



King and Queen County
Founded 1691 in Virginia

County Administrator's Office
242 Allen's 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 11, 2022
7:00 P.M.

AGENDA

1. Invocation and Pledge of Allegiance to the Flag of the United States
2. Approval and Signing of the May 23, 2022 and June 13, 2022 minutes
3. Approval and Signing of the July 2022 warrants and appropriations
 - a. July 2022 County Warrants and Payroll
 - b. Appropriation to School Fund/May Revenue
 - c. Approval of Debt Service Payments out of regular cycle
4. Public Comment Period
5. Public Hearing– Solar Revenue Share Ordinance
6. Quarterly Reports
7. Adoption of HR Policies
8. Discussion – Virginia 250 Commission
9. Appointments/Reappointments to various Boards and Commissions
10. County Administrator's Comments
11. Board of Supervisors Comments
12. Closed Session (If needed)

AGENDA: *July 11, 2022 Regular Meeting*

ITEM #1:

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

ACTION REQUESTED:

None Required

ATTACHMENTS:

None



AGENDA: *July 11, 2022 Regular Meeting*

ITEM #2:

Approval of the May 23, 2022 and June 13, 2022 minutes of the Board of Supervisors

ACTION REQUESTED:

Need a motion and second to approve the May 23, 2022 and June 13, 2022 minutes of the Board of Supervisors

ATTACHMENTS:

- May 23, 2022 minutes
- June 13, 2022 minutes

**King and Queen County
Board of Supervisors Meeting
Monday, May 23, 2022**

6:00 P.M.

**Regular Meeting
King and Queen County Courts and Administration Building
Second Floor Conference Room**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Chairman Morris called the meeting to order. Roll call was taken with members Simpkins and Alsop being absent.

RECURRING WARRANTS

A motion was made by Mr. Burns and seconded by Mr. Bailey to approved the May recurring warrants, subject to audit.

AYES: MORRIS, BAILEY, BURNS

NAYS: NONE

ABSENT: ALSOP, SIMPKINS

MARCUS ALERT/CAPTAIN BALDERSON

Captain Balderson provided background information on this legislation adopted by the General Assembly in 2021 pertaining to law enforcement response to calls for individuals in a mental health crisis. Certain parts of the legislation are mandatory and the Sheriff's office is in compliance with all of these portions. There is a provision within the legislation that allows localities with a population of less than 40,000 to 'opt out' of other parts of the legislation. It was the consensus of the Board to have this placed on the agenda of the June regular meeting.

VRS MULTIPLIER DISCUSSION

Tina Ammons, Director of Finance, advised that when requesting the actuarial to be done by VRS for increasing the retirement multiplier for law enforcement she was advised that if the Board wanted to implement in FY23 (beginning July 1st) the new rate for all employees would be 9.83%. This would increase the total annual contribution by approximately \$23,000 because the rate applies to all employees. It was the consensus of the Board to place this item on the agenda for the regular June meeting.

2023 FUND BALANCE POLICY DISCUSSION

Tina Ammons, Director of Finance, provided draft recommendations for the fund balance policy for FY23. The recommendations included the new minimum balance adopted as part of the

financial review by Davenport and reflects the current and new year expenses for capital projects. There was brief discussion regarding items included and the change in the 'unassigned balance'. It was the consensus of the Board to place this item on the agenda of the regular June meeting.

SOLAR ORDINANCES, ZONING AND REVENUE SHARE OPTION

Mr. Swartzwelder advised that the Board needs to adopt the Revenue Share ordinance that is allowed for as part of the Solar legislation that was passed by the General Assembly. This ordinance will allow the Board to accept revenue sharing in lieu of taxation for large scale solar projects. It was the consensus to have staff draft ordinance and set date for revenue share ordinance. Staff will begin drafting zoning ordinance amendments for solar projects as the current ordinance only allows for them in Industrial zoning which is not a long-term best practice.

CIRCUIT COURT/MOLD TESTING

Mr. Swartzwelder advised that a complaint was received regarding potential mold in the circuit court building. The county has hired a company to do air quality testing in various locations throughout the building and is awaiting the results.

BUILDING DEPARTMENT HOURS

In order to provide better service to the building community and citizens, the Building Official has requested to have the hours for that department changed to 8 a.m. to 4:00 p.m. with the Building Official reporting 8 a.m. to 4:00 p.m. and the Permit Tech reporting 8:30 a.m. to 4:30 p.m. This change would allow for her to still assist other departments within the Administration office in the afternoons. It was the consensus of the Board to allow this change in hours and to have it begin July 1st.

MAINTENANCE DEPARTMENT RESTRUCTURE

Mr. Swartzwelder advised that the hiring of a maintenance supervisor has been very beneficial and also a cost saving measurer since the employee has a strong HVAC background. However, this department still struggles with having someone manage the administrative side of the workload, working with Finance on quotes and bidding as well as prioritizing routine projects. The Building Official has shown interesting in assisting with the management of the maintenance department. There was general discussion regarding department hierarchy, department hours and salary structure.

A motion was made by Mr. Burns and seconded by Mr. Bailey to 'layer' the maintenance department under the Building Official and to provide a \$2,000 annual stipend.

AYES: MORRIS, BAILEY, BURNS

NAYS: NONE

ABSENT: ALSOP, SIMPKINS

ITEMS BROUGHT FORTH BY BOARD MEMBERS

Mr. Bailey thanked fellow Board members for their patience as he has been sick and also out for surgery for six weeks.

Mr. Burns requested an update on the fiber project. Mr. Swartzwelder advised that more hook ups are occurring in the lower end of the County as part of Phase I and that Phase II is starting to move along more quickly.

CLOSED SESSION

A motion was made by Mr. Burns and seconded by Mr. Bailey to enter into closed session pursuant to Section 2.2-3711A (1) to discuss the resignation the County Administrator.

AYES: MORRIS, BAILEY, BURNS

NAYS: NONE

ABSENT: ALSOP, SIMPKINS

A motion was made by Mr. Burns and seconded by Mr. Bailey to enter into open session with all members certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act were heard, discussed or considered in closed session.

AYES: MORRIS, BAILEY, BURNS

NAYS: NONE

ABSENT: ALSOP, SIMPKINS

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

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

Doris H. Morris, Chairman

Clerk of the Board



King and Queen County
Board of Supervisors Regular Meeting

Monday, June 13, 2022
7:00 P.M.

King and Queen County Courts and Administration Building
General District Courtroom

“Minutes of the Meeting”

INVOCATION AND PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA

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

APPROVAL AND SIGNING OF THE APRIL 25, 2022 AND MAY 9, 2022 MINUTES

A motion was made by Mr. Burns and seconded by Mr. Bailey approving the April 25, 2022 and May 9, 2022 minutes as presented.

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

APPROVAL OF JUNE 2022 WARRANTS AND APPROPRIATIONS

- 1) A motion was made by Ms. Alsop and seconded by Mr. Simpkins to approve the County warrants and payroll for the month of June 2022, subject to audit.

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

- 2) A motion was made by Ms. Alsop and seconded by Mr. Bailey to approve the COVID Assistance Grant in the amount of \$35,977 and the LOLE Equipment Grant in the amount of \$2,402 that were received by the Sheriff's office.

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

- 3) A motion was made by Ms. Alsop and seconded by Mr. Simpkins to reappropriate remaining FY22 funds in the amount of \$15,000 for website redesign and to appropriate ARPA Tourism funds in the amount of \$30,000.

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

A motion was made by Mr. Bailey and seconded by Mr. Burns to authorize the County Administrator to execute contract with Consociate Media for the ARPA Tourism funds.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

- 4) A motion was made by Mr. Bailey and seconded by Ms. Alsop to appropriate March revenue in the amount of \$1,007,564.92 and April revenue in the amount of \$861,284.59 to the School Fund.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

PUBLIC COMMENT PERIOD

No comments were received from the public.

SET PUBLIC HEARING DATE – SOLAR REVENUE SHARE ORDINANCE

A motion was made by Mr. Burns and seconded by Ms. Alsop to set the regular July meeting as the date for the public hearing on the Solar Revenue Share ordinance.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

RESOLUTIONS – VDOT SMART SCALE PROJECTS

Mr. Swartzwelder advised that Mr. Burns and Donna Sprouse, Director of Community Development, served on the VDOT committee as part of the traffic study requested to address safety concerns regarding several intersections along Route 33. Background information and site designs of the recommended improvements at three of the intersections was provided and reviewed.

A motion was made by Mr. Bailey and seconded by Mr. Burns to approve the following resolution of support for the Rt. 14 (Buena Vista Road) intersection project:

Authorizing the Submittal of a Transportation Project at the Intersection of Rte 33 and Rte 14 (Buena Vista Road) for Smart Scale Funding

Whereas, the General Assembly has created a means of funding proposed transportation projects across the Commonwealth that is based on scoring criteria that emphasizes safety and accessibility environmental quality and economic development known as Smart Scale funding; and

Whereas, the County of King & Queen desires to submit a local transportation project for potential funding under the Smart Scale process; and

Whereas, the King & Queen County Board of Supervisors supports the submittal of the following project for potential funding under the Smart Scale process:

Add a median acceleration lane on WB Rte 33 at the intersection of Rte 33 (Lewis B Puller Memorial Highway) and Rte 14 (Buena Vista Road). In addition, this project will offset and lengthen the existing right turn lane on EB Rte 33 to Rte 14. This improvement will increase the safety of travelers, as the intersection has experienced numerous accidents, including fatalities over the years.

Now, Therefore Be It Resolved, that the Board of Supervisors of King & Queen County hereby approves and supports the submittal of the identified project for funding under the Smart Scale process; and

Be it Finally Resolved, that a copy of this resolution expressing the sense of the Board of Supervisors of King & Queen County on this matter be conveyed to the Virginia Department of Transportation Saluda Residency, Fredericksburg District and the Commonwealth Transportation Board.

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

A motion was made by Mr. Burns and seconded by Mr. Bailey approving the following resolution of support for the Rt. 678 (Centerville Road) intersection:

**Authorizing the Submittal of a Transportation Project at the Intersection of
Rte 33 and Rte 678
(Centerville Road) for Smart Scale Funding**

Whereas, the General Assembly has created a means of funding proposed transportation projects across the Commonwealth that is based on scoring criteria that emphasizes safety and accessibility environmental quality and economic development known as Smart Scale funding; and

Whereas, the County of King & Queen desires to submit a local transportation project for potential funding under the Smart Scale process; and

Whereas, the King & Queen County Board of Supervisors supports the submittal of the following project for potential funding under the Smart Scale process:

Convert the current crossover intersection to a Reduced Conflict U-turn (RCUT) at the intersection of Rte 33 (Lewis B. Puller Memorial Highway) and Rte 678 (Centerville Road)/Nick's Spaghetti & Steak House. Access management will be applied on Rte 33 within the project limits. This improvement will increase the safety of travelers, as the intersection has experienced numerous accidents, including fatalities over the years.

Now, Therefore Be It Resolved, that the Board of Supervisors of King & Queen County hereby approves and supports the submittal of the identified project for funding under the Smart Scale process; and

Be it Finally Resolved, that a copy of this resolution expressing the sense of the Board of Supervisors of King & Queen County on this matter be conveyed to the Virginia Department of Transportation Saluda Residency, Fredericksburg District and the Commonwealth Transportation Board.

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

A motion was made by Mr. Bailey and seconded by Mr. Burns to adopt the following resolution of support for the Rt. 605 (York River Road) intersection project:

**Authorizing the Submittal of a Transportation Project at the Intersection of
Rte 33 and Rte 605
(York River Road) for Smart Scale Funding**

Whereas, the General Assembly has created a means of funding proposed transportation projects across the Commonwealth that is based on scoring criteria that emphasizes safety and accessibility environmental quality and economic development known as Smart Scale funding; and

Whereas, the County of King & Queen desires to submit a local transportation project for potential funding under the Smart Scale process; and

Whereas, the King & Queen County Board of Supervisors supports the submittal of the following project for potential funding under the Smart Scale process:

Add an intersection conflict warning system at Rte 33 (Lewis B Puller Memorial Highway) and Rte 605 (Chain Ferry Road/York River Road). In addition, the project will improve the right turn lane on Rte 33 to York River Road. This improvement will increase the safety of travelers, as the intersection has experienced numerous accidents over the years.

Now, Therefore Be It Resolved, that the Board of Supervisors of King & Queen County hereby approves and supports the submittal of the identified project for funding under the Smart Scale process; and

Be it Finally Resolved, that a copy of this resolution expressing the sense of the Board of Supervisors of King & Queen County on this matter be conveyed to the Virginia Department of Transportation Saluda Residency, Fredericksburg District and the Commonwealth Transportation Board.

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

ADOPTION OF THE FY2023 FUND BALANCE POLICY RECOMMENDATIONS

Tina Ammons, Director of Finance, reviewed the recommendations that were provided at the May work session. These recommendations, if approved, become part of the FY22 audit process.

A motion was made by Mr. Burns and seconded by Ms. Alsop to adopt the fund balance policy recommendations as presented by staff.

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

REQUEST FROM SHERIFF TO INCREASE THE VRS RETIREMENT MULTIPLIER FOR LAW ENFORCEMENT OFFICERS

Tom Swartzwelder advised that the Sheriff requested the Board to consider increasing the retirement multiplier for law enforcement officers from the current 1.7% to 1.85%. The original request was to have this implemented in FY24 due to the length of time required to obtain an actuarial form VRS. When staff reached out to VRS, they did not require an actuarial to be done. Based on timing of the request, rates for FY23 have already been set. If the County were to implement this now, the new monthly VRS rate would be 9.83% and would increase the annual contributions by approximately \$23,000. If approved now it would require a budget amendment to the recently adopted FY23 budget.

A motion was made by Mr. Simpkins and seconded by Mr. Burns to wait and address as part of the FY24 budget process.

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

MARCUS ALERT – LEGISLATION ALLOWING LOCALITIES TO “OPT OUT”

Tom Swartzwelder reminded the Board that Captain Balderson briefed the Board on this issue at the May work session. The Marcus Alert System legislation was approved by the General Assembly and is intended to create uniform response by law enforcement to calls involving individuals in a mental health crisis situation. The legislation offers to localities with a population of less than 40,000 an ‘opt out’ option for certain portions.

A motion was made by Ms. Alsop and seconded by Mr. Bailey to ‘opt out’ of the allowable portions of the Marcus Alert legislation.

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

Ms. Alsop further commented her appreciation to Captain Balderson for his active role in the regional committees that have been working on the required policies, procedures and training.

DISCUSSION – FY23 PAMUNKEY REGIONAL LIBRARY FUNDS

Mr. Swartzwelder advised the Board of the lack of response from Tom Shepley, Library Director, on concerns raised regarding the reduction in library hours despite the increased funding. Mr. Simpkins shared information from the King and Queen representative on the library board and there was general discussion regarding options for library service to the citizens. It was the consensus to have the County Administrator reach out to Mr. Shepley again and also to reach out to RCC for additional alternatives.

DISCUSSION – CREATION OF REGIONAL JAIL IN-HOUSE ROAD CREW

Tim Doss, Jail Superintendent, provided a proposal for creating a trustee road crew that would be available to member localities for FY23. The cost per locality is approximately \$24,000. It was the consensus of the Board to agree to the concept as long as all localities participate.

APPOINTMENTS TO VARIOUS BOARDS AND COMMISSIONS

Economic Development Authority/Stevensville – Tabled

Bay Consortium Workforce Development Board - Tabled

Planning Commission/Newtown – Tabled

Planning Commission/Newtown – Tabled

Social Services Advisory Board/Stevensville District – A motion was made by Ms. Morris and seconded by Ms. Alsop to appoint Sandra Jones to a four-year term.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

Social Services Advisory Board/Newtown District – A motion was made by Ms. Alsop and seconded by Mr. Burns to appoint Alda Norris to a four-year term.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

Pamunkey Regional Library Board – Tabled

Pamunkey Regional Library Board – A motion was made by Mr. Simpkins and seconded by Ms. Alsop to reappoint Patricia Simpkins to a four-year term.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

Middle Peninsula Juvenile Detention Commission – Tabled

Middle Peninsula Regional Airport Authority – A motion was made by Ms. Morris and seconded by Ms. Alsop to appoint Mr. Burns to fulfill the unexpired term of Mr.

Swartzwelder.

AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS

NAYS: NONE

COUNTY ADMINISTRATOR'S COMMENTS

Mr. Swartzwelder had the following comments:

- Advised the Board that due to unexpected equipment failure, the condensing unit that serves the courts wing in the Admin Building will need to be replaced.

- Reminded the Board that if they wish to make a change in the personal property valuation ratios, they need to do so soon in order to allow the Commissioner time to make the adjustments in the accounting system.
- Advised that he has received the VPPSA Debris Removal contract for regional debris removal in the event of a regional disaster.
A motion was made by Mr. Bailey and seconded by Mr. Alsop authorizing the County Administrator to execute the contract.
AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY, J. M. BURNS
NAYS: NONE
- Advised the Board that there will be several budget amendments coming to them in July for salary adjustments made by the Compensation Board as part of the state budget.
- Advised the Board that he received the cost estimate for the design of the fire and rescue building. The estimate is \$79,000. Mr. Burns expressed concern that this is too high for the building design needed.
A motion was made by Mr. Simpkins and seconded by Mr. Bailey to authorize the County Administrator to sign the contract with Commonwealth Architects for the design of the new fire and rescue building.
AYES: S. C. ALSOP, J. L. SIMPKINS, D. H. MORRIS, R.F. BAILEY
NAYS: J. M. BURNS

BOARD OF SUPERVISORS COMMENTS

Mr. Burns had the following comments:

- Advised that it was good to be back, he enjoyed his trip to the beach.
- Thanked everyone for coming.

Ms. Alsop had the following comments:

- Thanked everyone for coming.
- Advised that at the annual VACo meeting in November, the Middle Peninsula and Northern Neck region will finally have 2 representatives. This has been a long time coming and has taken a lot of work.
- Wished everyone a Happy Juneteenth and reminded all that this is an important celebration especially in the African American community.
- Advised that she has been ill and had to undergo several procedures but is feeling better and glad to be back.
- Wished everyone a safe trip home.

Mr. Bailey had the following comments:

- Thanked other members for patience as he has been absent for 2 meetings with surgery and a sinus infection. He enjoyed this meeting and is glad to be back.

- Thank the County Administrator and the IT staff for getting him back into his iPad over the weekend.
- Thanked everyone for coming and wished them a safe trip home.

Mr. Simpkins had the following comments:

- Expressed that he was glad to see Ann Marie Voight back as she had missed several meetings.
- Advised that he attended the Central High School graduation and that it was a festive event.
- Wished everyone a safe trip home and see them next month.

Ms. Morris had the following comments:

- Expressed that she was glad to have both Mr. Baily and Ms. Alsop back and that they are feeling better.
- Thanked everyone for coming and hope to see them next month.

CLOSED SESSION

A motion was made by Mr. Bailey and seconded by Mr. Burns to enter into closed session pursuant to Section 2.2-3711A (1) to discuss a personnel matter regarding the resignation of the County Administrator.

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

A motion was made by Ms. Alsop and seconded by Mr. Burns to enter into open session with all members certifying by individual vote that only those public business matters lawfully exempted from the open meeting requirements of the Freedom of Information Act were heard, discussed or considered in closed session.

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

IT IS ORDERED THAT THE BOARD BE ADJOURNED:

A motion was made by Mr. Burns and seconded by Ms. Alsop to adjourn the meeting at 9:15 p.m.

Doris H. Morris, Chairman

Thomas J. Swartzwelder, Clerk



AGENDA: July 11, 2022 Regular Meeting

ITEM #3:

Approval and signing of the July 2022 warrants and appropriations

ACTION REQUESTED:

- 1) Approval of County warrants and payroll for the month of July
- 2) Appropriation of May state and federal revenue to the School Fund in the amount of \$706,852.79
- 3) Approval of KQES Debt Service payments outside of normal warrant process

ATTACHMENTS:

- County Warrants (Payroll and Accounts Payable)
- School Revenue Reconciliation
- School Fund Reports (informational only)

Part-time Employee Payroll Run
Payroll: Wednesday, July 13, 2022

County		
	Cavanaugh, Wyatt	\$1,414.00
	Hunter, Greg	
	Miller, Ed	
Boards & Commissions		
	Campbell, David	\$25.00
	Watkins, Milton	\$25.00
	Coleman, Robert	\$50.00
	Hudgins, Barbara	\$25.00
	Richardson, Hunter	\$25.00
	Bland, Robert	\$25.00
	Taylor, Bruce	\$25.00
	Longest, George	\$75.00
	Robinson, Plunard	\$50.00
Registrar		
	Nickelson, Robert	\$159.50
	Creech, Kristy	\$1,009.50
	Levere, Mary Ann	
Sheriff's Department		
	Burton, Melvin	\$1,674.50
	Jorgenson, Craig	\$646.00
	Laufer, Sandra	\$1,392.00
	Shackleford, Donald	\$1,240.00
	Trent, Darryl	\$586.50
	Tressler, Elizabeth	\$1,300.00
	Wilson, Megan	\$272.00
Overtime/Sheriff's Department		
	Boyington, Nikki	\$310.10
	Bristow, Shannon	\$480.42
	Brown, Renee	\$191.52
	Burr, Brian	\$279.23
	Davis, Sandra	\$524.64
	Hill, Shirley	\$870.39
	Hope, Paul	\$197.10
	Lawson, Desiree	\$155.05
	Radden, Barry	\$410.63
	Schefflien, Harvey	\$593.12
	Taylor, Jessica	\$191.52
	Wilson, Mitchell	\$259.77
Rescue Services		
	Beasley, Michael	\$1,368.00
	Bouchyard, Shaun	\$408.50
	Day, Robert	\$1,534.00
	Floyd, Tyler	\$446.50
	Heller, John	\$378.00
	Huffman, Mike	\$1,368.00
	Preli, Nicholas	\$3,154.00
		\$23,139.49

Fulltime Payroll - July 2022

Board of Supervisors

James Burns	\$416.67
R.F. Bailey	\$416.67
Doris Morris	\$416.67
Lawrence Simpkins	\$416.67
Sherrin Alsop	\$416.67

County Administrator/County Attorney

Tom Swartzwelder	\$20,471.25
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Commissioner of the Revenue

Kelly Lumpkin	\$6,159.00
Brenda Robinson	\$3,545.06
Mali Klausen	\$2,813.91

Finance

Tina Ammons	\$6,091.22
Resa Wilson	\$2,813.91

Treasurer

Irene Longest	\$6,600.17
Stephanie Sears	\$4,276.25
Cheryl Jessie	\$2,813.91

Registrar

Diane Klausen	\$5,916.66
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Clerk of Circuit Court

Vanessa Porter	\$8,124.99
Patricia Reed	\$3,630.99
Hattie Robinson	\$2,932.25

Commonwealth Attorney

Meredith Adkins	\$11,536.08
Makaylah Ambrose	\$3,937.50

Sheriff

John Charboneau	\$6,856.08
Rob Balderson	\$6,096.25
Scott Edleman	\$3,500.00
Barry Radden	\$3,986.50
Ernie Schefflien	\$5,250.00
Paul Hope	\$3,986.50
Desiree Lawson	\$3,587.50
Mitchell Wilson	\$4,501.92
Brian Burr	\$3,986.50
Nikki Boyington	\$3,587.50
Jonathon Mills	\$3,675.00
John Parker	\$3,500.00

Joshua Shipman	\$3,986.50
Nathan Cox	\$3,587.50
Ronnie Ours	\$3,500.00
Vladimir Rowe	\$3,587.50
Sandra Davis	\$3,979.42
Dispatcher	Vacant
Shirley Hill	\$3,706.17
Jessica Taylor	\$2,905.00
Shannon Bristow	\$3,237.50
Renee Brown	\$2,905.00
Dispatcher	Vacant
Vickie Draine	\$3,912.50

Rescue Services

David Lankford	\$5,521.93
Kevin Mounts	\$5,259.00
Josh Schrum	\$3,944.83
Robert Coggsdale	\$5,060.50
Nicholas Preli	\$3,522.08
Phillip Jewell	\$4,324.17
Gary Breen	\$4,113.83
Jack Meriwether	\$3,574.17
Jacob Hoffmaster	\$3,522.08
Aerrin Ryan	\$3,404.75
Christopher Field	\$3,702.33
Callie Wyde	\$4,036.42
Laura Bachrach	\$4,036.42
Austin Minor	\$3,522.08
Eric Lovas	\$3,522.08
Danielle Gray	\$3,522.08
Angelia Hazzard	\$3,522.08
Wesley May	\$3,522.08
Savanna Alexander	\$3,522.08
Sean McDaniel	\$3,522.08
Roger Strauss	\$3,922.17
Donald Butler	\$3,522.08
EMT	Vacant

Building Inspections

Quentin Mascari	\$5,416.67
Kathy Barrow	\$2,975.00

General Properties

Brian Charles	\$4,375.00
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Zoning/Community Development

Donna Sprouse	\$5,628.67
Josh Rellick	\$3,675.00

\$289,759.00

7/06/2022
AP375
FUND # - 100 GENERAL FUND

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 000200 LIABILITIES

FY2022 Accruals PAGE 1

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
TAXING AUTHORITY	Delinquent Tax/Legal Fees	DEL TAX COLLECTION	7984	6/09/2022	75.00
TAXING AUTHORITY	Delinquent Tax/Legal Fees	DEL TAX COLLECTIONS	8015	6/28/2022	926.00
					1,001.00 *
TAXING AUTHORITY	Delinquent Tax/Advertising	DEL TAX COLLECTION	7984	6/09/2022	785.18
					785.18 *
				TOTAL	1,786.18

7/06/2022 FROM DATE- 7/11/2022
 AP375 TO DATE- 7/11/2022
 FUND # - 100 Revenue - General Fund

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 013030 Permits and Fees

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
WILLIAMS, RUSS	Permits and Fees E & S Sureties/Refundable	E&S SURETY RELEASE	7/1/2022	7/01/2022	1,080.00
					1,080.00 *
				TOTAL	1,080.00

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 011010 *** Board of Supervisors ***

PAGE 3

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
	*** Board of Supervisors ***				
COUNTRY COURIER	Advertising	PUBLIC HEARING AD	15950	6/17/2022	195.00
ELAN CORPORATE PAYMENT SYS	Advertising	COUNTY ADMIN AD	06/15/2022	6/15/2022	600.00
					795.00 *
				TOTAL	795.00

7/06/2022
 AP375
 FUND # - 100

FROM DATE- 7/11/2022
 TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 012100 *** County Administrator ***

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
	*** County Administrator ***				
ELAN CORPORATE PAYMENT SYS	Automotive/Motor Pool	TITLE FIRE TRUCK	06/15/2022	6/15/2022	.00
ELAN CORPORATE PAYMENT SYS	Automotive/Motor Pool	TITLE FIRE TRUCK	06/15/2022	6/15/2022	5.00
ELAN CORPORATE PAYMENT SYS	Postal Services	POSTAGE	06/15/2022	6/15/2022	116.00 *
ELAN CORPORATE PAYMENT SYS	Miscellaneous	RECORDING FEE	06/15/2022	6/15/2022	85.28 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	25.18
SHRED-IT USA, LLC	Office Supplies	SHREDDING	8001646257	5/25/2022	87.24
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	112.42 *
					28.01
					28.01 *
				TOTAL	346.71

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012310 *** Commissioner of Revenue ***

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
LUMPKIN, KELLY N.	*** Commissioner of Revenue *** Convention & Education	MEALS/COR MEETING	6/29/2022	6/29/2022	42.62 42.62 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	244908426002	6/02/2022	11.47
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	244908426003	6/07/2022	13.96 25.43 *
				TOTAL	68.05

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012330 *** General Reassessment ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE ----	\$\$ PAY \$\$ -----
WAMPLER - EANES	*** General Reassessment *** Professional Services	REASSESSMENT	005-23	6/01/2022	12,010.50
				TOTAL	12,010.50 *
					12,010.50

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012400 *** Finance ***

PAGE 7

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Finance ***				
ELAN CORPORATE PAYMENT SYS	Meals & Lodging	HOTEL/VGFOA CONFEREN	06/15/2022	6/15/2022	449.92
					449.92 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	5.73
ELAN CORPORATE PAYMENT SYS	Office Supplies	OFFICE SUPPLIES	06/15/2022	6/15/2022	11.48
					17.21 *
				TOTAL	467.13

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012410 *** Treasurer ***

PAGE 8

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Treasurer ***				
PITNEY BOWES	Maintenance Service Contracts	POSTAGE METER LEASE	3315745224	5/27/2022	278.67
					278.67 *
ELAN CORPORATE PAYMENT SYS	Postal Services	P.O. BOX RENT	06/15/2022	6/15/2022	130.00
					130.00 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	609.94
					609.94 *
				TOTAL	1,018.61

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012510 *** Information Technology ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
	*** Information Technology ***				
HORNS MIDDLESEX ACE HARDWA	Office Supplies/Software Upgra	FASTENERS	40125/2	5/26/2022	2.20 2.20 *
ELAN CORPORATE PAYMENT SYS	IT Supplies/Sheriff	OVERPAYMENT	06/15/2022	6/15/2022	144.00- 144.00-*
COMPUTER TELEPHONE TECHNOL	IT Supplies/Rescue Services	ADDITIONAL KEY FOBS	18212	6/13/2022	340.00 340.00 *
MOTOROLA SOLUTIONS,, INC.	EDP Equipment - Rescue Service	USB TO OTG ADAPTER	8281360019	4/13/2022	11.05 11.05 *
				TOTAL	209.25

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 013100 *** Electoral Board ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
B.W. MURRAY & CO. INC.	IT Security Assessment	IT ASSESSMENT	2102	6/29/2022	593.58
				TOTAL	593.58 *

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 013200 *** Registrar ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
RICOH USA, INC.	Copier Lease	COPY OVERAGES	9030329586	6/24/2022	142.10
				TOTAL	142.10 *
					142.10

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021100 *** Circuit Court ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Circuit Court ***				
DAVIS, JASON C.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
HENLEY IV, WILLIAM T.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
KELLY, VALARIE D.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
CROXTON, JULIA L.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
GARNETT, CYNTHIA	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
HAWKES, IV, JOHN W.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
GARNER, TERLYN D.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
HIRSCH, JR., JAMES J.	Compensation of Jurors	JURY DUTY	6/14/2022	6/14/2022	30.00
					240.00 *
				TOTAL	240.00

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021200 *** General District Court ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
RICOH USA, INC.	*** General District Court *** Lease/Rent of Equipment	COPIER LEASE	36714134	6/11/2022	108.58 108.58 *
OSBORNE, J. TERRY DIANE CHRISTENSEN	Court Appointed Attorney Court Appointed Attorney	GT2200142700 JJ0038640300	9139313 9197860	6/06/2022 4/25/2022	120.00 120.00 240.00 *
				TOTAL	348.58

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 021600 *** Clerk of Circuit Court ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
	*** Clerk of Circuit Court ***				
ELAN CORPORATE PAYMENT SYS	Postal Services	POSTAGE	06/15/2022	6/15/2022	796.00
ELAVON	Telecommunications	CREDIT CARD FEES	K2151101470	5/31/2022	796.00 *
ELAVON	Telecommunications	CREDIT CARD FEES	K2151101699	5/31/2022	26.61
					23.01
					49.62 *
REED, PATRICIA	Mileage	MILEAGE	6/29/2022	6/29/2022	59.67
ROBINSON, HATTIE	Mileage	MILEAGE	6/29/2022	6/29/2022	59.67
					119.34 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	245896011002	6/03/2022	77.98
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	245898011001	6/01/2022	8.07
					86.05 *
				TOTAL	1,051.01

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 022100 *** Commonwealth Attorney ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE ----	\$\$ PAY \$\$ -----
RICOH USA, INC.	Copier Lease	COPY OVERAGES	9030329586	6/24/2022	13.05
				TOTAL	13.05 *
					13.05

7/06/2022
 AP375
 FUND # - 100

FROM DATE- 7/11/2022
 TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 031200 *** Sheriff ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Sheriff ***				
SHRED-IT USA, LLC	Office Supplies	SHREDDING	8001791158	6/18/2022	93.66
					93.66 *
WHITMORE CHEVROLET	Vehicle Maintenance & Repair	HOUSING	31266	6/01/2022	111.83
PORT RICHMOND AUTO PARTS	Vehicle Maintenance & Repair	WATER PUMP,T-STAT	410961	6/01/2022	144.48
PORT RICHMOND AUTO PARTS	Vehicle Maintenance & Repair	THERMOSTAT	411013	6/01/2022	23.49-
PORT RICHMOND AUTO PARTS	Vehicle Maintenance & Repair	DEXCOOL	411045	6/02/2022	23.00
PORT RICHMOND AUTO PARTS	Vehicle Maintenance & Repair	O2 SENSOR	411457	6/06/2022	58.49
ELAN CORPORATE PAYMENT SYS	Vehicle Maintenance & Repair	INSPECTION	06/15/2022	6/15/2022	20.00
					334.31 *
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-767027	6/01/2022	4,237.29
MANSFIELD OIL COMPANY	Vehicle & Equipment Fuel	FUEL	SQLCD-768752	6/15/2022	4,976.21
ELAN CORPORATE PAYMENT SYS	Vehicle & Equipment Fuel	FUEL	06/15/2022	6/15/2022	71.14
					9,284.64 *
RRCJA	Uniforms & Wearing Apparel	ACADEMY UNIFORMS	FY22U57	5/03/2022	235.24
MUNICIPAL EMERGENCY SERVIC	Uniforms & Wearing Apparel	UNIFORMS	IN1715702	5/23/2022	91.00
MUNICIPAL EMERGENCY SERVIC	Uniforms & Wearing Apparel	UNIFORMS	IN1715707	5/23/2022	246.00
MUNICIPAL EMERGENCY SERVIC	Uniforms & Wearing Apparel	UNIFORMS	IN1715714	5/23/2022	1,023.27
					1,595.51 *
VIRGINIA ASSOCIATION OF CH	Employee Hiring Processing	SUPERVISOR TESTS	FLST-2022-107	5/25/2022	345.83
VIRGINIA ASSOCIATION OF CH	Employee Hiring Processing	INVESTIGATOR TEST	NDIT-2022-3	5/25/2022	155.83
VIRGINIA ASSOCIATION OF CH	Employee Hiring Processing	SUPERVISOR TESTS	NSLST-2022-47	5/25/2022	130.84
					632.50 *
				TOTAL	11,940.62

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 031400 *** E911 ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
ELAN CORPORATE PAYMENT SYS	*** E911 *** CONVENTION & EDUCATION	HOTEL/APCO CONFERENC	06/15/2022	6/15/2022	543.60
				TOTAL	543.60 *

7/06/2022
 AP375
 FUND # - 100

FROM DATE- 7/11/2022
 TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 032302 *** Rescue Services ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Rescue Services ***					
VIRGINIA PENINSULA PUBLIC	Vehicle Maintenance	VEHICLE MAINTENANCE	29371	6/14/2022	110.00
ADVANCE AUTO PARTS	Vehicle Maintenance	ANTIFREEZE	2118216359729	6/12/2022	13.29
ADVANCE AUTO PARTS	Vehicle Maintenance	DEF & CAR WASH SUPP.	7815217356037	6/22/2022	150.93
ROBERT G. ALLEY, INC	Vehicle Maintenance	TOW AMBULANCE	22-19371	6/21/2022	312.50
ROBERT G. ALLEY, INC.	Vehicle Maintenance	TIRES/AMBULANCE	17074	6/01/2022	561.00
ROBERT G. ALLEY, INC.	Vehicle Maintenance	TIRES/AMBULANCE	17075	6/01/2022	998.00
					2,145.72 *
MANSFIELD OIL COMPANY	Vehicle Fuel	FUEL	SQLCD-768869	6/15/2022	2,153.53
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	53.72
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	70.01
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	73.01
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	60.45
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	73.62
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	70.76
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	73.16
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	67.77
ELAN CORPORATE PAYMENT SYS	Vehicle Fuel	FUEL	06/15/2022	6/15/2022	51.61
					2,747.64 *
THE EMBLEM AUTHORITY	Uniforms	EMS SHOULDER PATCHES	39021	4/06/2022	352.00
CABIN CREATIONS	Uniforms	UNIFORM LOGOS	176167	5/20/2022	105.00
					457.00 *
TOTAL					5,350.36

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 032400 *** Radio Communications ***

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VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
	*** Radio Communications ***				
ELAN CORPORATE PAYMENT SYS	Repair & Maint Generators	RADIO EQUIPMENT	06/15/2022	6/15/2022	88.08
ELAN CORPORATE PAYMENT SYS	Repair & Maint Generators	RADIO EQUIPMENT	06/15/2022	6/15/2022	482.46
					570.54 *
RAPPAHANNOCK ELECTRIC	Electrical Services	490 CANTERBURY ROAD	114292002 6/22	6/16/2022	323.83
					323.83 *
				TOTAL	894.37

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 034500 *** Building Inspections ***

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
	*** Building Inspections ***				
TRUIST BANK	Convention & Education	PERMIT TECH TESTING	06/24/2022	6/24/2022	241.00
					241.00 *
ELAN CORPORATE PAYMENT SYS	Books & Subscriptions	CODE STUDY BOOKS	06/15/2022	6/15/2022	488.15
					488.15 *
				TOTAL	729.15

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 035500 *** Emergency Services ***

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
	*** Emergency Services ***				
TRUIST BANK	Equipment Grants	RECHARGEABLE BATTERI	06/24/2022	6/24/2022	.00
TRUIST BANK	Equipment Grants	RECHARGEABLE BATTERI	06/24/2022	6/24/2022	119.96
TRUIST BANK	Equipment Grants	CAMERA TRIPOD	06/24/2022	6/24/2022	374.95
TRUIST BANK	Equipment Grants	CAMERA TRIPOD	06/24/2022	6/24/2022	74.99
AMAZON CAPITAL SERVICES	Equipment Grants	TRIPODS & CASES	1MNQ-HVGJ-41HL	6/20/2022	299.94
AMAZON CAPITAL SERVICES	Equipment Grants	CAMERAS,BATTERIES	1T9F-GC67-3MP1	6/20/2022	6,569.89
					7,439.73 *
				TOTAL	7,439.73

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043200 *** General Properties ***

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** General Properties ***				
JAMES RIVER AIR	Repairs & Maintenance	ADD FREON	S257043	6/17/2022	3,367.79
JAMES RIVER AIR	Repairs & Maintenance	ADD FREON	S257486	6/18/2022	3,483.76
BFPE INTERNATIONAL	Repairs & Maintenance	INSPECT EXTINGUISHERS	2770469	6/20/2022	151.41
					7,002.96 *
JAMES RIVER AIR	Maintenance Service Contracts	RPR UNIT #2/COURTS	S255222	5/27/2022	3,773.14
					3,773.14 *
OFFICE DEPOT	Janitorial Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	14.99
					14.99 *
PORT RICHMOND AUTO PARTS	Vehicle & Equipment Supplies	RELAY SWITCH	412526	6/17/2022	29.99
JAMES RIVER EQUIPMENT -	Vehicle & Equipment Supplies	SWITCH/ZERO TURN	P07677	6/07/2022	60.22
					90.21 *
COMPUTER TELEPHONE TECHNOL	Dumpster Service - Courthouse	CHECK PHONE SYSTEM	18261	6/27/2022	65.00
					65.00 *
ELAN CORPORATE PAYMENT SYS	Building Supplies	LIGHTBULBS	06/15/2022	6/15/2022	64.98
					64.98 *
ELAN CORPORATE PAYMENT SYS	Grounds Supplies	WEED EATER HEAD	06/15/2022	6/15/2022	28.17
					28.17 *
				TOTAL	11,039.45

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043300 *** Marriott School Facility ***

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
CANNONS SERVICE LLC	*** Marriott School Facility *** Repairs & Maintenance	GRADING/CARPORT	KQ60422	6/04/2022	750.00
				TOTAL	750.00 *

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043400 *** Shacklefords EMS Station ***

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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
	*** Shacklefords EMS Station ***				
HORNS MIDDLESEX ACE HARDWA	Facility Supplies	15A PLUG	40264/2	6/04/2022	6.59
ELAN CORPORATE PAYMENT SYS	Facility Supplies	MICROWAVE	06/15/2022	6/15/2022	169.00
					175.59 *
				TOTAL	175.59

7/06/2022
 AP375
 FUND # - 100

FROM DATE- 7/11/2022
 TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 081100 *** Planning Commission ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	*** Planning Commission ***				
RAPPAHANNOCK TIMES	Advertising	PC HEARING NOTICE	KQC001 5/22	5/31/2022	201.20
VIRGINIA MEDIA	Advertising	PC HEARING NOTICE	054832611000	5/31/2022	358.12
					559.32 *
CAMPBELL, DAVID	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	19.31
WATKINS, MILTON	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	19.89
COLEMAN, JR. ROBERT W.	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	2.34
RICHARDSON, HUNTER	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	19.89
HUDGINS, BARBARA J.	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	19.89
JACKSON, COMER	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	19.31
BERRY, MARK R.	Mileage - Allowances	MILEAGE	6/6/2022	6/06/2022	12.87
					113.50 *
TRUIST BANK	Convention & Education	BERRY TRAINING PLAN	06/24/2022	6/24/2022	550.00 *
					550.00 *
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	245896011002	6/03/2022	77.98
OFFICE DEPOT	Office Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	38.99
					116.97 *
				TOTAL	1,339.79

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 081402 *** Zoning Administrator ***

PAGE 26

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
OFFICE DEPOT	*** Zoning Administrator *** Office Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	97.29
				TOTAL	97.29 *

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 081800 *** Industrial Dev. Authority ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
OFFICE DEPOT	*** Industrial Dev. Authority *** Office Supplies	OFFICE SUPPLIES	247002900001	6/17/2022	38.99
				TOTAL	38.99 *

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 083000 *** Cooperative Extension Prog. ***

PAGE 28

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE ----	\$\$ PAY \$\$ -----
TREASURER, VA TECH	*** Cooperative Extension Prog. *** Purchase of Services - VPI	4TH QTR EXPENSES	202204	6/10/2022	5,921.76
				TOTAL	5,921.76 *

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 091400 *** Contingency Fund ***

PAGE 29

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	----	-----
	*** Contingency Fund ***				
OFFICE DEPOT	Miscellaneous Contingencies	FILE CABINETS	244000221001	6/14/2022	1,336.04
TRUIST BANK	Miscellaneous Contingencies	FIANNCE CHARGE	06/24/2022	6/24/2022	7.40
TRUIST BANK	Miscellaneous Contingencies	FINANCE CHARGES/ LAT	06/24/2022	6/24/2022	21.31
MOBILE MINI, INC.	Miscellaneous Contingencies	STORAGE CONTAINER	9014376655	6/24/2022	138.07
				TOTAL	1,502.82 *
					1,502.82

7/06/2022
AP375
FUND # - 100

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 096000 *** Expenditure Refunds ***

PAGE 30

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
	*** Expenditure Refunds ***				
A. MORTON THOMAS & ASSOCIA	Strata/Solar Farm	SOLAR PROJECT REVIEW	394201	6/29/2022	11,341.31
				TOTAL	11,341.31 *
				FUND TOTAL	79,274.58

7/06/2022
 AP375
 FUND # - 301

FROM DATE- 7/11/2022
 TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 094100

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
EAST COAST EMERGENCY	Sheriff's Dept. Vehicles	NEW CAR EQUIPMENT	30619	6/23/2022	17,880.79
EAST COAST EMERGENCY	Sheriff's Dept. Vehicles	NEW CAR EQUIPMENT	30620	6/23/2022	13,889.63
PAISLEY KERR, LLC	Emergency Services Facility	RENOV./STATION 2	220628R	6/28/2022	31,770.42 *
					31,776.80
					31,776.80 *
MID- ATLANTIC RESCUE SYSTE	Lower Fire/Pumper Truck	EXTRICATION EQUIP.	22-15908	4/27/2022	18,959.95
					18,959.95 *
				TOTAL	82,507.17
			FUND TOTAL		82,507.17

7/06/2022
AP375
FUND # - 351 Expenditures

FROM DATE- 7/11/2022
TO DATE- 7/11/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 094100 Capital Projects

PAGE 32

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	Capital Projects				
KAUFMAN & CANOLES	School Capital Projects	KQES PROJECT	1228341	6/16/2022	1,834.00
HUDSON AND ASSOCIATES ARCH	School Capital Projects	KQES PROJECT	2110.7	6/16/2022	74,104.50
PRECISION ATHLETICS INC	School Capital Projects	CHS TRACK	1161	6/07/2022	112,180.00
					188,118.50 *
				TOTAL	188,118.50
				FUND TOTAL	188,118.50
				TOTAL DUE	349,900.25

Approved at meeting of _____ on _____.

Signed _____
Title _____ Date _____

FY 23 Expenses

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 011010 *** Board of Supervisors ***

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
VIRGINIA ASSOCIATION	*** Board of Supervisors *** Dues & Association Memberships	FY23 MEMBER DUES	IVC0606083	6/15/2022	1,387.00
				TOTAL	1,387.00 * 1,387.00

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012100 *** County Administrator ***

PAGE 2

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
BAI ACCOUNTING USER GROUP	*** County Administrator *** Dues & Association Memberships	FY23 MEMBER DUES	7/1/2022	7/01/2022	500.00
				TOTAL	500.00 *

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012210 *** County Attorney ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
VIRGINIA STATE BAR	*** County Attorney *** Dues & Associations Membership	MEMBER DUES	7/1/2022	7/01/2022	320.00
				TOTAL	320.00 *

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012410 *** Treasurer ***

PAGE 4

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
-----	-----	-----	-----	-----	-----
VA EMPLOYMENT COMMISSION	*** Treasurer *** Telecommunications	ONLINE VEC ACCESS	CR-22-PPD-0116	6/13/2022	1,300.00 1,300.00 * 1,300.00
				TOTAL	

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 012510 *** Information Technology ***

PAGE 5

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
BAI MUNICIPAL SOFTWARE	BAI.Net Maint.Agreement	TECH SUPPORT FEE	20220607005	6/07/2022	9,866.00
				TOTAL	9,866.00 *

7/03/2022
 AP375
 FUND # - 100

FROM DATE- 7/12/2022
 TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 012550 *** Risk Management ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
VACORP	*** Risk Management *** Worker Compensation Insurance	WORKERS COMP INS	103121	6/08/2022	50,929.00
VACORP	Property Insurance	INSURANCE	103122	6/08/2022	50,929.00 *
VACORP	Property Insurance	INSURANCE	103122	6/08/2022	971.00
VACORP	Property Insurance	INSURANCE	103122	6/08/2022	9,731.00
VACORP	Property Insurance	INSURANCE	103122	6/08/2022	7,329.00
VACORP	Property Insurance	INSURANCE	103122	6/08/2022	2,500.00
VACORP	Property Insurance	PREMIUM DISCOUNT	103122	6/08/2022	1,065.00-
VACORP	Vehicle Insurance	INSURANCE	103122	6/08/2022	19,466.00 *
VACORP	Public Official Liability Insu	INSURANCE	103122	6/08/2022	21,711.00 *
VACORP	General Liability Insurance	INSURANCE	103122	6/08/2022	3,314.00
VACORP	General Liability Insurance	INSURANCE	103122	6/08/2022	3,314.00 *
VACORP	General Liability Insurance	INSURANCE	103122	6/08/2022	750.00
VACORP	General Liability Insurance	INSURANCE	103122	6/08/2022	3,000.00
VACORP	General Liability Insurance	INSURANCE	103122	6/08/2022	5,447.00
VACORP	Line of Duty Insurance	LODA INSURANCE	103121	6/08/2022	9,197.00 *
VACORP	Line of Duty Insurance	PREMIUM DISCOUNT	103121	6/08/2022	28,860.00
					1,220.00-
					27,640.00 *
				TOTAL	132,257.00

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 022100 *** Commonwealth Attorney ***

<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
GERONIMO DEVELOPMENT	*** Commonwealth Attorney *** Books & Subscriptions	CASEFINDER SYSTEM	18934	6/20/2022	619.00
				TOTAL	619.00 *

7/03/2022
 AP375
 FUND # - 100

FROM DATE- 7/12/2022
 TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 031200 *** Sheriff ***

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
E SCHEDULE	*** Sheriff *** Maintenance Service Contracts	ANNUAL SUPPORT	5448	6/01/2022	93.00
VIRGINIA SHERIFFS' ASSOC. TREASURER/VFSAAA	Dues & Association Membership	FY23 MEMBER DUES	300000616	6/21/2022	93.00 *
	Dues & Association Membership	FY23 MEMBER DUES	6/24/2022	6/24/2022	1,455.00 *
					80.00
					1,535.00 *
E SCHEDULE	DCJS Grants	ANNUAL SUPPORT	5448	6/01/2022	2,407.00
					2,407.00 *
				TOTAL	4,035.00

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 031400 *** E911 ***

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
ID NETWORKS	*** E911 *** MAINTENANCE SERVICE CONTRACTS	ANNUAL SUPPORT	279388	7/01/2022	2,505.00
				TOTAL	2,505.00 *

7/03/2022
AP375
FUND # - 100

FROM DATE- 7/12/2022
TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN
DEPT # - 043200 *** General Properties ***

<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
JOHNSON CONTROLS SECURITY	Alarm Monitoring - Tavern	TAVERN MONITORING	37477867	6/11/2022	279.96
				TOTAL	279.96 *
				FUND TOTAL	153,068.96

7/03/2022
 AP375
 FUND # - 513

FROM DATE- 7/12/2022
 TO DATE- 7/12/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN
 DEPT # - 043400

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE -----	\$\$ PAY \$\$ -----
VACORP	General Property Insurance	INSURANCE	102135	5/24/2022	1,486.00
				TOTAL	1,486.00 *
				FUND TOTAL	1,486.00
				TOTAL DUE	154,554.96

Approved at meeting of _____ on _____ .

Signed _____ Title _____ Date _____



FY2022 May 2022 School Fund Revenue

REVENUE DETAIL:

School Operating (Fund 231)	5/15/2022	5/31/2022	Total
Miscellaneous/Local:			
Refunds			\$0.00
Erate	\$5,760.00	\$19,131.12	\$24,891.12
Insurance Adjustments			\$0.00 3-231-18990-0010
Sale of Buses			\$0.00
Sale of Equipment		\$300.00	\$300.00
Tuition - Day School			\$0.00 3-231-16120-0001
Donations			\$0.00
Other Funds	\$1,950.00	\$203.12	\$2,153.12 3-231-18990-0012
Student Fees			\$0.00 3-231-18990-0014
Local/Miscellaneous	\$7,710.00	\$19,634.24	\$27,344.24

State

Grants:

Homebound/Special Education	\$1,267.61	\$1,267.61	\$2,535.22 3-231-24020-0046
At-Risk 4-Year Olds (Pre-School Initiative)	\$11,012.54	\$11,012.55	\$22,025.09 3-231-24020-0081
Subtotal - State Grants	\$12,280.15	\$12,280.16	\$24,560.31

Non-Grants:

At-Risk	\$15,560.46	\$15,560.47	\$31,120.93 3-231-24020-0065
Basic State Aid	\$109,647.00	\$109,647.00	\$219,294.00 3-231-24020-0002
ISAEP	\$914.80	\$914.81	\$1,829.61 3-231-24020-0003
Compensation Supplements	\$7,902.23	\$7,902.23	\$15,804.46 3-231-24020-0011
Early Reading Intervention	\$5,493.09	\$5,493.09	\$10,986.18 3-231-24020-0028
English as a Second Language-SOQ	\$391.87	\$391.87	\$783.74 3-231-24030-0009
Foster Care		\$3,080.68	\$3,080.68 3-231-24020-0059
Gifted Education	\$952.94	\$952.93	\$1,905.87 3-231-24020-0007
Group Life	\$485.84	\$485.83	\$971.67 3-231-24020-0041
Instructional Retirement	\$16,069.58	\$16,069.58	\$32,139.16 3-231-24020-0023
Instructional Social Security	\$6,894.98	\$6,894.99	\$13,789.97 3-231-24020-0021
K-3 Class-Size Reduction	\$19,224.09	\$19,224.09	\$38,448.18 3-231-24020-0075
Lottery Per Pupil			\$0.00 3-231-24020-0033
Infrastructure & Operations Per Pupil	\$18,181.81	\$18,181.82	\$36,363.63 3-231-24020-0086
Mentor Teachers	\$117.36	\$117.37	\$234.73 3-231-24020-0091
Industry Certification			\$0.00 3-231-24030-0049
Remediation, Prevention, Intervention	\$4,092.16	\$4,092.16	\$8,184.32 3-231-24020-0008
Project Graduation	\$323.27	\$323.28	\$646.55 3-231-24040-0045
Remedial Summer School			\$0.00 3-231-24020-0004
SOL Algebra	\$960.72	\$960.73	\$1,921.45 3-231-24040-0005
Special Education	\$19,320.86	\$19,320.85	\$38,641.71 3-231-24020-0012
State Sales Tax	\$57,074.26	\$57,074.26	\$114,148.52 3-231-24030-0008
Technology			\$0.00 3-231-24020-0088
Textbook-funded by Lottery/SOQ	\$2,008.14	\$2,008.15	\$4,016.29 3-231-24020-0014
CTE Certification funds	\$54.05		\$54.05
Vocational Education	\$5,530.98	\$5,530.97	\$11,061.95 3-231-24020-0017

Vocational Education (CAT)	\$1,702.61		\$1,702.61 3-231-24020-0052
Enrollment Loss			\$0.00 3-231-24020-0010
Medicaid	\$6,131.87		\$6,131.87 3-231-33099-0005
Regional Special Education	\$3,620.15	\$3,620.15	\$7,240.30 3-231-24020-0038
Grow Your Own Teacher Pilot Program	\$7,500.00		\$7,500.00 3-231-24080-0071
Learning Loss Instructional Support			\$0.00 3-231-24080-0074
VPI 3 Year Olds	\$6,526.00	\$6,526.00	\$13,052.00 3-231-24020-0889
VPI Flexible Spending	\$4,078.72	\$4,078.73	\$8,157.45 3-231-24020-0892
VPI Teacher to Student Ratio	\$815.72	\$815.73	\$1,631.45 3-231-24020-0891
School Security Grant			
	\$321,575.56	\$309,267.77	\$630,843.33

Federal

Grants:

21st Century	\$7,242.88		\$7,242.88 3-231-33084-0395
Gear Up			\$0.00 3-231-33084-0334
Miscellaneous			\$0.00
Perkins III			\$0.00 3-231-33084-0048
Title I, Part A			\$0.00 3-231-33084-0010
Title II - A	\$5,199.93		\$5,199.93 3-231-33084-0067
Title III			\$0.00
Title IV			\$0.00 3-231-33084-0086
CARES Act ESSERF	\$1,068.64		\$1,068.64 3-231-33084-0426
ESSR II Unfinished Learning			\$0.00 3-231-33084-0427
ESSER III Division Allocations			\$0.00 3-231-33084-0428
Title VI,Part B:Six-B Flow Special Ed			\$0.00 3-231-33084-0027
Title VI,Part B:Six-B Flow Special Ed PreSchool	\$4,781.98		\$4,781.98 3-231-33084-0173
Preschool 619			\$0.00
Subtotal - Federal Grants	\$18,293.43	\$0.00	\$18,293.43

Federal Non-Grants:

CARES CRF K-12 Funds			\$0.00
ROTC	\$5,811.48		\$5,811.48 3-231-33099-0001
Subtotal - Federal Non Grants	\$5,811.48	\$0.00	\$5,811.48

Total School Operating	\$365,670.62	\$341,182.17	\$706,852.79
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One Team, One Mission.

King and Queen County Public Schools

P.O. Box 97

King and Queen C.H., VA 23085

SCHOOL BOARD AGENDA ITEM

MEETING DATE: June 15, 2022

AGENDA SUBJECT: May 31, 2022 Financial Report

ATTACHMENTS: May 31, 2022 Financial Report

TYPE OF AGENDA ITEM:

- | | |
|-------------------------------------|---------------------|
| <input type="checkbox"/> | CONSENT |
| <input checked="" type="checkbox"/> | REGULAR |
| <input type="checkbox"/> | DEPARTMENTAL REPORT |

- | | |
|-------------------------------------|----------------------------------|
| <input type="checkbox"/> | INFORMATION ONLY – NO DISCUSSION |
| <input checked="" type="checkbox"/> | INFORMATION ONLY – DISCUSSION |
| <input type="checkbox"/> | ACTION |

BACKGROUND / SUMMARY:

A summary cash-basis financial report as of May 31, 2022 is attached.

REQUESTED ACTION:

That the School Board accept this report as information.

FOR MORE INFORMATION, CONTACT PRESENTER:

Name: Emma L. Hundley, Chief Financial Officer

Phone: (804) 785-5981

E-mail: ehundley@kqps.net

**King and Queen County Public Schools
May 31, 2022 Cash Financial Report**

Operating Fund

REVENUE

	BUDGET	ACTUAL YTD	ENCUMBERED	BALANCE	
Revenue:					
County Contribution	\$ 4,297,176	\$ 4,297,176.00	\$	\$ -	100.0%
Miscellaneous Local	9,700	38,344.64		(28,644.64)	395.3%
State Funds	7,217,708	6,130,760.57		1,086,947.43	84.9%
Federal Funds	<u>1,285,998</u>	<u>1,134,488.32</u>		<u>151,509.68</u>	88.2%
TOTAL	\$ <u>12,810,582</u>	\$ <u>11,600,769.53</u>	\$	\$ <u>1,209,812.47</u>	90.6%

EXPENDITURE

Category:	BUDGET	ACTUAL YTD		BALANCE	
Instruction	\$ 8,643,476	\$ 7,356,932.40	\$ 23,316.64	\$ 1,263,226.96	85.1%
Admin./Attend./Health	874,359	783,530.01	464.49	90,364.50	89.6%
Transportation	1,339,429	1,106,503.70		232,925.30	82.6%
Operation and Maintenance	1,266,172	1,091,965.55	79,367.50	94,838.95	86.2%
Debt Service/Fund Transfer	29,500	0.00		29,500.00	0.0%
Technology	<u>657,646</u>	<u>588,955.36</u>	<u>2,696.08</u>	<u>65,994.56</u>	89.6%
TOTAL	\$ 12,810,582	\$ 10,927,887.02	\$ 105,844.71	\$ 1,776,850.27	85.3%
Grand Total Operating Fund	\$ <u>12,810,582</u>	\$ <u>10,927,887.02</u>	\$ <u>105,844.71</u>	\$ <u>1,776,850.27</u>	

Food Service Fund

	BUDGET	ACTUAL YTD		BALANCE	
Revenue:					
Miscellaneous local	\$ 25,000	55,230.27	\$	\$ (30,230.27)	220.9%
State Funds	3,973	4,201.83		(228.83)	105.8%
Federal Funds	316,000	433,372.83		(117,372.83)	137.1%
Interest		21.20			
Transfer from School Fund	<u>29,500</u>	<u>-</u>		<u>29,500.00</u>	
TOTAL	\$ <u>374,473</u>	\$ <u>492,826.13</u>	\$	\$ <u>(118,331.93)</u>	131.6%
Food Services	\$ <u>374,473</u>	<u>429,824.89</u>	\$ <u>0.00</u>	\$ <u>(55,351.89)</u>	114.8%

May School Food Federal Reimbursement	63,198.79
May School Food Deposits posted to June	<u>407.61</u>
	63,606.40

June 2022 AP Batch 1

6/10/2022
AP375
FUND # - 231

FROM DATE- 6/10/2022
TO DATE- 6/10/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 061100 ** Classroom Instruction **

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
** Elementary KOES **					
ESS SOUTH CENTRAL, LLC	Purchased Services	SUBSTITUTE STAFFING	INV333636	5/21/2022	504.90
ESS SOUTH CENTRAL, LLC	Purchased Services	SUBSTITUTE STAFFING	INV335468	5/28/2022	841.50
RAPPAHANNOCK COMMUNITY	Purchased Services	PARAPRO CLASS	612	5/18/2022	1,346.40 *
COMDATA		RENAISSANCE HOTEL	54912SL	5/28/2022	100.00 *
TALK THERAPY	Purchased Services	SPEECH SERVICES	6521	6/01/2022	189.07 *
SCHOOL FOOD SERVICE			ECSE-MAY2022	6/07/2022	6,400.00 *
COMDATA		CHUBUDDY	160334SBO	5/04/2022	109.98 *
KING AND QUEEN ELEMENTARY	Gifted Tuition	12 PARTICIPANTS	MPSRGS-2022	6/01/2022	16.49 *
					405.00 *
** Elementary LMES **					
ESS SOUTH CENTRAL, LLC	Purchased Services	SUBSTITUTE STAFFING	INV333636	5/21/2022	1,009.80
ESS SOUTH CENTRAL, LLC	Purchased Services	SUBSTITUTE STAFFING	INV335468	5/28/2022	785.40
COMDATA	Contracted Services/Title IIA	WILSON LANGUAGE	Z21252550SBO	5/05/2022	1,795.20 *
COMDATA	Contracted Services/Title IIA	WILSON LANGUAGE	35788SL	5/06/2022	185.00-
COMDATA	Contracted Services/Title IIA	WILSON LANGUAGE	38269SBO	5/04/2022	289.00
COMDATA		RENAISSANCE HOTEL	54912SL	5/28/2022	185.00 *
TALK THERAPY	Purchased Services	SPEECH SERVICES	6521	6/01/2022	289.00 *
SCHOOL FOOD SERVICE			ECSE-MAY2022	6/07/2022	189.07 *
COMDATA		CHUBUDDY	160334SBO	5/04/2022	6,400.00 *
KING AND QUEEN ELEMENTARY	Gifted Tuition	12 PARTICIPANTS	MPSRGS-2022	6/01/2022	6,400.00 *
					148.52 *
					16.50 *
					405.00 *
					405.00 *
** Secondary CHS **					
AMERIFLEX	HMP Benefits	CONTRIBUTIONS	JUNE2022	6/01/2022	1,019.89
ESS SOUTH CENTRAL, LLC	Purchased Services	SUBSTITUTE STAFFING	INV333636	5/21/2022	1,019.89 *
ESS SOUTH CENTRAL, LLC	Purchased Services	SUBSTITUTE STAFFING	INV335468	5/28/2022	1,234.20
COMDATA	Contracted Services/Title IIA	VASSP	387709SBO	5/03/2022	1,009.80
COMDATA	Contracted Services/Title IIA	VASSP	388496SBO	5/03/2022	2,244.00 *
SHARON MARTIN	Travel	MILEAGE REIMBURSEMNT	MARTINS-JUNE22	5/27/2022	570.00
B.W. WILSON	Instructional Materials	51156400	2732686	5/23/2022	1,140.00 *
					32.70 *
					1,706.00
					1,706.00 *

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ACCOUNTS PAYABLE LIST
 KING & QUEEN SCHOOLS
 DEPT # - 061100 ** Classroom Instruction **

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE		\$\$	PAY	\$\$
				DATE				
COMDATA	PURCHASED SERVICES	RENAISSANCE HOTEL	54912SL	5/28/2022		189.06		
TALK THERAPY	Purchased Services	SPEECH SERVICES	6521	6/01/2022		3,200.00		*
COMDATA	Purchased Services - ISAEP	PEARSON	239225DC	5/27/2022		6.99		
COMDATA	Purchased Services - ISAEP	PEARSON	239228DC	5/27/2022		6.99		
COMDATA	Purchased Services - ISAEP	PEARSON	247612DC	5/19/2022		6.99		
COMDATA	Purchased Services - ISAEP	PEARSON	247613DC	5/19/2022		6.99		
COMDATA	Purchased Services - ISAEP	PEARSON	247615DC	5/19/2022		6.99		
COMDATA	Purchased Services - ISAEP	PEARSON	247619DC	5/19/2022		6.99		
COMDATA	Purchased Services - ISAEP	BRIDGING COMMUNITIES	70207DC	5/20/2022		500.00		
ACT	Purchased Services - ISAEP	26489436	1277519	5/24/2022		100.00		
RIDDELL	Purchased Services	40654	951607521	6/01/2022		641.94		*
DEBORAH CARTER	Travel	STATE TRACK MEET	CARTERD-JUNE22	6/08/2022		972.23		*
LOWE'S	Materials and Supplies	9900 637728 9	910665	5/09/2022		46.57		*
SCHOOL FOOD SERVICE			VPI-MAY2022	6/07/2022		56.02		*
				TOTAL		336.52		*
						29,395.16		

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
JESSICA HARRIS	Travel	MILEAGE REIMBURSEMNT	HARRISJ-JUNE22	5/31/2022	57.42 57.42 *
JESSICA HARRIS	Travel	MILEAGE REIMBURSEMNT	HARRISJ-JUNE22	5/31/2022	57.42 57.42 *
HEREFF JONES, LLC	Materials and Supplies	45000084000	1127648	5/26/2022	437.40
HEREFF JONES, LLC	Materials and Supplies	45000084000	1128280	5/31/2022	111.00 548.40 *
JESSICA HARRIS	Travel	MILEAGE REIMBURSEMNT	HARRISJ-JUNE22	5/31/2022	57.41 57.41 *
				TOTAL	720.65

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<u>VENDOR NAME</u> -----	<u>CHARGE TO</u> -----	<u>DESCRIPTION</u> -----	<u>INVOICE#</u> -----	<u>INVOICE</u> <u>DATE</u> ----	<u>\$\$ PAY \$\$</u> -----
DEMCO, INC.	Materials and Supplies	450423999	7134260	5/26/2022	359.40
				TOTAL	359.40 *

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
PAMELA PATE	Travel	MILEAGE REIMBURSEMNT	PPATE-JUNE2022	5/31/2022	13.00 13.00 *
BERNITA FAJARDO	Travel	MILEAGE REIMBURSEMNT	FAJARDO-JUNE22	6/01/2022	44.20 44.20 *
				TOTAL	57.20

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ACCOUNTS PAYABLE LIST
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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
COMDATA	** Board Services **	WALMART	264437EH	5/07/2022	33.96
COMDATA	Miscellaneous	SCOTT'S EXXON	637510EH	5/25/2022	23.19
	Miscellaneous				57.15 *
WYATT-OGG FURNITURE	Materials and Supplies	ACCOUNT 3591	71088	6/09/2022	3,494.00
					3,494.00 *
				TOTAL	3,551.15

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ACCOUNTS PAYABLE LIST
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
** Executive Administration **					
DIAMOND SPRINGS	Purchased Services	006812	0002550452	5/06/2022	19.00
DIAMOND SPRINGS	Purchased Services	6812	0002604423	5/24/2022	18.36
DIAMOND SPRINGS	Purchased Services	006812	0002604424	5/24/2022	37.95
SHRED-IT USA	Purchased Services	3000205910	8001646256	5/25/2022	90.99
HANEY PHINYOWATTANACHIP PL	Legal Services	LEGAL SERVICES	11784	5/31/2022	166.30 *
COMDATA	Travel	CAFE BONETTI	440792CC	5/11/2022	100.00 *
COMDATA	Travel	RIST AL GIARDINET	549226CC	5/09/2022	19.82
COMDATA	Travel	HOTEL ROANOKE	79739CC	5/03/2022	61.47
COMDATA	Travel	HOTEL ROANOKE	79751CC	5/04/2022	21.78
COMDATA	Travel	AMERICAN	94167CC	5/07/2022	176.38
COMDATA	Travel	AMERICAN	94169CC	5/07/2022	100.00
COMDATA	Miscellaneous	FOOD LION	237777AK	5/02/2022	92.62
COMDATA	Miscellaneous	DOLLAR TREE	374027AK	5/02/2022	472.07 *
COMDATA	Miscellaneous	ROMA'S	438315AJ	5/05/2022	6.98
COMDATA	Miscellaneous	MASTER TEACHER	45176AK	5/03/2022	28.75
COMDATA	Miscellaneous	DOLLAR GENERAL	505864AK	5/16/2022	55.45
COMDATA	Miscellaneous	CARTER'S FLORIST	524288AK	5/12/2022	76.90
COMDATA	Materials and Supplies	PDF SOFTWARE	122988SBO	5/13/2022	12.45
COMDATA	Books & Subscriptions	MARSHALL MEMO	123584SBO	5/02/2022	131.63
					312.16 *
					16.99
					16.99 *
					50.00
					50.00 *
TOTAL					1,117.52

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ACCOUNTS PAYABLE LIST
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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
ADMIN PARTNERS, LLC	** Human Resources ** Purchased Services	HYBRID PLAN SERVICE	31702	5/31/2022	36.00
				TOTAL	36.00 *

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ACCOUNTS PAYABLE LIST
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
	** Fiscal Services **				
COMDATA	Travel	CHICK-FIL-A	254235EH	5/18/2022	9.07
COMDATA	Travel	BILLY'S	391423EH	5/18/2022	28.27
COMDATA	Travel	HOTEL ROANOKE	42793EH	5/21/2022	276.46
COMDATA	Travel	WENDY'S	79676EH	5/20/2022	12.33
					326.13 *
COMDATA	Member Dues	VASBO	248551EH	5/02/2022	50.00
					50.00 *
				TOTAL	376.13

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ACCOUNTS PAYABLE LIST
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
GFL ENVIRONMENTAL	** Vehicle Operation ** Purchased Services	KA-16600	KA0000233529	5/23/2022	217.85
AMY CLARK	Private Carriers	MILEAGE REIMBURSEMNT	CLARK-APRIL2022	6/02/2022	217.85 *
AMY CLARK	Private Carriers	MILEAGE REIMBURSEMNT	CLARK-MARCH2022	6/02/2022	494.33
AMY CLARK	Private Carriers	MILEAGE REIMBURSEMNT	CLARK-MARCH22-2	6/02/2022	532.35
AMY CLARK	Private Carriers	MILEAGE REIMBURSEMNT	CLARK-MAY2022	6/02/2022	152.10
COMDATA	Miscellaneous	UBER	227510EH	5/26/2022	570.38
				TOTAL	1,749.16 *
					62.42 *
					2,029.43

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ACCOUNTS PAYABLE LIST
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
** Vehicle Maintenance **					
AYLETT TIRE	Purchased Services	INSPECTION	0146868	5/12/2022	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0146869	5/12/2022	51.00
AYLETT TIRE	Purchased Services	INSPECTION	0146891	5/13/2022	1.00
AYLETT TIRE	Purchased Services	INSPECTION	0146901	5/16/2022	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0147009	5/25/2022	51.00
AYLETT TIRE	Purchased Services	INSPECTION	0147010	5/25/2022	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0147019	5/26/2022	20.00
AYLETT TIRE	Purchased Services	INSPECTION	0147022	5/26/2022	20.00
COMDATA	Purchased Services	SOLERA HOLDINGS	228499SBO	5/12/2022	179.00
ARC3 GASES	Purchased Services	K6975	8932188	5/31/2022	18.60
ATKINS PETROLEUM	Vehicle/Equipment Fuel	KINQU2	4538-1	5/18/2022	400.60 *
ATKINS PETROLEUM	Vehicle/Equipment Fuel	KINGQU2	7954-1	5/31/2022	285.42
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	CL29185	5/16/2022	183.90
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	CL29392	5/23/2022	1,399.51
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	CL29607	5/31/2022	829.04
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	S200084-IN	5/20/2022	1,505.41
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	S200583-IN	5/20/2022	2,624.96
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	2135001731	2135213155935	5/11/2022	1,749.97
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	2135001731	2135213155956	5/11/2022	8,578.21 *
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	245591	2135213155958	5/11/2022	6.23
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	245591	2135213155961	5/11/2022	48.40
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	2135001731	2135213255994	5/12/2022	5.07
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	2135001731	2135213255995	5/12/2022	11.82
ADVANCE AUTO PARTS	Vehicle and Powered Equipment	2135001731	7815214033910	5/20/2022	19.80
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	CM15567R	5/02/2022	32.11
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	CM15660R	5/02/2022	21.34
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	CM16846R	5/02/2022	118.48-
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	CM383398	5/06/2022	59.24-
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	17142R	5/05/2022	108.28
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	17143R	5/05/2022	183.31
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	17189R	5/10/2022	25.64
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	17208R	5/11/2022	25.45
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	17209R	5/11/2022	41.94
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	17210R	5/11/2022	27.10
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	383398X1	5/13/2022	96.88
SONNY MERRYMAN, INC.	Vehicle and Powered Equipment	245591	383606	5/17/2022	106.01
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	408421	5/03/2022	7.40
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	408975	5/09/2022	42.96
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	409305	5/12/2022	6.16
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	409602	5/17/2022	16.58
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	409659	5/17/2022	26.80
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	410258	5/24/2022	237.63
PORT RICHMOND AUTO PARTS	Vehicle and Powered Equipment	ACCOUNT 144	410298	5/24/2022	55.00-
TOTAL					9,606.04 *

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VENDOR NAME

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ACCOUNTS PAYABLE LIST
 KING & QUEEN SCHOOLS
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
*** Building Services **					
STANLEY PEST CONTROL, INC.	Purchased Services	CHS	9989768-1993	6/07/2022	225.00
STANLEY PEST CONTROL, INC.	Purchased Services	LMES	9989768-1995	6/06/2022	185.00
STANLEY PEST CONTROL, INC.	Purchased Services	KQES	9989768-2006	6/08/2022	185.00
MID-ATLANTIC INSTALLERS	Purchased Services	PROJECT 008133	24235	6/01/2022	900.00
					1,495.00 *
DOMINION ENERGY VIRGINIA	Utilities		1866310004MAY22	5/31/2022	7,097.24
DOMINION ENERGY VIRGINIA	Utilities		3045950007MAY22	5/20/2022	2,533.09
DOMINION ENERGY VIRGINIA	Utilities		3564070005MAY22	5/31/2022	107.30
DOMINION ENERGY VIRGINIA	Utilities		3584020006MAY22	5/31/2022	241.85
DOMINION ENERGY VIRGINIA	Utilities		4094420009MAY22	5/31/2022	1,376.69
DOMINION ENERGY VIRGINIA	Utilities		4104395001MAY22	5/31/2022	398.15
DOMINION ENERGY VIRGINIA	Utilities		5784087503MAY22	5/31/2022	611.47
DOMINION ENERGY VIRGINIA	Utilities		6078619084MAY22	5/26/2022	22.30
DOMINION ENERGY VIRGINIA	Utilities		7724042507MAY22	5/31/2022	28.99
DOMINION ENERGY VIRGINIA	Utilities		7784292505MAY22	5/31/2022	468.10
					12,885.18 *
COMDATA	Communications	USPS	574220EH	5/25/2022	26.95
RINGCENTRAL	Communications	810485040	CD_000406355	5/27/2022	1,429.24
GRANITE TELECOMMUNICATIONS	Communications	04618095	562517802	6/01/2022	270.26
					1,726.45 *
LOWE'S	Materials and Supplies	9900 637728 9	902548	5/17/2022	82.03
WEST POINT ACE HARDWARE	Materials and Supplies	5981	40110/2	5/26/2022	255.10
WEST POINT ACE HARDWARE	Materials and Supplies	5981	40208/2	6/01/2022	143.96
					481.09 *
STAPLES BUSINESS CREDIT	MATERIALS & SUPPLIES-CARES ACT	254606	7355892877-0-1	5/03/2022	706.50
STAPLES BUSINESS CREDIT	MATERIALS & SUPPLIES-CARES ACT	254606	7357144773-0-1	5/19/2022	37.50
					744.00 *
HONEYWELL INTERNATIONAL	CAPITAL OUTLAY - REPLACEMENT	538081	5260231139	6/01/2022	79,988.50
					79,988.50 *
				TOTAL	97,320.22

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ACCOUNTS PAYABLE LIST
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
CARNELL HENCE	** Grounds Services ** Purchased Services	LAWN CARE	HENCE-JUNE2022	6/01/2022	1,600.00
COMDATA	Materials and Supplies	SOUTHERN STATES	Z21392049DC	5/19/2022	1,600.00 *
COMDATA	Materials and Supplies	SOUTHERN STATES	405412DC	5/17/2022	225.38-
COMDATA	Materials and Supplies	KTR EQUIPMENT	508664DC	5/24/2022	214.04
COMDATA	Materials and Supplies	AGRI SUPPLY	64404SBO	5/26/2022	238.31
LOWE'S	Materials and Supplies	9900 637728 9	902548	5/17/2022	58.64
LOWE'S	Materials and Supplies	9900 637728 9	908203	5/12/2022	79.68
				TOTAL	367.70
					732.99 *
					2,332.99

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ACCOUNTS PAYABLE LIST
 KING & QUEEN SCHOOLS
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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
COMDATA	Network & Internet Services	NORDVPN	185420EH	5/05/2022	11.99
COMDATA	Network & Internet Services	CLOUD STORAGE	62160SBO	5/04/2022	.99
SESTITO TECHNOLOGY	Network & Internet Services	E-RATE	20150166	5/31/2022	1,380.00
VERIZON WIRELESS	Communications	442361775-00001	9906779924	5/18/2022	1,392.98 *
COMDATA	Software/Online Content (Non VP	PDF SOFTWARE	122988SBO	5/13/2022	5,499.37 *
SHI INTERNATIONAL CORP.	VPSA Training/Match	1110915	B15231899	5/17/2022	5,499.37 *
				TOTAL	16.99 *
				FUND TOTAL	1,200.00
					1,200.00 *
					8,109.34
					155,011.23

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ACCOUNTS PAYABLE LIST
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VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
DORI FOODS	** Other Non-Instruction ** Purchased Services	404812	3357992	5/27/2022	282.88
RIVERSIDE PAPER SUPPLY	Materials & Supplies	109557	781446	5/24/2022	282.88 *
RIVERSIDE PAPER SUPPLY	Materials & Supplies	109557	781447	5/24/2022	262.74
RIVERSIDE PAPER SUPPLY	Materials & Supplies	109557	782156	5/31/2022	318.87
C&F BANK	Materials & Supplies	28004027	DEPOSIT-062022	5/13/2022	211.85
DEAN FOODS COMPANY	Food Supplies	1116841	20738723	5/17/2022	452.91
DEAN FOODS COMPANY	Food Supplies	1116841	20738726	5/17/2022	1,246.37 *
DEAN FOODS COMPANY	Food Supplies	1116841	640546614	5/18/2022	127.58
DEAN FOODS COMPANY	Food Supplies	1116841	640546708	5/24/2022	408.87
DEAN FOODS COMPANY	Food Supplies	1116841	640546804	5/24/2022	438.91
DEAN FOODS COMPANY	Food Supplies	1116841	643303234	5/10/2022	343.74
DEAN FOODS COMPANY	Food Supplies	1116841	643303541	5/24/2022	77.68
DEAN FOODS COMPANY	Food Supplies	1116841	643303543	5/24/2022	482.20
DEAN FOODS COMPANY	Food Supplies	1116841	643303674	5/31/2022	152.03
DEAN FOODS COMPANY	Food Supplies	1116841	643303676	5/31/2022	401.97
RICHMOND RESTAURANT	Food Supplies	117633	2233426	5/09/2022	72.39
RICHMOND RESTAURANT	Food Supplies	117634	2234564	5/16/2022	77.75
RICHMOND RESTAURANT	Food Supplies	117632	2234568	5/16/2022	1,007.70
RICHMOND RESTAURANT	Food Supplies	117633	2234569	5/16/2022	1,790.51
RICHMOND RESTAURANT	Food Supplies	117634	2235607	5/23/2022	4,083.67
RICHMOND RESTAURANT	Food Supplies	117633	2235611	5/23/2022	825.71
					2,005.82
					1,658.31
					13,954.84 *
					15,484.09
				TOTAL	
				FUND TOTAL	15,484.09
				TOTAL DUE	170,495.32

Approved at meeting of _____ on _____.

Signed _____
 Title _____ Date _____

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 061100 ** Classroom Instruction **

<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
WISCONSIN CENTER FOR	** Secondary CHS ** Purchased Services	VA049	3580	6/06/2022	247.00 247.00 *
THERAPY RESOURCES, INC.	Therapy Services		0659	5/31/2022	4,548.27 4,548.27 *
AMAZON CAPITAL SERVICES	Instructional Materials	CTE	1G64-FF74-CKPK	6/12/2022	261.59 261.59 *
AMAZON CAPITAL SERVICES		CTE	1PMV-ND4X-1XT4	6/13/2022	2,183.20 2,183.20 *
				TOTAL	21,220.07

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 061310

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
GASTON EDUCATIONAL CONSULT	Purchased Services		KQCPS062022	6/14/2022	1,416.66 1,416.66 *
GASTON EDUCATIONAL CONSULT	Purchased Services		KQCPS062022	6/14/2022	1,416.67 1,416.67 *
COLLEGE BOARD	Purchased Services	CUSTOMER 36507	EP00130028	5/19/2022	552.00
GASTON EDUCATIONAL CONSULT	Purchased Services		KQCPS062022	6/14/2022	1,416.67 1,968.67 *
				TOTAL	4,802.00

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 061410

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
ESS SOUTH CENTRAL, LLC	Support/Student Attend Softwar	SUBSTITUTE STAFFING	INV337325	6/04/2022	112.20
				TOTAL	112.20 *

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 062140

VENDOR NAME -----	CHARGE TO -----	DESCRIPTION -----	INVOICE# -----	INVOICE DATE ----	\$\$ PAY \$\$ -----
VA DEPT. OF SOCIAL SRVCS. ADP, LLC	** Human Resources ** Purchased Services Purchased Services	BACKGROUND SCREENING 716646	B11197-MAY2022 607944883	6/10/2022 6/10/2022	30.00 284.16 314.16 * 314.16
				TOTAL	

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 063400

<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE DATE</u>	<u>\$\$ PAY \$\$</u>
JAMES RIVER SOLUTIONS	** Vehicle Maintenance **				
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	CL29819	6/06/2022	1,061.19
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	CL29996	6/13/2022	675.89
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	S203211-IN	6/08/2022	4,001.44
JAMES RIVER SOLUTIONS	Vehicle/Equipment Fuel	0076530	S203270-IN	6/08/2022	3,769.52
					9,508.04 *
				TOTAL	9,508.04

6/14/2022
 AP375
 FUND # - 231

FROM DATE- 6/14/2022
 TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN SCHOOLS
 DEPT # - 064200

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
PWS OPERATIONS	*** Building Services ** Purchased Services	WATER TESTING	1014	6/11/2022	1,357.50
VERIZON WIRELESS	Communications	305236197-00001	9908380326	6/09/2022	1,357.50 * 1,029.77 1,029.77 *
GRAINGER	Materials and Supplies	830706156	9340151621	6/09/2022	292.56
WEST POINT ACE HARDWARE	Materials and Supplies	5981	40328/2	6/08/2022	54.99
WEST POINT ACE HARDWARE	Materials and Supplies	5981	40329/2	6/08/2022	185.39
WEST POINT ACE HARDWARE	Materials and Supplies	5981	40332/2	6/08/2022	40.00-
HOME DEPOT CREDIT SERVICE	Materials and Supplies	ACCT - 4886	6064677	6/10/2022	203.92
ATLANTIC FENCE SUPPLY	Materials and Supplies		Q-190122	6/14/2022	13,957.21
AMAZON CAPITAL SERVICES	MATERIALS & SUPPLIES-CARES ACT	7 OZ CUPS	1YLY-LV1J-HT3V	5/19/2022	14,654.07 * 231.92 231.92 *
				TOTAL	17,273.26

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 064300

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<u>VENDOR NAME</u> -----	<u>CHARGE TO</u> -----	<u>DESCRIPTION</u> -----	<u>INVOICE#</u> -----	<u>INVOICE</u> <u>DATE</u> ----	<u>\$\$ PAY \$\$</u> -----
HOME DEPOT CREDIT SERVICE	** Grounds Services ** Materials and Supplies	ACCT - 4886	6064677	6/10/2022	39.98
				TOTAL	39.98 *

6/14/2022
AP375
FUND # - 231

FROM DATE- 6/14/2022
TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
KING & QUEEN SCHOOLS
DEPT # - 068100 Technology

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<u>VENDOR NAME</u>	<u>CHARGE TO</u>	<u>DESCRIPTION</u>	<u>INVOICE#</u>	<u>INVOICE</u> <u>DATE</u>	<u>\$\$ PAY \$\$</u>
RIVERSTREET NETWORKS	Communications	00106068-4	20538318	6/07/2022	3,099.00
				TOTAL	3,099.00 *
				FUND TOTAL	56,368.71

6/14/2022
 AP375
 FUND # - 232

FROM DATE- 6/14/2022
 TO DATE- 6/14/2022

ACCOUNTS PAYABLE LIST
 KING & QUEEN SCHOOLS
 DEPT # - 065100 School Food

VENDOR NAME	CHARGE TO	DESCRIPTION	INVOICE#	INVOICE DATE	\$\$ PAY \$\$
DORI FOODS	** Other Non-Instruction ** Purchased Services	404812	3350857	6/14/2022	90.60
RIVERSIDE PAPER SUPPLY	Materials & Supplies	109557	783623	6/13/2022	90.60 *
AMAZON CAPITAL SERVICES	Materials & Supplies	S HOOKS	1YGW-CRCL-MHMD	6/04/2022	693.29
AMAZON CAPITAL SERVICES	Materials & Supplies	BEVERAGE DISPENSER	17GK-CJFM-6TCV	5/24/2022	13.99
DEAN FOODS COMPANY	Food Supplies	1116841	643303963	6/14/2022	85.98
RICHMOND RESTAURANT	Food Supplies	117632	2238148	6/13/2022	793.26 *
				TOTAL	51.78
				FUND TOTAL	2,142.40
				TOTAL DUE	2,194.18 *
					3,078.04

Approved at meeting of _____ on _____.

Signed _____ Title _____ Date _____



AGENDA: July 11, 2022 Regular Meeting

ITEM #4:

Public Comment Period

ACTION REQUESTED:

The Board will receive comments from the public related to items not on the agenda. Have citizens state their name, the district they are from and request that they limit their comments to 3 minutes.

ATTACHMENTS:

None



AGENDA: *July 11, 2022 Regular Meeting*

ITEM #5:

Public Hearing – Solar Revenue Share Ordinance

ACTION REQUESTED:

The Board of Supervisors will hold a public hearing on the proposed Solar Revenue Share Ordinance.

County Administrator will provide background information and proof of publication

Open public hearing, ask anyone wishing to speak to state their name and the district in which they live. Please limit comments to three minutes.

After all comments, close public hearing for action by the Board.

ATTACHMENTS:

- Proof of publication – Rappahannock Times and Tidewater Review June 22nd and June 29th. Courtesy copy in Country Courier on June 22nd.
- Draft ordinance



Sold To:
King & Queen County-EDA - CU00449849
PO Box 177
King And Queen Court House, VA 23085-0177

Bill To:
King & Queen County-EDA - CU00449849
PO Box 177
King And Queen Court House, VA 23085-0177

Affidavit of Publication

**State of Illinois
County of Cook**

Order Number: 7234703
Purchase Order:

This day, Jeremy Gates appeared before me and, after being duly sworn, made oath that:

- 1) He/she is affidavit clerk of Tidewater Review, a newspaper published by Daily Press, LLC in the city of West Point and the state of Virginia
- 2) That the advertisement herelo annexed has been published in said newspaper on the dates stated below
- 3) The advertisement has been produced on the websites classifieds.pilotonline.com and <https://www.publicnoticevirginia.com>

Published on: Jun 22, 2022; Jun 29, 2022.

Jeremy Gates

Subscribed and sworn to before me in my city and state on the day and year aforesaid this 30 day of June, 2022

My commission expires November 23, 2024

Notary Signature



Notary Stamp

KING AND QUEEN COUNTY NOTICE OF PUBLIC HEARING

The King and Queen County Board of Supervisors will hold a public hearing on Monday, July 11, 2022 at 7:00 P.M., in the King and Queen County Courts and Administration Building, second floor conference room, King and Queen Courthouse, Virginia to consider the following:

Amendment of the King and Queen County Code of Ordinances, Chapter 30, Taxation, Section 30-280 Revenue Sharing - In accordance with the authority granted localities pursuant to Section 58.1-2636 of the Code of Virginia (1950 as amended). The county hereby assesses: (i) a revenue share of \$1,400 per megawatt, as measured in alternating current (AC) generation capacity of the nameplate capacity of the facility based upon submissions by the facility owner to the interconnecting utility, on any solar photovoltaic (electric energy) project and (ii) a revenue share of \$1,400 per megawatt, as measured in alternating current (AC) storage capacity, on any energy storage system.

All interested persons are requested to be present at the meeting of the Board of Supervisors to be held at the time and place above stated when an opportunity to be heard will be afforded to them to speak concerning the proposed ordinance. A copy of the full text of the proposed ordinance is on file in the Office of the County Administrator of King and Queen County, and is available for public inspection.

Thomas Swartzwelder
County Administrator

**King and Queen County
NOTICE OF PUBLIC HEARING**

The King and Queen County Board of Supervisors will hold a public hearing on Monday, July 11, 2022 at 7:00 P.M., in the King and Queen County Courts and Administration Building, second floor conference room, King and Queen Courthouse, Virginia to consider the following:

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**Thomas Swartzwelder
County Administrator**

Chapter 30, Taxation

**ARTICLE VIII. REVENUE SHARE FOR SOLAR ENERGY PROJECTS &
ENERGY STORAGE SYSTEMS**

Secs. 30-280. Revenue Sharing

A. In accordance with the authority granted localities pursuant to Section 58.1-2636 of the Code of Virginia (1950 as amended). The county hereby assesses: (i) a revenue share of \$1,400 per megawatt, as measured in alternating current (AC) generation capacity of the nameplate capacity of the facility based upon submissions by the facility owner to the interconnecting utility, on any solar photovoltaic (electric energy) project and (ii) a revenue share of \$1,400 per megawatt, as measured in alternating current (AC) storage capacity, on any energy storage system.

B. The revenue share of \$1,400 per megawatt imposed pursuant to subsection (A) of this section shall be increased on July 1, 2026 and every five years thereafter by 10 percent.

(1) The provisions of subdivision 2 shall not apply to solar photovoltaic projects or energy storage systems for which an application has been filed with the locality, as defined by subsection D of § 58.1-3660, and such application has been approved by the locality prior to January 1, 2021. The provisions of subdivision 2 shall apply to all such projects and systems for which an application is approved by the locality on or after January 1, 2021.

(2) The provisions of this subsection (B) shall apply to all solar photovoltaic projects and energy storage systems for which an application is approved by the locality on or after January 1, 2021.

C. For purposes of this section, “solar photovoltaic (electric energy) project” shall not include any project that is (i) described in §56-594, 56-594.01, or 56-594.2 of the Code of Virginia; (ii) 20 megawatts or less, as measured in alternating current (AC) generation capacity, for which an initial interconnection request form has been filed with and electric utility or regional transmission organization on or before December 31, 2018; or (iii) five megawatts or less.

Secs. 30-281—30-295. Reserved.



AGENDA: July 11, 2022 Regular Meeting

ITEM #6:

Quarterly Reports

ACTION REQUESTED:

The Board will receive reports from Constitutional Officers, Department Heads and various agencies.

ATTACHMENTS:

None – Reports provided in advance were provided under separate cover.

- ❖ Sheriff
- ❖ Commonwealth Attorney
- ❖ Treasurer
- ❖ Commissioner of Revenue
- ❖ Clerk of Circuit Court
- ❖ Director of Social Services
- ❖ School Superintendent
- ❖ Republic Services
- ❖ VDOT
- ❖ VA Cooperative Extension



AGENDA: *July 11, 2022 Regular Meeting*

ITEM #7:

HR Policy Adoption

ACTION REQUESTED:

County Administrator and HR Consultant will provide background information on policies that were reviewed at the June work session.

ATTACHMENTS:

- Draft policies.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 1.6
SUBJECT: Governing Principles Diversity, Equity and Inclusion Policy	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

1.6 Diversity, Equity and Inclusion Policy

King and Queen County is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and county's achievement.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

King and Queen County's diversity initiatives are applicable, but not limited to, our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

All employees of King and Queen County have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other county-sponsored and

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 1.6
SUBJECT: Governing Principles Diversity, Equity and Inclusion Policy	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the county's diversity policy and initiatives should seek assistance from a supervisor or Human Resources.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.0-6.3
SUBJECT: Employee Life Cycle Talent Acquisition and Recruitment	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

6.0 General Provision

For employees who are commencing employment with King and Queen County, on behalf of the County, let us extend a warm and sincere welcome. For employees who have been with us, thanks for your past and continued service. We extend our personal best wishes for success and happiness here in the County. We understand that it is our employees who provide the services that our citizens rely upon, and who will enable us to create new opportunities in the years to come.

King and Queen County is an equal opportunity employer and as such we offer equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. We conform to the spirit, as well as, to the letter of all applicable laws and regulations and we apply it to all aspects of the relationship between King and Queen County and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies.

These policies and principles also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with King and Queen County.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.0-6.3
SUBJECT: Employee Life Cycle Talent Acquisition and Recruitment	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

6.1 Recruitment and Selection Process

King and Queen County is committed to employing the best qualified candidates while engaging in recruitment and selection practices that comply with all applicable employment laws. It is the policy of King and Queen County to provide equal employment opportunity to all applicants and employees.

When a vacancy occurs or a new position is created in the County, the following process is followed for recruitment and selection of a new employee:

- The Department Head submits a completed requisition form to Human Resources. Human Resources adds the requisition to the tracking report.
- A representative of Human Resources will meet with the Department Head to discuss the position and determine the most effective recruitment and selection process.
- Recruitment sources will include some or all of the following:
 - King and Queen County website
 - Internal postings
 - Online job boards
 - Social media sites
 - Newspaper advertising
 - Temporary or contract agency placement
 - Employee referrals
- Human Resources and the Department Head will review resumes' and applications of qualified candidates to identify the most appropriate candidates for interviewing.
- Human Resources will conduct telephone pre-screens of identified candidates and schedule in-person interviews with the Department Head. Hiring panels may utilized for some positions.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.0-6.3
SUBJECT: Employee Life Cycle Talent Acquisition and Recruitment	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

- Department Heads are responsible for conducting timely and effective interviews of qualified candidates. Human Resources is available to advise Department Heads on interview question development, interview techniques, and final candidate selection. Human Resources may also serve as a member of the interview panel.
- A candidate evaluation form will be completed for each candidate interviewed and will be used to make a final candidate selection.
- Human Resources will conduct reference checks and background checks on the selected final candidate.
- Upon the selection of the final candidate, the Department Head and Human Resources will collaborate to develop an appropriate offer of employment (salary, start date, etc.).
- Human Resources or the Department Head will extend the verbal offer of employment to the candidate selected.
- Human Resources will prepare a written offer of employment that is contingent upon the successful completion of required background checks.
- Upon receipt of an offer letter signed by the candidate and the successful completion of background checks, Human Resources will close out the requisition on the tracking report.

6.2 Internal Hires

King and Queen County is dedicated to assisting employees in managing their careers and reaching their professional goals through development, promotion, and transfer opportunities. We encourage current employees to seek other positions in the County as development and growth opportunities before making the decision to leave the County. We encourage open communication with your current Department Head regarding your interest in other County positions and we require that the employee provide their current Department Head with adequate notice prior to vacating their current position to go to another County department. If employees find a position of interest and they meet the eligibility requirements, they should

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.0-6.3
SUBJECT: Employee Life Cycle Talent Acquisition and Recruitment	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

follow the regular application process in order to be considered for the position. For more specific information about internal hires and transfers, please contact Human Resources.

All internal applicants will receive notice from Human Resources as to whether they will be interviewed for the position. Although you are encouraged, but not required, to notify your Department Head that you have applied for a position, the Department Head will be notified should you become a final candidate. If hired for the position, the current and the new Department Head will work together to determine an appropriate transfer arrangement and date.

There are many great reasons to consider applying for other County positions before choosing to leave our County. The following are just a few of the benefits:

- You will retain your service time for the purposes of calculating leave and other benefits.
- Even though you will be serving a probationary period in your new job, you will retain your access to Family Medical Leave and employees in the VRS Hybrid Program will retain their status for short and long term disability benefits.
- You can transfer your accrued leave to your new position.

6.3 Hiring Relatives/Employee Relationships

A familial relationship among employees can create an actual or at least a potential conflict of interest in the employment setting, especially where one relative supervises another relative. To avoid this problem, King and Queen County may refuse to hire or place a relative in a position in the same department where the potential for favoritism or conflict exists. In other cases, such as personal relationships where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or discharged from employment, at the discretion of the County.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.0-6.3
SUBJECT: Employee Life Cycle Talent Acquisition and Recruitment	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

Accordingly, all parties to any type of intimate personal relationship within their department must inform their Department Head. If two employees marry, become related, or enter into an intimate relationship, they may not remain in a reporting relationship or in positions where one individual may affect the compensation or other terms or conditions of employment of the other individual. The County generally will attempt to identify other available positions, but if no alternate position is available, the County retains the right to decide which employee will remain with the County. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

King and Queen County reserves the right to change this policy at any time and for any reason and to grant exceptions to this policy based on business needs.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.4 – 6.7
SUBJECT: Employee Life Cycle Orientation, Onboarding, and Development	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

6.4 General Provision

Orientation and onboarding helps to create a healthy employment relationship at the beginning of employment. In King and Queen County, we understand the benefits of practicing effective employee orientation and onboarding, and how critical it can be in the process of integrating a new employee into our local government structure. Our program fosters belonging, cultural alignment, and inclusion. This allows us to attract top talent, maximize productivity, and minimize business risks. Our recruitment and onboarding process are key elements to our success.

6.5 Employee Orientation

Human Resources will conduct an orientation session with all new hires. The goal of the orientation session is to ensure that all new employees receive information about the structure, function, and culture of the County, as well as, the mission, vision, and values. Human Resources will review with all new employees important policies and procedures regarding their safety, employee rights, and benefits. All employees will receive and sign for a copy of the County Administrative and Human Resource Policies. They will also receive information and a schedule for additional onboarding training and activities.

6.6 Employee Onboarding

Onboarding activities should begin with new employees on the day that they accept employment with the County. The orientation session with Human Resources is a critical part of the onboarding process. Every department and position in the County and each unique employee requires a different onboarding plan. The plan is created collaboratively with the new employee.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.4 – 6.7
SUBJECT: Employee Life Cycle Orientation, Onboarding, and Development	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

Human Resources is available to work with Department Heads on creating an onboarding plan for each new employee. An onboarding plan generally covers the first year of employment with the County and then transitions into a career development plan for the employee following the completion of their probationary period.

The onboarding plan will assist the new employee in understanding their role, clarifying expectations in the role, learning the structure and functions of each County department, provides a plan for training required for the position, and helps to build relationships with other employees.

6.7 Employee Development

The County supports both career-related and job-related professional development activities. It is expected that employees and their supervisors mutually agree to discuss professional development issues and opportunities. In the modern competitive environment, employees need to update their knowledge and acquire new skills to do their jobs better. This will benefit both them and the County. We want employees to have a growth mindset and feel confident about improving their efficiency and knowledge, as well as, finding new ways towards personal development and success.

Employees, Department Heads and Human Resources should all collaborate to build a continuous professional development culture. Every employee should have an employee development plan. It's an employee's responsibility to seek new learning opportunities. It's a supervisor's responsibility to coach their employees and identify employee development needs. It is Human Resource's responsibility to facilitate any employee development activities and processes.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.4 – 6.7
SUBJECT: Employee Life Cycle Orientation, Onboarding, and Development	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

Employee development can be accomplished in many ways. The following are just a few methods to consider in creating a development plan:

- Formal training sessions and classes (individual or group);
- Employee coaching and mentoring;
- Participating in conferences and workshops;
- On-the-job training;
- Job shadowing;
- Cross Training;
- Job rotation;
- Stretch Assignments;

Human Resources is available to employees and Department Heads for assistance and training on employee development plans and succession management plans.

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SUBJECT: Employee Life Cycle Performance Management	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

6.8 General Provision

Performance management is a broad collection of activities designed to maximize individual and, by extension, county government performance. It includes setting expectations, measuring employee behaviors and results, providing coaching and feedback, and evaluating performance over time to use in decision making. The purpose is to align individual efforts to achieve county wide goals.

6.9 Performance Review Process

The performance review process includes setting clear and specific performance expectations and goals for each employee and providing periodic informal and/or formal feedback about employee performance relative to those goals. Performance reviews may be used to support decisions related to training and career development, compensation, transfers, promotions, and reductions-in-force or employment termination. In addition to these formal performance evaluations, the county encourages employees and supervisors to discuss job performance on a frequent and ongoing basis.

The frequency of performance reviews may vary based on factors such as the employee's employment status, position, and classification. Department Heads may elect to formally review performance every six months or annually. Effective performance management systems typically include the following three broad elements: goal setting, performance review, and a performance improvement process.

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Goal Setting

Goal setting is a process of establishing objectives to be achieved over a period of time. It is the performance criteria an employee will be evaluated against. Performance goals for individual employees should ideally align with county goals.

Common types of goals include the following:

- **Job description goals:** Goals may be based on the achievement of a pre-established set of job duties from the description. These goals are expected to be accomplished continuously until the job description changes.
- **Project goals:** Goals may be based on achievement of a project objective. These goals may be set for a single year and changed as projects are completed. Job description and project goals are "what" needs to be accomplished.
- **Behavioral goals:** Goals may be based on certain behaviors. These goals are expected to be accomplished continuously. Behavioral goals are "how" things need to be accomplished.
- **Stretch goals:** Goals that are especially challenging to reach are sometimes referred to as stretch goals. Stretch goals are usually used to expand the knowledge, skills and abilities of high-potential employees.

In addition to focusing only on a few major goals during a single year, the goals should be SMART:

- Specific, clear and understandable;
- Measurable, verifiable and results-oriented;
- Attainable, yet sufficiently challenging;
- Relevant to the mission of the department or county;
- Time-bound with a schedule and specific milestones.

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Finally, effective goals should be participative. Both the supervisor and individual should be involved in the development of goals to ensure understanding and commitment. Goals should be documented, available for review, managed on a continuous basis and acknowledged. Goals should be flexible enough to account for changing conditions.

6.10 Performance Review

Performance review is the process of assessing an employee's progress toward goals. Strengths and challenges of all employees are recorded regularly so that the county can make informed and accurate decisions regarding an employee's contribution, career development, training needs, promotional opportunities, pay increases and other topics. Performance review and evaluation involve the objective and subjective consideration of how to measure and evaluate employee performance results.

Recommendations for an effective performance review process include:

- A feedback process that is continuous and timely throughout the review period so that employees know how they are doing and what is expected.
- A dialogue that includes performance feedback measured against clear and specific goals and expectations established at the outset of the performance management cycle.
- A process for acknowledging the outcomes of the performance review process that is documented between the supervisor and the employee.
- A two-way individual conversation between the supervisor and the employee at least once a year.

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Completed formal performance evaluations shall be signed by both the Employee and their Department Head and forwarded to Human Resources to be placed in the employee's personnel file.

Employees that disagree with their evaluations or have comments relating to their evaluations will be provided the opportunity to attach their comments to the evaluation to be included with the review document in the employee's personnel file.

6.11 Performance Improvement Process

There may be times during the employment relationship when an employee's performance and/or behavior is not meeting the goals and expectations required to perform the duties of their assigned position. A performance improvement plan (PIP), also known as a performance action plan, is a tool to give an employee with performance deficiencies the opportunity to succeed. It may be used to address failures to meet specific job goals or to ameliorate behavior-related concerns. Outcomes may vary, including improvement in overall performance; the recognition of a skills or training gap; or possible employment actions such as a transfer, demotion or termination.

Human Resources is available to Department Heads for consultation to determine whether a performance improvement/action plan is the appropriate tool to improve performance and/or behavior, to provide assistance in the creation of a plan, and to provide guidance to the Department Head and Employee throughout the plan.

COUNTY OF KING & QUEEN ADMINISTRATIVE / HUMAN RESOURCE POLICIES	POLICY NUMBER: 6.12-6.21
SUBJECT: Employee Life Cycle Separation and Termination of Employment	DATE APPROVED: SUPERCEDES: King and Queen Personnel Policy
AUTHORIZATION: Approved by the King and Queen Board of Supervisors on	

6.12 Separation and Termination of Employment

General Provision

The purpose of the King and Queen County Termination and Separation of Employment policy is to ensure that employee separations and terminations are handled in a consistent and professional manner with minimal disruption to the workplace. Separation and termination includes both voluntary and involuntary employment terminations and terminations due to the death of an employee. It is beneficial for all parties that the employment separation process is as clear as possible so misunderstandings and distrust between the Employee and the County can be avoided. The County is bound to handle any cases of termination of employment as dictated by law with discretion, professionalism and official documentation.

6.13 At-Will Employment

Employment with King and Queen County is voluntary and subject to termination by the Employee or King and Queen County at will, with or without cause, and with or without notice, at any time. Nothing in this policy shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of King and Queen County employees.

6.14 Voluntary Terminations

A voluntary termination of employment occurs when an employee submits a written or verbal notice of resignation, including intent to retire, to his or her supervisor or when an employee is absent from work for three consecutive workdays and fails to contact his or her supervisor which we consider job abandonment.

1. A resignation in good standing, employees other than Department Heads must give notice in writing to the Department Head at least fourteen (14) days prior to the effective

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date of the resignation; Department Heads must give 30 days' notice in writing to the County Administrator. A resignation becomes effective when tendered. No written acceptance of a resignation shall be required as a condition precedent to its effectiveness. An effective separation date sooner than that proposed by the employee may be established after consultation with Human Resources. No compensation is due beyond the actual date set. Employees should provide a written resignation notification to his or her Department Head.

2. Upon receipt of an employee's resignation, the Department Head shall notify Human Resources within 24 hours by sending a copy of the resignation letter and any other pertinent information (e.g., employee's reason for leaving, last day of work).
3. Human Resources will assist coordinating the Employee's departure from the County including meeting with the Employee to review the Employee's post-termination benefits status and the Employee's completion of an exit interview.
4. Employees are expected to return all County property including keys, phones, computer equipment, supplies, etc.
5. Employees who possess access to secure information will have their accounts disabled no later than their last day of employment.

6.15 Involuntary Terminations

An involuntary termination of employment, including a layoff of over 30 days, is a county-initiated dismissal with or without cause.

1. Before any action is taken to involuntarily discharge an employee, the employee's Department Head should request a review of the decision by Human Resources and the County Attorney.
2. The County Attorney and Human Resources along with the Department Head will be responsible for reviewing the circumstances and determining if discharge is warranted.

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If the recommendation is discharge, the Employee's Department Head will meet with and review the decision with the Employee. The Department Head may request the presence of Human Resources in the meeting.

6.16 Death of an Employee

A termination due to the death of an employee will be made effective as of the date of death.

1. Upon receiving notification of the death of an employee, the employee's Department Head should immediately notify Human Resources.
2. Human Resources/Payroll will process all appropriate beneficiary payments from the various benefits plans.
3. The employee's Department Head should ensure that Human Resources/Payroll receives the deceased employee's timesheet.

6.17 Final Pay

An employee who resigns or is discharged will be paid through the last day of work, plus any unused vacation time, less any debt to the County. In cases of an employee's death, while in the service of the County, all compensation due is paid to the legal representative of the employee's estate or any other properly designated individual. Assistance and benefit counseling is provided to survivors of the employee by Human Resources.

6.18 Health Insurance

Medical, dental and vision insurance coverage terminates on the last day of the month if the employee separates employment or is terminated before the 15th of the month. An employee will be required to pay his or her share of insurance premiums through the end of the month. Information about COBRA continuation coverage will be provided.

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6.19 Return of Property

Employees must return all county property at the time of separation, including uniforms, cellphones, keys, laptops and identification cards. Failure to return some items may result in deductions from the employee's final paycheck where state law allows. In some circumstances, King and Queen County may pursue criminal charges for failure to return County property.

6.20 Exit Interview

Human Resources will contact an employee who voluntarily resigns to schedule an exit interview near the employee's last day of work.

6.21 Eligibility for Rehire

Employees who leave employment with King and Queen County in good standing with proper notice may be considered for rehire. Former employees must follow the normal application and hiring processes and must meet all minimum qualifications and requirements of the position. Rehired employees will not retain previous tenure when calculating longevity, leave accruals or any other benefits, unless required by law.

Employees who are involuntarily terminated by King and Queen County for cause or who resign in lieu of termination are ineligible for rehire. In addition, employees who resign without providing adequate notice or who abandon their job will not be considered for rehire.

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7.0 Grievance Policy

General Provision

King and Queen County recognizes that there are times when the need arises for employees to express concerns or complaints in a formal manner. We seek to provide a workplace in which all employees feel that they are an important part of the County, and where employees are fairly treated. There may be times when you have a dispute with a Supervisor or the County which can best be resolved through a formal procedure for dispute resolution. All disputes between any employee and the County are to be resolved in accordance with the following procedures. Our procedures are intended to ensure that all employees receive a fair and unbiased review of workplace concerns. Please note, however, that the County reserves the right to modify this procedure at any time and nothing in this procedure should be construed to constitute a contract between you and the County or to constitute any part of a contract between you and the County.

7.1 Non-Grievable Matters

Local governments retain the exclusive right to manage the affairs and operations of the government. Accordingly, the following complaints are nongrievable:

- 1) Establishment and revision of wages or salaries, position classification, or general benefits;
- 2) Work activity accepted by the employee as a condition of employment or work activity that may reasonably be expected to be part of the job content;
- 3) The contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations;
- 4) Failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly;

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- 5) The methods, means, and personnel by which work activities are to be carried on except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, or job abolition;
- 6) The hiring, promotion, transfer, assignment, and retention of employees within the local government;
- 7) The relief of employees of duties of the local government in emergencies.

7.2 Grievable Matters

- 1) Disciplinary actions including dismissals, disciplinary demotions and suspensions providing that dismissals shall only be grievable when resulting from formal discipline or unsatisfactory job performance;
- 2) The application of personnel policies, procedures, rules, and regulations;
- 3) Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, sex, marital status, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, or military status;
- 4) Acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law in the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before Congress or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. There shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance shall be considered an act or retaliation.

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7.3 Coverage of Personnel

The County Administrator, or his/her designee, shall determine the officers and employees excluded by the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions. Unless otherwise provided by law, all non-probationary local government permanent full-time and part-time employees are eligible to file grievances with the following exceptions:

- 1) Appointees of elected groups or employees of constitutional officers, unless agreed to by the constitutional officer;
- 2) Officials and employees who serve by charter or other law serve at the will or pleasure of the appointing authority;
- 3) Deputies and executive assistants to the chief administrative officer of the locality;
- 4) Department Heads or Chief Executive Officers of government operations;
- 5) Employees whose terms are limited by law;
- 6) Temporary, limited term, and seasonal employees
- 7) Law enforcement officers whose grievance is subject to *COV (§9.1-500 et seq.)* and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance.
- 8) Law enforcement officers as defined in *COV §9.1-601* whose grievance is subject to the provisions of *COV §9.1-601* and relates to a binding determination made by a law-enforcement civilian oversight body, except as permitted by subsection F of *COV §9.1-601*.

7.4 Compliance

After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure without just cause shall result in favor of

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the other party on any grievable issue, provided the party not in compliance fails to correct the non-compliance within (5) five workdays or receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator, or his designee.

The County Administrator, or his/her designee, at their option may require a clear written explanation of the basis for just cause extensions or exceptions. The County Administrator, or his/her designee, shall determine compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by filing a petition with the circuit court within (30) thirty days of the compliance determination.

Personal face to face meetings are required at all management steps.

With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate level government official at the level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses may only be present while actually providing testimony.

At the final management step, the grievant, at his option, may have present a representative of his choice. If the grievant is represented by legal counsel, the County, likewise has the option of being represented by counsel.

7.5 Management Steps and Procedures

Step 1: Supervisor Level

Employee concerns should first be discussed with the employee's immediate supervisor. Many concerns can be resolved informally when an employee and supervisor take time to review the concern and discuss options to address the issue. This step can be completed without a written form. This step should occur within (20) twenty calendar days from the time of the

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occurrence causing the initiation of the grievance process. The Supervisor shall provide a response to the employee within (5) five business days after the meeting. Time frames may be extended by mutual agreement of the Supervisor and the grievant. The Supervisor's response is not required to be in writing. We encourage a discussion format to work toward a mutually agreed upon solution.

Step 2: Department Head Level

If the employee is not satisfied with the results of the informal discussion in Step 1, the employee may submit a written complaint within (5) five work days on Grievance Form A to his or her Department Head.

The Department Head will have (5) five work days to respond to the employee in writing.

If the employee complaint is regarding illegal harassment, discrimination, or retaliation, the employee should submit a copy of the written complaint directly to Human Resources.

If the direct Supervisor is the Department Head, steps 1 and 2 can be combined.

Step 3: County Administrator Level

If the employee is not satisfied with the response from the Department Head, the employee may submit a written request for review to the County Administrator within (5) five work days. If the Department Head is the County Administrator, the employee may submit the grievance paperwork to Human Resources. The request for review shall be put on Grievance Form B and also should include:

- A copy of the completed Grievance Form A submitted to the Department Head.
- A copy of the Department Head's written response to the employee's complaint.

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- Detailed information regarding the employee's dissatisfaction with the immediate Supervisor's and Department Head's response.
- Supporting documentation may be provided to the County Administrator or Human Resources by either party.

The County Administrator will consult with the employee's immediate Supervisor, Department Head, Human Resources, and any other relevant parties to evaluate the grievance and provide a written response to the employee within five (5) work days. If the employee is not satisfied with the response by the County Administrator, they may request a review by an Administrative Hearing Officer.

Step 4: Administrative Hearing Officer Level

An employee may request a hearing by completing Grievance Form C within (5) five work days of receiving a written response from step 3, if their concerns were not resolved by the County Administrator or Human Resources.

Decisions regarding grievability and access to the procedure shall be made by Human Resources within (10) ten calendar days of the request. A copy of the decision will be sent to the grievant. Grievants that disagree with the decision may request a review of the decision by filing a notice of appeal with the County Administrator for review within (10) ten calendar days from the date of the receipt of the decision and giving a copy of the notice of appeal to all other parties. Decisions may be appealed to the circuit court having jurisdiction in the locality in which the grievant is employed for a hearing on whether the grievance qualifies for a hearing. The County Administrator shall transmit to the clerk of the court to which the appeal is taken: a copy of the decision, a copy of the notice of appeal, and the exhibits. The list of the evidence furnished to the court will also be furnished to the grievant. The decision of the court is final and is not appealable.

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The County Administrator is responsible for arranging for an administrative hearing officer. The administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court of Virginia. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to COV §2.2-4024 and shall be made from the appropriate geographical region on a rotating basis. In the alternative, the County may request the appointment of an administrative hearing officer from the Department of Human Resource Management.

Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or respondent before the hearing officer without being in violation of COV §54.1-3904.

The decision of the hearing officer shall be final and binding and shall be consistent with the provisions of law and written policy. The question of whether the relief is consistent with written policy shall be determined by the County Administrator, or his designee, unless the person has a direct personal involvement with the event/s giving rise to the grievance. The King and Queen Commonwealth Attorney will make the decision in a case of direct personal involvement of the County Administrator.

7.6 Administrative Hearing Rules

1. The Hearing Officer has no authority to formulate policies or procedures or to alter existing policies and procedures;
2. The Hearing Officer has the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and at the request of either party, the hearing shall be private;
3. The Hearing Officer shall be provided with copies of the grievance record and a list of the document furnished prior to the hearing. The grievant and his/her attorney will also

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be provided with a list of the documents furnished to the Hearing Officer at least (10) ten days prior to the scheduled hearing and access to and copies of all relevant files intended to be used in the grievance proceeding;

4. The Hearing Officer has the authority to determine admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as full and equal opportunity is afforded to all parties for the presentation of their evidence;
5. All evidence shall be presented in the presence of the Hearing Officer and the parties except by mutual consent of all parties;
6. Documents, exhibits and lists of witnesses shall be exchanged between the parties or Hearing Officer in advance of the hearing;
7. The goal is to strive for a fair and expeditious hearing that is not intended to be conducted like proceedings in courts and the rules of evidence do not necessarily apply.
8. The decision of the Hearing Officer is final, acting within the scope of his/her authority, be final, subject to existing policies and law;
9. The Hearing Officer's decision shall be provided to all parties within (10) ten workdays.

7.7 Implementation of the Final Hearing Decision

Either party may petition the circuit court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the hearing decision.



AGENDA: July 11, 2022 Regular Meeting

ITEM #8:

Discussion – Virginia 250 Commission

ACTION REQUESTED:

The County has received a request from the Virginia American Revolution Commission requesting the appointment of a County liaison to serve as the ‘go between’ for the local community and the state commission.

ATTACHMENTS:

- Letter and attachments received from the Commission



Christy Coleman, Interim Chair
Jamestown-Yorktown Foundation

Jamie O. Bosket, Interim Vice Chair
Virginia Museum of History and Culture

The Honorable. Terry Austin
The Honorable Hyland (Buddy) Fowler
The Honorable Mamie Locke
The Honorable Tommy Norment
The Honorable Kenneth Plum

Chief Steve Adkins
Chickahominy Indian Tribe
Edward H. Baine
Dominion Energy Virginia
Diane Bechamps
Virginia Tourism Authority
Leslie Bowman
Monticello
Gretchen Bulova
Office of Historic Alexandria
H. Benson Dendy III
Chairman Emeritus, Jamestown-Yorktown Foundation
David Duncan
American Battlefield Trust
Cliff Fleet
Colonial Williamsburg Foundation
Sue Gerdelman
Jamestown-Yorktown Foundation Board of Trustees
Peter Hedlund
Virginia Humanities
Kathy Jordan
Library of Virginia
Julie Langan
Department of Historic Resources
Jerri Marr
Colonial National Historical Park
Eric Monday
Virginia Bar Association
Chief Anne Richardson
Rappahannock Tribe
Jackie Stone
McGuire Woods LLP
Scott M. Stroh III
Gunston Hall
Dr. Karin Wulf
Brown University

Cheryl Wilson, Executive Director
Cheryl.wilson@yf.virginia.gov
Elizabeth Mancano, Deputy Director
Elizabeth.mancano@yf.virginia.gov

Commission Membership

Christy Coleman, Interim Chair
Jamestown-Yorktown Foundation

Jamie O. Bosket, Interim Vice Chair
Virginia Museum of History and Culture

The Honorable. Terry Austin
The Honorable Hyland (Buddy) Fowler
The Honorable Mamie Locke
The Honorable Tommy Norment
The Honorable Kenneth Plum

Chief Steve Adkins
Chickahominy Indian Tribe
Edward H. Baine
Dominion Energy Virginia
Diane Bechamps
Virginia Tourism Authority
Leslie Bowman
Monticello
Gretchen Bulova
Office of Historic Alexandria
H. Benson Dendy III
Chairman Emeritus, Jamestown-Yorktown Foundation
David Duncan
American Battlefield Trust, Secretary of the US Semiquincentennial Commission

Cliff Fleet
Colonial Williamsburg Foundation
Sue Gerdelman
Jamestown-Yorktown Foundation Board of Trustees
Peter Hedlund
Virginia Humanities
Kathy Jordan
Library of Virginia
Julie Langan
Department of Historic Resources
Jerri Marr
Colonial National Historical Park
Eric Monday
Virginia Bar Association
Chief Anne Richardson
Rappahannock Tribe
Jackie Stone
McGuire Woods LLP
Scott M. Stroh III
Gunston Hall
Dr. Karin Wulf
Brown University

Cheryl Wilson, Executive Director



**VIRGINIA AMERICAN REVOLUTION 250 COMMISSION
Local 250th Committee Assignment Form**

The Virginia American Revolution Commission was created by the General Assembly for the purpose of planning for and commemorating the 250th anniversary of Virginia's participation in the American Revolution, the Revolutionary War, and the formation of the nation. Planning for this statewide and national event has already begun, and culminates in 2026, and then continuing beyond. Each locality is asked to form a local 250th committee to begin planning for the multi-year commemoration period. The Commission will provide grant opportunities and technical support to local committees. **Please designate below a liaison to work with the Commission, who will serve as liaison between the local community and the state commission.** Localities are also encouraged to pass a resolution of support establishing a Local 250th Committee.

Locality: _____

Name of Designee: _____

Title: _____

Organization: _____

Address: _____

Phone: _____

Email: _____

Comments: _____

Please return to: Elizabeth Mancano, Deputy Director, VA250 Commission, 2110 Jamestown Road, Williamsburg VA 23185. Phone: 757-837-7228 / Email: elizabeth.mancano@jyf.virginia.gov

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE _____ OF _____
RELATING TO THE SUPPORT OF THE VIRGINIA AMERICA 250 COMMISSION
RECITALS:**

A. The Board of Supervisors of _____ (“the County/City/Town”) is dedicated to the furtherance of economic development and tourism in _____

B. The Virginia America 250 Commission (VA250) was created in 2020 by the General Assembly for the purpose of preparing for and commemorating the 250th anniversary of Virginia’s participation in American independence

C. VA250 has requested that each locality form a committee to aid in planning for the commemoration period.

WHEREAS, _____ will form a local VA250 committee;

WHEREAS, the committee will plan and coordinate programs occurring within the locality and communicate regularly with VA250;

WHEREAS, the Board of Supervisors wishes to undertake this endeavor with VA250 to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE _____:

1. The Board of Supervisors hereby desires to support the Virginia America 250 Commission and their efforts to commemorate the 250th anniversary of Virginia’s participation in American independence.

2. _____ will form a committee to aid in the planning for the commemoration period.

ADOPTED this _____ day of _____, 2022.

(SEAL)

A COPY TESTE: _____
Name
Title

Tina Ammons

From: Tom Swartzwelder
Sent: Thursday, June 9, 2022 11:47 AM
To: Tina Ammons
Subject: FW: VA250 Commission Request for Committee in King and Queen
Attachments: Local_Contact_Form (1).pdf; Commission Membership.pdf; VA250_Local_Committee_Resolution_1_.pdf

I guess for July BOS meeting

Thomas J. Swartzwelder
County Administrator
County Attorney
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King & Queen VA, 23085
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tswartzwelder@kingandqueenco.net

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From: Mancano, Elizabeth <elizabeth.mancano@jyf.virginia.gov>
Sent: Thursday, June 9, 2022 11:30 AM
To: Tom Swartzwelder <tswartzwelder@kingandqueenco.net>
Subject: VA250 Commission Request for Committee in King and Queen



Dear Mr. Swartzwelder:

The [Virginia American Revolution 250 Commission \(VA250\)](#) was created by the General Assembly for the purpose of planning for and commemorating the 250th anniversary of Virginia's participation in American independence, the duration of which will be 2022 through 2026. The Commission is composed of legislative leaders, tourism and economic development officials, historians, and experts across a wide spectrum.

Virginia leads a nationwide effort in creating a commission to formally begin planning for the commemoration. As you know, the 250th anniversary of American independence holds tremendous educational, economic, and tourism opportunities for the Commonwealth. Not only was Virginia a central focus of the American Revolution in the 1770's and 1780's, but it is still at the center, in terms of what visitors can see and experience today.

The story of Virginia's participation in independence is statewide. There are hundreds of related sites throughout the state that serve to better educate Virginians, and those who travel to Virginia, as to the pivotal role the Commonwealth held in independence. The strength of that geographic dispersal means that visitors do not have to travel to a specific place to experience the history - no matter where they are in the state, there is nearby history to take in. Further, the Commission is firm in its resolve to plan a statewide commemoration that is multi-faceted and inclusive of the diverse individuals, histories, sites, stories, and communities that define Virginia.

To position Virginia as a key leader in this national commemoration, the Commission requests that your locality form a Local VA250 Committee to join in the planning for this large-scale commemoration. Further, we ask that you designate a liaison to work with the Commission, who will serve as the local contact with the state commission, participate in planning events, and communicate regularly on events occurring within the locality. While the Commission is planning statewide programs and events, including traveling exhibitions, strong involvement at the local level is crucial. The Commission is working with hundreds of partners across the state to encourage and support local participation. Local history, after all, is the foundation on which all else is built.

For those localities that form official Local VA250 Committees, as evidenced by the passing of a resolution of support (sample attached), the designation of a local contact, and the formation of a Local VA250 Committee, the state commission will provide grant funding opportunities for commemorative events and make available programs to include traveling exhibitions and teacher resources. It is also noteworthy that localities may be able to access American Rescue Plan Act (ARPA) funds for commemoration projects, as such funding supports industries that experienced negative economic impacts during the pandemic such as tourism, travel, and hospitality.

To every extent possible, the local committee should include representatives from tourism, education, economic development, museums and historic sites, local historical and cultural groups, universities and colleges, Tribal representatives, and the governing body, among others.

Once the local committee designee is named, please forward the enclosed form to Elizabeth Mancano, VA250 Deputy Director. Staff will remain in close contact with the local liaison, providing technical assistance and support. Please do not hesitate to contact Elizabeth (757) 837-7228, elizabeth.mancano@jvf.virginia.gov, or me (804) 205-0788, cheryl.wilson@jvf.virginia.gov, if you have questions.

On behalf of the Virginia American Revolution 250 Commission, we look forward to working with you and other localities throughout the Commonwealth as we begin planning for the 250th anniversary of American independence. The beginning of the commemoration period is fast approaching and promises to provide a once-in-a-generation opportunity to come together as Virginians and Americans to better understand our past as we celebrate our collective future.

Sincerely,



Cheryl Wilson
Executive Director



AGENDA: *July 11, 2022 Regular Meeting*

ITEM #9:

Appointments/Reappointments to various Boards and Commissions

ACTION REQUESTED:

- 1) Economic Development Authority – Stevensville District
- 2) Bay Consortium Workforce Development Board
- 3) Planning Commission – Newtown District, to fill the unexpired term of Sheila Morton (01.12.2023)
- 4) Planning Commission – Newtown District
- 5) Planning Commission – Shanghai District to fill the unexpired term of Barbara Hudgins (01.14.2023)
- 6) Planning Commission – Buena Vista District to fill the unexpired term of Ryan Burroughs (01.11.2024)
- 7) Pamunkey Regional Library Board – To fill the unexpired term of Alda Norris (term expires 06.30.2025)
- 8) Middle Peninsula Juvenile Detention Commission – Appoint Meredith Adkins
- 9) Social Services Advisory Board – Buena Vista District – Member Angie Alley’s term expires 07.09.2022, she is eligible and willing to serve another term if reappointed.
- 10) Board of Zoning Appeals – Stevensville District – Robert Coleman’s term expires on 08.14.2022. Mr. Coleman is willing to serve if recommended for reappointment.

ATTACHMENTS:

- None



AGENDA: July 11, 2022 Regular Meeting

ITEM #10:

County Administrator's Comments

ACTION REQUESTED:

None

ATTACHMENTS:

None



AGENDA: July 11, 2022 Regular Meeting

ITEM #11:

Board of Supervisor Comments

ACTION REQUESTED:

None

ATTACHMENTS:

None



AGENDA: *July 11, 2022 Regular Meeting*

ITEM #12:

Closed Session (If Needed)

ACTION REQUESTED:

Need a motion to enter into closed session pursuant to Section _____

After coming out of closed session:

Need a motion 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.

Take action on any matters discussed that require it.

ATTACHMENTS:

None