Total Requested	100,394		39,605	139,999

ITEMIZED BUDGET

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Brian S. Burr	SRO	$ 37,595	1080		$37,595		$14,831	$52,426
Rachel E. Cook	SRO	37,595	1080		$37,595		$14,831	$52,426
								$0
								$0
								$0
								$0
			TOTAL	$0	$75,190	$0	$29,662	$104,852
b. Fringe Benefits								$0
FICA % =		$ 5,584			$5,584		$2,203	$7,787
RETIREMENT =		$ 5,532			$5,532		$2,182	$7,714
OTHER (Itemize) =								$0
Medical/Dental Insurance		$ 13,132			$13,132		$5,181	$18,313
Group Life Insurance		$ 956			$956		$377	$1,333
			TOTAL	$0	$25,204	$0	$9,943	$35,147
			TOTAL PERSONNEL (A+B)	$0	$100,394	$0	$39,605	$139,999

2. Consultants (Including Travel and Subsistence)	DCJS FUNDS		APPLICANT MATCH		TOTAL
	FEDERAL	STATE	CASH	IN-KIND	
a. Individual Consultants					
Type					$0
Hours Devoted:					$0
TOTAL	$0	$0	$0	$0	$0
b. Organizations and Associations					
Type:					$0
Fee:					$0
Time Devoted:					$0
TOTAL	$0	$0	$0	$0	$0
c. Consultants' Subsistence and Travel					
Number of Days:					$0
Rate/Day:					$0
TOTAL	$0	$0	$0	$0	$0
TOTAL CONSULTANTS (a+b+c)	$0	$0	$0	$0	$0

3. Travel and Subsistence for Project Personnel		DCJS FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	
a. Local Milage = No. of Miles X Rate Per mile	X					$0
b. Non Local Milage = No. of Miles X Rate Per mile	X					$0
c. Subsistance = number of days X rate per day	X					$0
d. Air or other fares						$0
	TOTAL TRAVEL:	$0	$0	$0	$0	$0

ITEMIZED BUDGET Continued

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
								$0
								$0
								$0
		TOTAL EQUIPMENT:		$0	$0	$0	$0	$0

5. Supplies and Other Expenses			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
Type	Quantity	Price					
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
							$0
TOTAL SUPPLES AND OTHER:			$0	$0	$0	$0	$0

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							$0
		TOTAL INDIRECT COST:	$0	$0	$0	$0	$0

GRAND TOTAL:	$0	$100,394	$0	$39,605	$139,999
7. Cash Funds					
Cash funds from sources other than grant program supporting this project- (Itemize).					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:					

Budget Narrative

Personnel/Employees

Salaries and Wages	
SRO:	$52,426
SRO:	$52,426
Fringe Benefits (For both SRO positions)	
FICA %	$7,787
Retirement	$7,714
Group Life Insurance	$1,333
Medical/Dental Insurance	$18,313
PROJECT TOTAL	**$139,999**

The salaries and wages for each full-time school resource officer is $52,426 and the hours devoted will be 1,080 for the length of the program. The King and Queen County Sheriff's Office is applying for two SRO positions, one for King & Queen Central High School and one for the two elementary schools in the county, Lawson Marriott Elementary and King and Queen Elementary.

The fringe benefits total for each SRO is $17,573 which includes; FICA, Retirement, Group Life Insurance and Medical/Dental Insurance. For the two SRO positions the total fringe benefits will be $35,147.

The in-kind applicant match will be used towards the purchase of equipment needed for the SRO to fulfill his/her position successfully. This equipment will include but not limited to; firearms, fuel, uniform, training, vests and technology (i.e. computers).

AGENDA: ***Monday, July 8, 2019 REGULAR MEETING***

ITEM #6:

Superintendent of Schools and Social Services Reports

ACTION REQUESTED:

None required

SUMMARY OF INFORMATION:

ATTACHMENTS:

AGENDA: *Monday, July 8, 2019* Regular Meeting

ITEM #7:

VPPSA - Authorization to close/execute deed

ACTION REQUESTED:

Need a motion and a second authorizing the County Administrator to close/execute deed with VPPSA

SUMMARY OF INFORMATION:

ATTACHMENTS:

- Copy of Vehicle Maintenance Services Agreement (VPPSA)

Vehicle Maintenance Services Agreement

THIS AGREEMENT dated the 28th day of June, 2019, is made by and between the Virginia Peninsulas Public Service Authority (hereinafter designated "VPPSA"), and the County of King and Queen (hereinafter designated the "County").

Article I
Purpose

VPPSA intends to develop a vehicle maintenance facility, located in the Bohannon Business Park in King and Queen County, to perform maintenance and repairs on vehicles owned by VPPSA and used to provide solid waste management and recycling services to the Counties of Essex, King and Queen, King William, Mathews and Middlesex (hereinafter designated the "Facility"). VPPSA will also provide routine maintenance and repairs to vehicles owned by the County. The services provided through this agreement specifically exclude any maintenance and repair work on school buses.

Article II
Scope of Services

VPPSA shall provide the County with routine maintenance and repairs, as requested by the County, for the vehicles identified in Attachment A (hereinafter designated as the "Services").

Services to be provided will typically include:

1. Oil changes / fluid changes
2. Brake jobs
3. Belt replacement
4. Tire mounting and balancing
5. Exhaust system repair / replacement
6. Suspension system repair / replacement
7. Engine work after purchase of appropriate diagnostic equipment
8. Storage of tires and parts and supplies purchased by the County

VPPSA, in coordination with the County, shall establish a program of routine recurring preventative maintenance service, based on vehicle manufacturer's recommended schedules and procedures.

The following are specifically excluded from the Services provided by VPPSA

1. Body work
2. Front end alignments
3. Engine and transmission replacement
4. Major engine repairs such as valve, cam shaft replacement
5. Required State Inspections

VPPSA will maintain records documenting all repair and maintenance activities performed under this Agreement.

For maintenance services beyond the capability of VPPSA to perform or for which it lacks adequate resources, VPPSA may obtain services on the County's behalf from qualified commercial vendors. Such services will be obtained only with prior approval of the County.

Article III
Start Date for Services

Services provided to the County by VPPSA will start within 30 days after issuance of a Certificate of Occupancy for the Facility by the County.

Article IV
Responsibilities of VPPSA

VPPSA shall designate a contact person for all vehicle maintenance communication.

VPPSA acknowledges the County's need to have operable vehicles and shall make all reasonable efforts to provide Services in a timely manner.

VPPSA shall maintain relationships with local vendors to provide quick turnaround to obtain parts and supplies normally used for regular routine maintenance of County vehicles.

VPPSA shall make all reasonable efforts to maintain County vehicles in a safe and reliable condition and to the same standard as applicable to VPPSA vehicles. However, VPPSA assumes no liability for the consequences of its work or that of commercial vendors contracted to provide repair and maintenance services.

Article V
Responsibilities of the County

The County shall designate two contacts for vehicle maintenance communication, one for the Sheriff and one for County vehicles.

When possible, the County will provide notice of one week for required vehicle maintenance activities.

The County shall make available to VPPSA, where applicable, available manufacturer's manuals and information pertaining to services, repairs and parts for all vehicles.

Article VI
Term of Agreement

The initial term for this Agreement shall be in effect from the start date indicated in Article III until June 30, 2025. Thereafter, the Agreement shall renew annually with no actions by either party.

Article VII
Compensation

The intent of the compensation charged to the County by VPPSA for performing Services is to recover all costs and only the costs associated with delivery of the Services.

VPPSA will submit invoices to the County monthly based on the compensation procedures described in Attachment B. Invoices shall be due and payable in 30 days.

Invoices shall include an itemized listing of all charges including labor, parts supplies and other charges.

VPPSA labor will be charged for maintenance mechanics at $55 per hour and maintenance technicians at $48 per hour. This rate is intended to cover salaries, fringe benefits and associated supervisory and administrative costs.

VPPSA will purchase and provide all parts and supplies required to perform the Services and will invoice the County at cost. Work performed by commercial vendors coordinated by VPPSA shall be charged to the County at cost.

The method of compensation may be reviewed and adjusted, as necessary, from time to time. Adjustments to any rates and markups shall be made only with written approval of both parties.

Article VIII
Termination

This Agreement may be terminated after June 30, 2025 with written notice of one year by either party. This Agreement may be terminated at any time by written document signed by both the County and VPPSA.

Article IX
Employment Discrimination by VPPSA Prohibited

During the performance of this Agreement, VPPSA agrees as follows:

VPPSA shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or other basis prohibited by state law relating to employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of VPPSA. VPPSA agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

VPPSA, in all solicitations or advertisements for employees placed by or on behalf of VPPSA, will state that VPPSA is an equal opportunity employer.

Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

VPPSA will include the provisions of the foregoing paragraphs of this section in every subcontract or purchase order of over $10,000 so that the provisions will be binding upon each subcontractor or vendor.

Article X
Drug Free Workplace

During the performance of this Agreement, VPPSA agrees to (i) provide a drug-free workplace for VPPSA's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in VPPSA's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of VPPSA that VPPSA maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000 so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with this contract awarded to VPPSA in accordance with this section, the employees of whom are prohibited from engaging in unlawful manufacture, sale, distribution, dispensation possession or use of any controlled substance or marijuana during the performance of the Agreement.

Article X
Immigration

VPPSA does not, and shall not during the performance of the Agreement for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

Article XI
Licenses, Permits and Certificates

VPPSA shall be responsible for securing, maintaining and operating the facility in compliance with all required licenses, permits and certificates.

Article XII
Entire Agreement

This Agreement represents the entire agreement for vehicle maintenance services between VPPSA and the County and supersedes all prior negotiation, representations or agreements, either written or oral.

IN WITNESS WHEREOF, VPPSA and the County have caused this Agreement to be executed on their behalf, as of the day and year first above written.

VIRGINIA PENINSULAS PUBLIC SERVICE AUTHORITY

By_____
Executive Director

COUNTY OF KING AND QUEEN

By_____
County Administrator

ATTACHMENT A
Vehicles to be Serviced

VPPSA will provide Services on the vehicles listed below. This list shall be updated annually by the County or whenever any vehicles or added or removed from the list.

County ID Number	Year	Manufacturer	Model
001	1903	Ford	Model A

to be provided at a later date.

AGENDA: ***Monday, July 8, 2019 Regular Meeting***

ITEM #8: Appointments/reappointments to various Boards and Commissions

ACTION REQUESTED:

(Please advise if Board wishes for staff to contact those that their terms are about to expire or have expired)

Wetlands Board – 5 year term

(1) (Vacancy for Alternate Member (to fill Mr. Gibsons **unexpired term)(12.14.20)**

ATTACHMENTS:

AGENDA: *Monday, July 8, 2019 REGULAR MEETING*

ITEM #9:

County Administrator's Comments

ACTION REQUESTED:

SUMMARY OF INFORMATION:

ATTACHMENTS:

AGENDA: Monday, July 8, 2019 Regular Meeting

ITEM #10:

Board of Supervisors Comments

ACTION REQUESTED:

SUMMARY OF INFORMATION:

None

ATTACHMENTS:

AGENDA: Monday, July 8, 2019 Regular Meeting

ITEM #11:

Closed Session : Pursuant to :
(If Needed)

ACTION REQUESTED:

(See County Administrator)

(1) Motion to enter into closed session pursuant to: Section _____where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body._____

AFTER COMING OUT OF CLOSED SESSION

(2) Need a motion and a second to come out of closed session with each member of the Board certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirements of the Virginia Freedom of Information Act were heard, discussed and considered in the closed session.

Any action:

SUMMARY OF INFORMATION:

ATTACHMENTS:

****

Wireless

Services

Authority

King and Queen County

Wireless Services Authority Meeting

Monday, July 8, 2019

(immediately following the Board of Supervisors Meeting)

King and Queen County Courts and Administration Building

General District Courtroom

AGENDA

1. Approval and Signing of the June 10, 2019 minutes
2. Update

King and Queen County

Wireless Services Authority Meeting

Monday, June 10, 2019

8:32 P.M.

(immediately following the Board of Supervisors Meeting)

King and Queen County Courts and Administration Building

General District Courtroom

APPROVAL AND SIGNING OF THE MAY 13, 2019 MINUTES

A motion was made by Mr. Simpkins and seconded by Ms. Alsop to approve the May 13, 2019 minutes.

AYES: J. M. BURNS, J. L. SIMPKINS, S. C. ALSOP, D. H. MORRIS, R. F. BAILEY
NAYS: NONE

ENGINEERING STUDY – RIVERSTREET NETWORK – WHETHER OR NOT TO APPROVE AND AUTHORIZE SIGNATURE FOR APPROVAL

Mr. Swartzwelder commented that he would like to move forward with the study at $50,000 with $25,000 upfront. Mr. Swartzwelder further advised that he has one change tow ork out, if the Board wishes to move forward.

A motion was made by Ms. Alsop and seconded by Mr. Bailey to approve and authorize the County Administrator to sign .

UPDATE

Mr. Swartzwelder commented that the contract request that a committee be formed, suggesting Mr. Hunter, Ms. Sprouse (GIS purposes), one Board Member (Mr. Burns volunteered) and himself.

After discussion on internet and cost for entire County, Ms. Alsop expressed that she feels we need to go with a study.

Mr. Simpkins questioned the Schools. Mr. Swartzwelder advised that he spoke with Riverstreet and asked for defined pricing and also questioned speed.

It was expressed that we need to get someone to look at the hardware in the schools with expertise and fix.

IT IS ORDERED THAT THE AUTHORITY BE ADJOURNED:

A motion was made by Mr. Bailey and seconded by Ms. Alsop to adjourn the meeting.

J. M. Burns, Chairman

Thomas J. Swartzwelder, Secretary