

**King and Queen County
Board of Supervisors Meeting
Monday, April 22, 2024**

6:00 P.M.

**Regular Meeting
King and Queen County Courts and Administration Building
General District Courtroom**

Minutes of the Meeting

CALL TO ORDER AND ROLL CALL

Chairman Simpkins called the meeting to order. Roll call was taken with all members being present

APPROVAL OF RECURRING WARRANTS

A motion was made by Ms. Alsop and seconded by Ms. Norman to approve the recurring warrants for the month of April, subject to audit.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

APPROVAL OF ARCH SCAN CONTRACTS

A motion was made by Mr. Berry and seconded by Ms. Alsop to approve both contracts, one for Administration files and one for Zoning files.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
NAYS: NONE

PRESENTATION – RURAL HOUSING PARTNERSHIP

Ms. Zuhowski with the Rural Housing Partnership in Gloucester presented to the Board the services that the organization would like to begin providing in King and Queen. Their main focus is to help elderly people age in place. They provide low interest loans and grants for home repairs and ADA improvements. They utilize USDA 504 funds that are based on income eligibility. They are currently serving one citizen in King and Queen but need the approval of the Board in order to expand into the county.

ADOPTION OF 2024 TAX RATE AND FY2025 BUDGET

A motion was made by Ms. Alsop and seconded by Mr. Billups to adopt the following 2024 tax rates:

**KING AND QUEEN COUNTY CALENDAR YEAR 2024
TAX CLASSIFICATIONS AND RATES**

Per \$100 of Assessed Value

Real Estate: \$0.50	(.02 Increase)
Aircraft: \$1.58	(No Increase)
Personal Property: \$3.94	(No Increase)
Machinery and Tools: \$1.10	(No Increase)
Merchant's Capital: \$0.65	(No Increase)
Manufactured Homes: \$0.50	(.02 Increase)
Farm Machinery & Livestock: \$1.10	(No Increase)
Public Service Corporations: \$0.50	(.02 Increase)

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS

NAYS: NONE

A motion was made by Mr. Berry and seconded by Ms. Norman to adopt the following resolution for the FY2025 budget:

KING AND QUEEN COUNTY BOARD OF SUPERVISORS

RESOLUTION APPROVING AND APPROPRIATING THE FISCAL YEAR 2024-2025 ANNUAL FISCAL PLAN FOR THE COUNTY OF KING AND QUEEN

WHEREAS, the King and Queen County Board of Supervisors (the "Board") has reviewed the General, Capital Projects, Social Services, Comprehensive Services Act, Comprehensive Services Act Administration, School, School Cafeteria, School Capital Projects, Landfill Contingency, Court Security, and E-Summons Funds as part of the Fiscal Year 2024-2025 Annual Fiscal Plan; and

WHEREAS, the Board of Supervisors held a duly advertised public hearing on the proposed Fiscal Year 2024-2025 Annual Fiscal Plan on April 8, 2024; and

NOW, THEREFORE, BE IT RESOLVED this 22nd day of April, 2024 that of this total **\$17,597,691** comprised of the following categories:

Board of Supervisors	\$85,439
County Administrator	\$184,765
County Attorney	\$145,925
Independent Auditor	\$49,000
Commissioner of the Revenue	\$278,320
Finance Department	\$173,509
Treasurer	\$262,721
Information Technology	\$215,575
Risk Management	\$229,100
Electoral Board	\$77,652

Registrar	\$166,064
Circuit Court	\$3,850
9th District Circuit Court	\$23,000
General District Court	\$15,700
Special Magistrates	\$0
JDR District Court	\$4,393
9th District Court Services Unit	\$36,005
Clerk of the Circuit Court	\$327,638
Victim Witness Assistance	\$18,039
Commonwealth's Attorney	\$258,734
Sheriff	\$2,310,910
E911	\$168,875
Volunteer Fire Departments	\$158,000
Rescue Squads	\$40,700
Rescue Services	\$2,443,054
Radio Communications	\$446,130
EMS Other	\$1,057
Probation & Pretrial Services	\$15,500
Regional Jail	\$703,753
Board of Building Appeals	\$535
Building Inspections	\$173,001
Animal Control	\$78,934
Animal Shelter	\$266,067
Medical Examiner	\$200
Emergency Services Coordinator	\$115,417
Refuse Control (VPPSA)	\$708,102
Litter Control	\$8,500
General Properties	\$434,257
General Properties - Marriott School	\$29,570
General Properties - Shacklefords Sta	\$43,000
General Properties - St. Stephens Sta	\$23,000
General Reassessment	\$0
Health Department	\$95,478
Chapter X CSB	\$45,172
Rental Assistance Program	\$3,648
State and Local Hospital Program	\$6,510
Bay Aging	\$35,982
Contributions	\$23,392
Community College	\$6,811
Mattaponi Pier	\$6,700
Public Library	\$192,490
Planning Commission	\$13,530
Economic Development	\$133,493

MPPDC	\$66,081
Board of Zoning Appeals	\$4,038
Zoning/Community Development	\$199,897
Airport Authority	\$87,000
EDA	\$2,707
Soil and Water Conservation District	\$9,674
Forestry Services	\$11,101
Cooperative Extension	\$39,928
Reserve for Contingencies	\$517,796
Transfer to Social Services	\$483,952
Transfer to CSA Fund	\$320,000
Transfer to CSA Administration Fun	\$6,147
Transfer to School Fund	\$4,297,176
Transfer to School Capital Projects F	\$100,000
Transfer to Landfill Contingency Fun	\$165,000

BE IT FURTHER RESOLVED that the Board does hereby approve the Fiscal Year 2024-2025 Projected Annual Fiscal Plan for the School Fund to be appropriated as follows:

- \$3,797,176** Local funds to be appropriated on July 1, 2024 or as soon thereafter as the Board approves.
- \$500,000** Remaining local funds to be appropriated on or about the April 2025 regular meeting of the Board.

All revenue received by the King and Queen County Treasurer from the State or Federal Government for the benefit of the School Division for use in Fiscal Year 2024-2025 will periodically be appropriated by the Board (both revenue and expenditures), but in no event shall any State or Federal monies be appropriated before they are received and deposited by the Treasurer. In the event there is a reduction in funding from either State or Federal sources, or both, the Board reserves the right to amend this budget to reflect the reduction in funding and the Board is in no way obligated to provide the funding budgeted but not received.

BE IT FURTHER RESOLVED that the Board, in order to encourage greater frugality, does hereby establish that any unspent local funds remaining in the School Fund at the end of the 2024-2025 fiscal year shall be transferred to the Reserve Fund to be used for school capital projects.

BE IT FURTHER RESOLVED that the Board does hereby approve the Fiscal Year 2024-2025 Annual Fiscal Plan to include the following additional fund categories and expenditures:

County Capital Projects Fund	\$10,048,272
Social Services Fund	\$1,945,965

Comprehensive Services Act Fund	\$1,000,000
CSA Administration Fund	\$19,552
School Cafeteria Fund	\$553,441
Court Security Fund	\$75,049
Landfill Contingency Fund	\$165,000
E-Summons	\$40,000

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
 NAYS: NONE

BOUNDARY REQUEST FROM ESSEX COUNTY

Ms. Seay updated the Board on the process that Essex County has been working on including documents, maps and draft notices. It was the consensus of the Board to continue moving forward with the understanding that Essex will incur any costs associated with the process.

BUSINESS LICENSE ORDINANCE DISCUSSION

Ms. Alsop advised that she had received calls from small businesses that have very small annual gross sales asking for relieve from having to get a business license. The suggestion is to waive business licenses for businesses that have gross sales of less than \$10,000. After brief discussion a motion was made by Mr. Alsop and seconded by Ms. Norman to advertise for a public hearing on the proposed change to the business license ordinance for the June meeting.

AYES: S.C. ALSOP, J.L. SIMPKINS, M.R. BERRY, M.H. NORMAN, C.R. BILLUPS
 NAYS: NONE

HR REQUEST – CLARIFICATION OF HIRING POLICY ON STARTING SALARY

Tina Ammons, Director of Finance advised the Board that the current policy for all departments other than the Sheriff and Emergency Services is that the base salary in any step in the only starting salary that can be offered to potential candidates. In recent recruitments, this policy has potentially limited department heads ability to attract the most qualified applicants. Staff is requesting that the HR staff (Betty Dougherty, HR consultant) be allowed to do a review of potential candidates in order to determine the appropriate salary to offer to a selected candidate. This policy would be a ‘stop gap’ measure to be used until the compensation and classification plan is completed by the HR team. This is expected to occur at the end of the year. After questions and discussion by the Board it was the consensus to allow the process as described until the new plan is in place.

QUARTERLY REPORTS

Reports were received from the following Constitutional Officers, Department Heads and Agencies:

- Stephanie Sears, Treasurer
- Kelly Lumpkin, Commissioner of Revenue

- Erin Lazar, Director of Community Programming
- Jesse Kelley, Assistant Director of Community Programming
- Hattie Robinson, Clerk of Circuit Court
- Donna Sprouse, Director of Community Development
- Rob Balderson, Sheriff
- Jeff Davison, Republic Services

OTHER ITEMS BROUGHT BY BOARD MEMBERS

Ms. Norman advised that she attended the Military Ball and it was a very nice event. She thanked everyone for coming and providing their reports.

Ms. Billips noted that she also attended the Military Ball. She asked about the feasibility of having restroom facilities at the football field and track at Central High School. They currently have port-a-potties and they are filthy and not useable.

Ms. Alsop thanked everyone for being patience with missing meetings recently while she was ill. She feels that the Board has worked well together and come up with a very good budget. She also reminded everyone of the VACo Region 2 meeting on May 22nd in James City County.

Mr. Simpkins thanked everyone for coming and providing their reports and have a safe trip home.

IT IS ORDERED THAT THIS BOARD BE ADJOURNED

A motion was made by Ms. Alsop and seconded by Ms. Norman to adjourn the meeting at 8:30 p.m.

Chairman

Clerk of the Board